



Parent Handbook

2019-2020



423 Mill Street
PO Box 639
Campbellsport, WI 53010
Phone: 920-533-4103
www.stmattsschoolcampbellsport.com

St. Matthew School Directory

Administration/Business Office

P.O. Box 740
Campbellsport, WI 53010

Pastor - Fr. Mark Jones
Director of Administrative Services:

mrj@archmil.org
920-533-4441
werths@archmil.org

Preschool and Elementary School (Grades Preschool-8)

423 Mill St. P.O. Box 639
Campbellsport, WI 53010

Office 920-533-4103
Fax 920-533-8078

School Office

Principal - Joan Schlaefer

schlaeferj@archmil.org

School Front Office

smslion@archmil.org

Family Care Center

Daycare –Janet Ramskugler
Infant Care
Toddler Care

920-904-6016
920-904-4319
920-979-4092

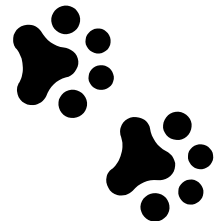
Athletics

920-533-4103

Food Service

Food Service Coordinator-Jen Guell

920-533-4103



St. Matthew School Mission Statement

St. Matthew School is a combined Catholic community. Our school integrates respect, responsibility, and commitment in teaching the gospel message. We strive to educate the whole child in values and traditions of the Catholic Church and our world, in a positive atmosphere through a comprehensive curriculum. In partnership with parents and the parish community, the gospel message is modeled and experienced through service, commitment and worship.

Vision Statement

Our vision is to be a family centered, supportive educational community striving toward academic excellence. We will inspire students to become independent thinkers with a love of learning and a strong family-based foundation. Our students will develop emotionally, spiritually and academically to face the challenges of the future and become responsible leaders of tomorrow.

Philosophy

We believe that each child

- Has the right to a nurturing, safe and loving environment
- Needs structure, rules, choices and opportunities to learn grow and have fun
- Needs guidance in developing appropriate social behaviors
- Needs to develop a positive self-image, respect, and responsibility to themselves and others
- Needs activities that allow him/her to achieve or experience success at his/her own level



Catholic Identity

St. Matthew School's primary mission is Catholic Identity. To accomplish this goal, St. Matthew School incorporates the following into the total school experience:

1. The liturgical and prayer service experiences are some of the most important features of Catholic Christian living at our school. They are celebrated in a form meaningful to the age groups, and involve the children through active participation. Attendance by parent(s)/guardian(s) makes a long-lasting impression on the students at all grade levels. Parent(s)/guardian(s) are strongly encouraged to join in Eucharistic celebrations at 8:30 a.m. at St. Matthew's Church on **Tuesdays**.
2. Sacramental preparation programs are offered in a setting, which involves family, parish, and child. St. Matthew School children take part in the sacramental programs as members of their parish community. The programs are enhanced through the school curriculum.
3. Religion classes are held four days per week. All teachers of religion are certified in accordance with Archdiocesan policy. A weekly liturgy or prayer service constitutes the fifth day of religion classes.
4. Each school day begins and ends with prayer. Other prayer experiences are shared throughout the day, e.g., lunchtime.
5. With social development in each grade level in mind, social concerns are highlighted, e.g., service to the poor, the needy, and the lonely, etc., through visits and/or service projects.
6. A priest is available for liturgies, prayer services, reconciliation, special projects, general visits, etc.
7. Catholic Christian values are emphasized in everyday situations while focusing on human dignity, justice, and peace.

Absence/Tardiness

A telephone notice of a student's absence is required before 8:00 am that day.

Contacting School Office - 920-533-4103

Parent(s)/guardians should call between 7:30-8:15 am. Please give the specific reason for the absence, and state the name and grade of your child. Otherwise your child is considered truant and will be reported.

This phone call is required for the safety of children. The secretary will call the home or work phone number on file if a parent(s)/guardian(s) fails to report an absence. **Please help us ensure the safety of your child by calling to report absences between the hours noted above.**

Please make sure any changes to your child's health record are accurate and up to date. Please notify us immediately of any allergies or special dietary needs. If a child should contract a communicable disease, the teacher and secretary must be notified. When and if children are exposed to a communicable disease, a parent/guardian will be notified. **Children should be fever free for a full 24 hours before returning to school.** Please notify the school office to report a child's absence. St. Matthew School requests that students that are vomiting or suffering from diarrhea stay home until they have recovered.

Makeup of School Work for Absences: To give teachers time to gather all assignments, homework for student absentees may be picked up in the school office at 3:00 p.m. Please call the office to make arrangements.

Please note: It is the responsibility of the student to make up all class work missed due to an absence. Students will have the same number of days (as days absent) to hand in homework. Students are responsible for all assignments/notes for absences/vacation days outside of the scheduled calendar days.

Doctor Appointments: Every effort should be made to schedule medical and dental appointments outside of the regular school hours. If it cannot be avoided, parent(s)/guardian(s) must send a signed note about the appointment to the school office. Appointments for haircuts or other non-medical related appointments will not be allowed.

Admission

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The parish/school respects the dignity of the child. Neither race, nationality nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs. Children of other religions will be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

The Catholic School offers programs of education and formation for children and youth who are willing and able to live within the religious, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic School shall not be a refuge for parents/students who seek to avoid integration in the public schools.

1. Families are admitted to our school community on the basis of a personal interview with the principal and the interest and motivation to be in accord with the highest order of Catholic education.

2. All students are on probation during the first semester of their attendance at a Catholic school.

We have a screening process for all new students entering our school. During the first semester probationary period, we shall determine through this process whether or not we can meet the needs of the students. Students, who enter the Catholic school from a home-school program, shall be placed in a grade level following an academic assessment determined by the administration. The decision of the principal is final.

3. In the admission of students to elementary school, priority consideration shall be given to these criteria in the following order:

a. To all children currently enrolled.

b. To children of families with siblings currently enrolled in school.

c. To children of parishioners (in case of a parish school).

d. To children from other Catholic Parishes.

e. To children of other religious affiliation.

4. In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families.

Admissions to Kindergarten (4 and 5 yr. old) and First Grade

- No child may be admitted to 4 year old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.

- No child may be admitted to 5 year old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.

- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school.

Children with Exceptional Educational Needs

St. Matthew School, as with other Catholic schools in the Archdiocese, is not able, in all cases to offer special education programs for children with exceptional educational needs. In seeking admission, the school shall inquire as to whether the student has a history of, or is presently eligible for, an Exceptional Educational Needs (EEN) Program relative to PL 94 – 142 and/or IDEA (Individuals with Disabilities Education Act). A student who is eligible for placement under PL 94-142/ IDEA will not be admitted to the school unless a program can be developed to accommodate the student's special needs. A review committee consisting of teachers, support staff, and the principal will determine if the school can accommodate the student. If a plan for identification and

intervention of at-risk students indicates that the student may have exceptional educational needs, then the student will be referred to the local public school to determine whether the student is eligible for placement. If a student presently enrolled in St. Matthew School is determined to have an exceptional educational need by the local public school, reconsideration of his/her continued enrollment in St. Matthew School will be reviewed by the school and parent(s)/guardian(s) in consultation with the Archdiocese Office of Schools as needed.

Exceptional Education

In compliance with PL 94-142 and/or IDEA, an Individualized Education Program (IEP) evaluation will be provided by the public school system for all students referred from St. Matthew School. When making a referral for an IEP evaluation, St. Matthew School will follow the guidelines established by the Department of Public Instruction.

1. Parents/Guardians are informed about procedures for a referral and their verbal approval for such a referral is sought **before** the process begins.
2. The principal and/or counselor requests appropriate forms from the building principal or central office of the public school where the student resides.
3. All completed forms are returned to the building principal or to the public school central office, in accordance with the policy of the school district.
4. The principal and/or counselor keep a master list of all cases referred for PL 94-142/IDEA services. Information on this master list should include the name and birth date of the student, the referral date, and the name of the public school where the referral was mailed.
5. If no action is taken within the ninety (90) day time limit allowed for the evaluation process, the principal and/or counselor will notify the Archdiocesan Associate Director for Student Services to report this fact. A letter will then be mailed to the appropriate public school personnel to encourage immediate action.
6. The school should automatically receive a copy of the IEP report after the evaluation is completed. Upon receipt of this report, the school attempts to follow through with the recommendations outlined in the report and determines if implementation of any service plan for the student if he/she continues his/her enrollment in the school is feasible. Consultation services in the interpretation and practical application of evaluation reports are available from the public school Division of Pupil Personnel services on an invitational basis. If the parents/guardians elect not to follow through on the recommendations of the public school district, St. Matthew School will determine whether the student's needs can be met and whether continued enrollment at St. Matthew School is in the best interests of the student. This determination will be put in writing, shared with the parents/guardians, and becomes part of the student's permanent record. If the student who is eligible for placement under PL 94-142/IDEA is enrolled at St. Matthew School, the principal and staff shall become knowledgeable of the treatment for these students according to the directives of the Wisconsin Department of Public Instruction; especially Bulletin Number 99.07, September 1999, "Parentally-Placed Private School Children with Disabilities."

Individualized Student Program

Students enrolled in St. Matthew School with an Individualized Education Program (IEP) to accommodate their special needs will have their accommodation plans filed and attached to their cumulative record to note the accommodations made reflecting their quarterly grades.

Supportive Consultant Program

While every attempt will be made under the guidelines of the Supportive Consultant program to accommodate students with identified special needs, St. Matthew School reserves the right, given our limited specialists, to formally re-assess student needs during any part of their educational program. Based on the results of the formal assessment and in consultation with the Archdiocese, continued student enrollment at St. Matthew School may be ended in the best interests of promoting student success. ***All admissions decisions of the Priest and Principal are final.**

Cancellation

When the Campbellsport Public Schools announce that they are closing or delayed due to inclement weather, St. Matthew School will also close/delay. The radio/TV may not mention St. Matthew School by name. **The automated notification system will be used as well.** Both school staff and families are to listen to the official radio stations for announcements on school closings. The official radio stations are West Bend (1470 AM/92.5 FM) and Fond du Lac (1450 AM/107 FM) and television station WTMJ channel 4. You will also receive a message via our One Call system for cancellations/schedule changes.

Clothing for Outdoors

During the winter months all students are expected to wear proper clothing (boots, scarves, hats, and mittens or gloves) in the interest of good health and safety. The students must wear snow pants/suits, boots, hats, and mittens/gloves in order to play on the snow hill on the playground. If children wear boots, hiking boots, tennis shoes, etc. for outdoors, please see that they bring shoes to change into for inside the building. If students are not dressed accordingly, they will have to stay in for recess or stand by the building.

Athletics/Extracurricular Activities

It is the philosophy of the St. Matthew School Athletic Program to promote physical fitness, by recognizing its purpose in the complete physical, intellectual, social, emotional, and spiritual development of each student in its school. Accordingly, the program will provide for interscholastic competition that encourages maximum participation while promoting good sportsmanship, teamwork, dignity, and accomplishment. In providing extra-curricular athletics, St. Matthew School hopes to allow students to enhance their education by: extending the practice of Christian values outside the traditional classroom; providing enjoyable activity and diversion; gaining knowledge that will be useful in maintaining a healthy lifestyle into adulthood; and, developing positive attitudes toward a variety of activities and situations. **Playing Time Philosophy** – When fifth, sixth, seventh, and eighth graders are involved in same grade level competition; each team member will have equal playing time in each contest. While it is the spirit of the guideline that each student athlete will have equal playing time, some circumstances may not make that possible (i.e., physical limitations, illness, school limits, structure of the game, or coaches’ decisions based upon training violations).

St. Matthew School Athletic Code

Athletic programs are offered as determined by the athletic director and principal considering grade levels, time schedules, sufficient interests, etc.

Sport	Grades	Sport	Grade
Volleyball	4-8	Cheerleading/Dance	4-8
Basketball	4-8		

All student athletes and parent(s)/guardian(s) are required to attend the orientation meeting for each sport. At each orientation meeting, there will be discussions of the sport season, practice and game schedules, eligibility, required forms and fees, code of conduct, etc.

Before and After School Procedures

Our supervisory day begins at 8 a.m. and ends at 3:30 p.m.; all students may enter the building at 8 a.m. We offer **HOMEWORK HELP** before school for one hour, 7 a.m. – 8 a.m. **for a fee of \$3.50, Monday through Friday.** Students who arrive at school before the supervisory day begins, and **do not** attend **HOMEWORK HELP**, will be sent to the Before/After School Care Program; an **hourly fee charge applies.** All students must leave school or be picked up before the supervisory day ends at 3:30 p.m. After that time, students will be sent to the Before/After School Child Care Program. The Before/After School Care Program is available from 5:45 a.m. - 6 p.m. for all grades, and has an **hourly fee charge.**

Bicycles

Bicycles must be parked in the racks provided. Bicycles may never be ridden on school grounds during or immediately before/after school. St. Matthew School will not assume responsibility for lost or damaged bicycles. Students who ignore the observance of safety and courtesy rules while riding their bicycles to and from school will forfeit this privilege.

Computers and Network

Computing, data storage, Chromebooks, Think Pads, and information retrieval systems are designed to serve the students, faculty, and staff of St. Matthew School. Network and Internet access is provided to further the legitimate educational goals of St. Matthew School. St. Matthew School provides computing and network resources for the use of our students and employees. The equipment, software, and network capacities provided through St. Matthew School computers are and remain the property of St. Matthew School. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Any monetary costs, which occur as a result of misuse of resources, will be incurred by the responsible party. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged
- Using E-mail capabilities to facilitate distance learning projects and communications
- Using E-mail for teacher to teacher and other professional communications
- Using Listservs and newsgroups to gain access to current information on local, state, national and world events

Examples of inappropriate or unacceptable uses(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by St. Matthew School. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- Use of E-mail for personal communications. All messages created, sent and received over St. Matthew School network are the property of St. Matthew School and are considered public information.
- To prevent computer viruses from being transmitted through St. Matthew School network, there will be no unauthorized loading or downloading of software or programs. All software must be registered and licensed as the property of St. Matthew School.

Electronic Devices

The use of electronic devices, such as cell phones, blackberries, mp3, hand-held games, etc., during school hours is prohibited. Students that have one or more of these devices will have them confiscated and returned only to parents. Students needing to contact parents before or after school hours are welcome to use the telephone in the school office.

A cell phone may only be brought to school if deemed necessary by a parent and it must be kept in the school office during school hours. A signed waiver by a parent must be on file in the school office in order to do so.

Parent-Teacher and Parent-Teacher-Student Conferences

A conference with parents of each student is to be held at least once a year. A second conference is recommended. Parent-teacher and Parent-teacher-student conferences are not considered part of an instructional day; however, the day is included in the five days permitted for school closure, by S.115.01 (10), that is, inclement weather and parent-teacher conferences. Conferences may be requested by the parent(s)/guardian(s) or the teacher at any time during the school year. Parent(s)/guardian(s) are to phone or send a note in advance to request an appointment with a teacher or principal at least 24 hours. Parent(s)/Guardian(s)/Teacher/Student Conferences will be held two times per year. The first scheduled conferences are mandatory and are held at the end of the first quarter. The second scheduled conferences are by parent(s)/guardian(s)/teacher request only and are held at the mid-point between the second and third quarter. If a parent(s)/guardian(s) needs a follow-up contact from a teacher after a conference or progress report distribution, the parent(s)/guardian(s) is strongly encouraged to contact the teacher. If you are unable to reach a teacher or principal directly, please leave your name and telephone number with the school secretary and your call will be returned promptly. K4 conferences as well as scheduled conferences are determined at the discretion of the teacher. The principal and/or pastor are available by appointment only. Interruptions to the normal school day (i.e. visiting a classroom teacher unless with a scheduled appointment) will not be tolerated.

Curriculum

Art (Grades K3-8): We believe that each student deserves to experience the following in art: A satisfying and enjoyable art experience; an understanding that art is involved in our everyday living; individual expression with some direction; cultural and historical awareness; some mathematical concepts; and understanding of art concepts through projects created. We use the following media to create and develop in the following concept areas: Drawing, painting, cutting and pasting, printmaking, sculpture/3-D, fabrics, weaving, fibers, clay / pottery, glass, seasonal art, arts and crafts, library materials, and other printed materials. We provide instruction in the concepts of line, shape, space, color, value, texture, form, design, 2-D, 3-D, and correct usage of materials. We incorporate art into all areas of the curriculum, and use reference help for students and instructors.

Health (Grades K4-8): Our health education program focuses on the goal of “total health,” including physical, emotional, spiritual, intellectual, aesthetic, social development, and overall well-being. In our program, wellness is our aim. Wellness is defined as actively making choices and decisions that promote good health. We provide a sequential program for grades K4-8 that develops understanding and awareness in health behaviors, current health issues, and fitness life-style habits. Included in our resources are community associations, medical facilities, and state and national organizations, e.g., American Heart Association, American Lung Association, etc.

Integrated Language Arts (Grades K3-8): We believe in a student-centered integrated language program, which promotes the students' spiritual, cognitive, physical, social, and emotional development. Teachers, administrators, and the school community plan the curriculum, which builds on how students learn and construct meaning in authentic contexts. Reading, language, phonics, spelling, and writing interrelate within the curriculum, and language instruction occurs across all curriculum areas in addition to specific language arts classes. We promote a love for reading and writing. The instructional program consists of anthologies, writing journals, theme and spelling books, phonics, listening tapes, word and comprehension skills, and other language arts-related materials, including computer desktop publishing programs. All grades develop an independent reading program, which includes the use of library books, periodicals, reference materials, etc. We provide a program to allow students to develop comprehension, decoding, writing, and spelling skills. This includes such information processing strategies as inferring, generalizing, comparing, contrasting, sequencing; and such problem solving strategies as identifying problems, predicting, drawing conclusions, and summarizing. Students

can engage in background experiences and knowledge, confront potential prejudices and misconceptions, and ask questions that encourage dialogue, inquiry, and self-reflection. Students explore learning options and establish personal goals for learning. They also learn how to respect, support, and affirm each other, and assume increasing responsibility for their decisions and actions.

Guided Reading: We also offer a program called Guided Reading. Guided Reading is a small-group instructional model that allows the teacher to select appropriate text for a small group of students who are similar in strengths and needs. Guided Reading provides instruction that targets specific reading strategies. This instructional model does not replace a current reading curriculum; rather it is one component of a balanced literacy program.

Library Media Center (Grades K3-8): We have a library media center, which provides physical and intellectual access to information geared to the grade levels of the school. The school continually strives to provide an excellent collection of fiction, non-fiction, and reference books, as well as periodicals, audiovisuals, and computer materials that relate to the different subject areas.

Mathematics (Grades K4-8): We believe that mathematics instruction must be student-centered; account for cultural, gender, and intellectual diversity; develop critical thinking; and meet all modes of learning. We believe that mathematics includes the development of problem-solving, mental math abilities, and basic computational skills that lead to a number sense and a value of math. We provide mathematics instruction that involves basic mastery of facts, experiential learning, hands-on experiences, exploration, open-ended situations with applications to the real world, interdisciplinary situations, and the use of computers and calculators at all levels.

Music (Grades K3-8): We believe that every student needs access to a balanced, comprehensive, and sequential program of music instruction and experiences. We also believe music holds an integral place in the Catholic liturgy, and is essential to the worship experience of children. Music can assist children in a fuller, more conscious and active participation in liturgy. It also serves as a foundation for a well-rounded education and life-long appreciation and performance of music.

Physical Education (Grades K3-8): We believe that the early development of physical fitness, lifelong fitness skills and positive health behavior are of unquestionable importance in the child's total educational process. Our physical education program is designed to have a significant impact on a child's health and self-esteem. The goal of instruction is on self-respect and acceptance toward others, realizing that all have unique talents and gifts. The goals of the Physical Education Program are met primarily through cooperative activities with physical and instructional methods unique to each individual's personal needs.

*****Medical Excuse** (Grades K3-8): All students are expected to participate in gym class. If there is a medical reason that a student *cannot* participate in certain activities, please send a **written excuse signed by a physician**. Parental written excuses are valid for one gym class. However, after the gym class is missed, a doctor's medical excuse may be requested. If a child is too sick to participate in physical education classes, we consider them too sick to be in school. Therefore, children will not be allowed to miss physical education classes due to illness.

Religion (Grades K5-8): We believe that our religious instruction, centered within the faith community of the school, must guide the formation of students in the beliefs, values, and traditions of Catholic Christianity. We believe that parent(s) / guardian(s) are the primary religious educators of their children, and we also believe religious values permeate the total curriculum and climate of our school. We incorporate Sacred Scripture, the Ten Commandments, the Seven Sacraments, Spiritual and Corporal Works of Mercy, and other basic Catholic beliefs throughout the entire curriculum. Supplementary religious books and materials, singing, dramatizations, art, and various other instructional methods, such as guest speakers, are also used. We provide experiences in the four central areas of religious education...doctrine, community, service, and worship. Daily prayer, weekly liturgies, and prayer services are planned by students. Opportunities for the Sacrament of Reconciliation, celebration of the liturgical seasons, retreat experiences, Scripture reading and study, and moral development are all essential elements in our Religion curriculum.

Science (Grades K4-8): We believe that scientific principles are approached in a highly process-oriented and student-oriented manner. Significant scientific processes include: recognizing and formulating problems, collecting data through observation and experimentation, and formulating and testing of hypotheses. Equipment and supplies for the scientific process are updated annually. We provide opportunities for students to be actively

involved in the scientific process which emphasizes critical thinking, hypothesizing, processes of observation and data collection, analysis of data, experimentation, and laboratory skills throughout the science curriculum.

Social Studies (Grades K4-8): We believe that social studies focus on social relationships and how a society functions. Social Studies is highly integrated with religious social skills and values. Resource people from various cultural backgrounds explain their customs and traditions. Current periodicals are used.

We provide geography, thinking, study, reading, map reading and interpretation skills, skill in reading and interpreting charts / graphs / timelines, and creative writing skills. We also provide opportunities throughout the Social Studies Curriculum for students to develop and use the inquiry method as a skill for the rest of their lives.

We believe that the purpose of Social Studies is to make connections between past and present cultures and countries, to understand how society functions as it does today, and how humanity interrelates within a given structure. Historical conflicts and their resolutions are examined in order to make informal choices as individuals and as members of the global community. Social Studies assist the student to appreciate the diverse social, religious, political experiences, contributions, and struggles of all humanity.

Spanish (Grades K4-8): Our Spanish classes offer our students a basic knowledge of the language. They learn by repetition and through games. Basics such as numbers, colors, common words along with speaking and writing are the beginning and the lessons progress at an age appropriate level.

Homework guidelines

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside the class which requires individual work in a study hall, classroom or home. Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Daily Schedules

With the exception of preschool, all classes are scheduled Monday-Friday, with off-days noted on the School Calendar.

<u>Starting and Ending Times</u>	<u>Doors/Open/Classes Begin</u>	<u>Lunch</u>	<u>Dismissal</u>
Childcare	5:45 am	11:00-11:30	6:00 pm
Before School	5:45 am		8:00 am
After School Care	3:25 pm		6:00 pm
3 Yr. Old Preschool (Tues-Thurs: all day)	8:00 am		11:00 am
3 Yr. Old Preschool (Tues-Thurs: half day)	12:15 pm		3:20 pm
3 & 4 Yr. Old Preschool (Mon-Fri)	8:00 am	11:00-11:40	3:20 pm
Kindergarten-8 th (Mon-Fri)	8:00 am		3:20 pm

** Students may enter their classroom at 8am.*

***All students are considered TARDY if they are not in their classrooms when classes begin for the day at 8:20am.*

DISCIPLINE PHILOSOPHY

The philosophy of Positive School Climate reflects our efforts, in partnership with parent(s)/guardian(s), to teach each child self-control, character, self-discipline and to shape attitudes and values which affect life-decisions. All disciplinary actions are based on the premise that the purpose of discipline is learning. St. Matthew School is dedicated to instilling Gospel values throughout the child's experience in the school community. This foundation in values in a supportive environment facilitates the child's ability to apply Gospel principles to their decisions and choices especially in his/her self-management and relationship to peers and others in the community of the school and society.

Beliefs - We believe:

- * In fostering Catholic values
- * In building positive attitudes through effective communication
- * In the uniqueness of each student
- * All students can learn
- * The school environment should be safe and caring
- * In the respect for property
- * In flexible scheduling and programming
- * All subject areas are equally important
- * That diversity within and among students must be respected
- * In developing basic skills
- * In building self-concept and esteem
- * Accepting responsibility for decisions is important
- * In developing student self-discipline
- * In promoting student success

Basic Premises of Discipline

Students are expected to adhere to the individual classroom teacher's standards for learning and safety. The faculty and principal will jointly establish these standards. Five basic premises that underlie all of St. Matthew School discipline procedures are:

1. The parent(s)/guardian(s) and school are partners in the discipline process.
2. Procedures/rules are established and posted in every classroom.
3. Positive reinforcement is given for appropriate behavior and consequences are given for inappropriate behavior.
4. The consequences will address and make every attempt to guide the student's inappropriate behavior through learning.
5. The central emphasis of discipline in our system is to enable positive Christian behavior, which enhances the learning process.

Student Expectations

1. Students are expected to treat all persons with Christian respect and dignity and to respect the physical and property rights of others.
2. Students are to be in place and ready to work at the beginning of each class period.

Unacceptable Behavior

1. Any violations of **Wisconsin Criminal Statutes**.

2. **Substance Abuse** - means, but is not limited to, consumption or possession of alcoholic beverages or the use of a controlled substance or smoking materials on school premises, at school-related activities, or arriving at school under the influence.

3. **Sexual Harassment** - means, but is not limited to, unwelcome sexual advances, unwelcome physical contact of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.

4. **Vandalism** - means, but is not limited to, destruction or theft of school, parish or personal property. Parent(s)/guardian(s) of students shall be responsible for the vandalism of their children. The acts of vandalism that result in significant damage include burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

5. **Fighting** - or physical harm to another in school, on school premises, on busses, during school-related activities, or while on field trips, etc.

6. **Possession** on school premises or at school-related activities of **printed or written materials** deemed inappropriate or obscene by a teacher or administrator.

7. **Truancy** - means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent(s)/guardian(s) of the absent pupil and also means intermittent attendance carried on for the purpose of defeating the intent of (the Compulsory Attendance law).

8. **Verbal abuse**, such as swearing, obscene language, disrespect for teachers, other adults, or students. This includes written abusive language by note, relayed over Internet/e-mail, or any other electronic or technological transmission.

9. **Any severe or inappropriate conduct** on school premises or at school-related activities that endangers the life or safety of another. This includes threats, verbal or written, which imply physical or mental harm.

10. The possession or use of **a weapon or any object** deemed potentially harmful to others.

Consequences and Procedures

The consequence/procedures for unacceptable behavior range from Probation/Suspension/Expulsion to keeping a student after school, phone call or note home, verbal reprimand, "time out", etc.

Probation/Suspension/Expulsion

Whenever a student's conduct is such that it endangers the property, health, or safety of others, or disrupts the learning environment, action may be taken to restrict that student's privileges and rights of school attendance.

Probation

A student may be placed on probation for a trial period by the principal. This has the potential to occur following a suspension in which an agreement stating expected behavior(s) has been formed among the principal, teacher(s) and the student's parents/legal guardians, student on probation. If the conditions agreed upon are met, the student will be released from probation. The principal's decisions are final.

Suspension

Suspension is justified only in unusual circumstances and is normally an in-school suspension. Action taken to suspend a student will be preceded by internal school procedures supported by documentation. A student who is being suspended is advised of the reason for the proposed suspension. Parent(s)/guardian(s) are given prompt notice of the suspension and the reasons for the action. In-school suspension can be directed for varying lengths of time, but shall not exceed five (5) days. In-school suspension conditions are to be determined by the principal. An in-school suspended student remains the responsibility of the principal/teachers. A third detention in one quarter will result in an in-school suspension. Out-of-school suspension is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Out of school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

DISCIPLINARY PROCEDURES TO MAINTAIN A POSITIVE SCHOOL CLIMATE

1. Discuss the behavior with the individual or group of individuals involved in the situation.
2. Encourage each child to tell what they did in the situation, emphasizing the importance of telling the whole truth and taking ownership of his/her behavior.
3. Discuss with the child(ren) what should have been done and what would the actions be if the situation occurred again.

POSITIVE SCHOOL CLIMATE CONSEQUENCES

1. Warning / Discussion - Time taken as soon as possible to discuss circumstances with the child/children regarding the situation
2. Discuss with the child what he/she thought about their actions and how they would act the next time if a similar incident occurred.
3. Time-out/Loss of Recess - Quiet time for the child to think about his/her actions in a quiet place in the classroom or, if outside, standing near the teacher.
4. Call or contact parent(s)/guardian(s) to notify of 15 minutes detention after school for a major infraction.
5. Plan of action with teacher or team of teachers/parent(s)/guardian(s)/child (ex: an agreement).

These actions will result in an immediate referral and notification to parent(s) / guardian(s) and/or immediate removal from school (expulsion may be pending):

1. Any violations of the Wisconsin Criminal Statutes
2. Intentional violence
3. Continual disturbance on school premises
4. Smoking or carrying smoking material on school premises
5. Improper sexual overtones, sexual harassment of any kind to a student, teacher, or staff member possessing sexually explicit materials.
6. Skipping a class
7. Major Theft
8. Using, sharing, or carrying drugs, related paraphernalia, unauthorized prescription drugs or alcohol on school premises
9. Using, sharing, or carrying harmful materials, weapons, or simulated weapons
10. Bomb threats
11. Truancy
12. Willful vandalism or repeated destruction of property

Dress Code

Everyone at St. Matthew School is to be treated with respect; grooming and clothing choices reflect that respect. Student clothing that disrupts the educational process will not be tolerated. Clothing with messages that may be offensive or embarrassing are not allowed. The following are considered inappropriate attire for school: tops that expose a bare midriff, tops that are low cut and revealing, strapless tops, short shorts or skirts. All shirts must have shoulder straps that are at least two inches wide and skirt hems must be a minimum of fingertip length when standing with arms placed at the side. All clothing must cover the student's undergarments. Sandals may be worn, but no flip-flops, unless otherwise notified. Leggings must be worn with long shirts/sweaters, and are not to be worn as pants.

Shorts policy: shorts may be worn if the temperature is predicted to be 70 degrees or above. All shorts must be minimum of fingertip length when standing with arms placed at the side. Short skirts and shorts will not be permitted. Parents will be notified to bring in a change of clothes when necessary.

****CHURCH ATTIRE**

All students must wear their navy St. Matthew's polo shirts with dress pants or skirt. The following are not allowed: jeans, shorts, wind pants, or sweat pants. **Walking shorts (shorts that cover the knee) may only be worn when approval is given by the principal or pastor.**

Custody

We are required by law and by the Archdiocesan Policy #5124.2 to require a copy of the court custody decree for any St. Matthew School students who are the subject(s) of a divorce or separation or other custody arrangement. It is **very** important that we have this information on file for the safety of all the students and of St. Matthew School. All information received is kept strictly confidential. This information will need to be updated annually. Your registration and school records are **not** complete until we have this information.

Tuition

Effective since 2015-2016 school year: Payments **must** be made via electronic fund transfer from your checking or savings account, or charged to a charge card. **All tuition and fee payments will be paid in full before school starts or monthly per policy.** The tuition program at St. Matthew School is conducted on a 10 month payment schedule, beginning in Sept and ending in June. All tuition payments are collected by ACH (Automated Clearing House). **All additional fees (Technology, Art, & Books) are *included* in your tuition cost for the 2018-2019 school year.** Authorization forms will be provided for you to select the payment option that works best for you.

Tuition payment options:

*Pay in advance per semester or per year

* ACH automatic payments are deducted from your savings/checking account on a 10 month payment cycle. All paperwork must be received by July 15th prior to the upcoming school year. Payments are withdrawn Sept – June. All Art, Technology, & Book fees are included in tuition.

Financial Assistance paper work must be completed by May 1st prior to the upcoming school year.

PARENT AGREEMENT FORM

I understand and agree to adhere to all the policies as outlined in the parent handbook as they were explained to me. Please print your name and your student(s) names in the spaces provided below.

Student(s) Names

Parent(s) Names

X

Parent Signature

X

Date

Please return this completed form to the school office.

Revised 5/3/17