

# SAINT MATTHEW SCHOOL

## PARENT HANDBOOK

2011 - 2012

SAINT MATTHEW SCHOOL  
100 SEYMOUR AVENUE  
EDISON, NEW JERSEY 08817-3747

SCHOOL OFFICE	732-985-6633
NURSE'S OFFICE	732-985-0342
CAFETERIA	732-985-2218
FAX	732-985-7748

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## **PURPOSE AND USE OF THE HANDBOOK**

This handbook exists to foster the efficient operation of Saint Matthew School. To meet this objective the school administration is given flexibility and the ability to exercise discretion. In the appropriate circumstances the principal has the discretion to take actions other than those specified in the handbook. The handbook is not intended and should not be considered as granting any additional rights for students or parents.

## **AMENDMENTS TO THE HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents will be notified promptly.

## **SAINT MATTHEW SCHOOL MISSION STATEMENT**

We are committed to the intellectual, moral and spiritual development of our children in a safe, nurturing Catholic environment to the honor and glory of God.

## **SAINT MATTHEW SCHOOL PHILOSOPHY**

Belief in God is the thread that binds our community of students, teachers, parents and parish. Saint Matthew School has the on-going responsibility to provide instruction and, through example, to stimulate students' faith. It has the task of presenting Catholic Doctrine and the Good News of Christ as a message of hope, giving meaning to life.

Saint Matthew's faculty strives to develop the whole person through the education process. In addition to acquiring knowledge the students will be able to apply cognitive and mechanical skills to everyday situations. By weaving academic knowledge with a strong faith in God we touch the future.

The development of the individual student's intellect to its highest potential is of great importance. The students, with the assistance of parents and teachers, will build upon the knowledge and experience acquired at each grade level.

The nature of our origin and the fact that we are inspiring positive attitudes imply the dignity of all human beings. It is the duty of our school to foster positive attitudes and feelings of self-esteem. The faculty provides for needs and strengths to allow for a continuous progress that includes mastering of educational tools, developing of spiritual, psychological, and emotional integrity, and fostering of artistic potential.

We at Saint Matthew School provide a wide spectrum of social activities for students. These activities provide the students with the opportunities to work together as a team thereby instilling leadership qualities and a respect for authority and each other.

The physical well being of the student is essential to success in all areas. The student is provided with the knowledge and encouraged to attain and maintain a healthy body. Establishing a routine of physical activity is essential throughout life.

Religious instruction as well as liturgies and paraliturgies foster this growth. Each day begins with a welcome to teachers and students, a religious thought for the day and Morning Prayer. At the close of the school day, we pray together once again. The students and teachers share in community services and ministry through various projects.

One of the goals of our school principal is to implement educational and management policies. Our pastor, finance committee, school advisory council and school principal put forth management policies that allow us to operate our school within budget. Diocesan guidelines, pastor, principal, and faculty establish the school educational policy.

The diocesan office presents our curriculum guidelines to us. These guidelines form the framework for our instruction. We select curriculum materials through an ongoing process of evaluating textbooks as well as supplementary tools ensuring that the material is effective and current.

Measuring one's progress is indeed difficult since not all learning can be measured scientifically. Before one can decide how to measure progress in an area, one must first determine the criteria used to evaluate. In each academic area, the students' progress is based upon their own capabilities. Formal written tests, verbal responses, class participation, deductive reasoning, projects, homework, cooperative learning, teacher observation, and standardized tests are all tools used to measure acquired knowledge.

Saint Matthew School teachers have faith, dedication, love, and respect for children seasoned with natural teaching potential and enthusiasm. They make themselves available to attend various workshops and seminars to extend their professional growth. Our teachers have a commitment to Christian values and are involved in Church and community affairs

Here at Saint Matthew School relationships among students in their peer group is considered very important. These relationships encourage mutual acceptance as well as kind, courteous behavior.

The teacher-student relationship has a dual aspect. The teacher is a strong role model, using discipline and encouragement to direct the students' potential, while recognizing individual strengths, weaknesses and needs of each student. The teachers and students relate to each other by mutually striving to be respectful, just, honest, courteous, trusting, and responsible.

The relationship among teachers here at Saint Matthew School is based on support and mutual respect for one another. Patience, understanding, and sharing of ideas are some of the qualities that promote a collegial atmosphere among faculty.

At Saint Matthew School the communication between parent and teacher is enhanced by the willingness of each teacher to meet with parents. Notices of concern, report cards, scheduled parent conference and informal parent-teacher conversations provide ongoing parent-teacher interaction.

## **ADMINISTRATION**

Saint Matthew School is under the administration of the principal, Mrs. Eileen Sullivan, and pastor, Rev. George C. Targonski.

Communication with the principal can be made by contacting the school secretary at 732-985-6633. Communication with the pastor can be made by contacting the rectory secretary at 732-985-5063.

## **ACCREDITATION**

The Middle States Association of Colleges and Schools accredits Saint Matthew School.

## **NON-DISCRIMINATION POLICY**

Saint Matthew School admits students of any race, sex, national origin, age (in accordance with the law), and disability, if, with reasonable accommodation on the part of the school, the disabled person's needs could be

met to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Matthew School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law), and disability, if with the reasonable accommodation on the part of the school, the disabled person's needs could be met in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

## **POLICY ON ADMISSION OF STUDENTS**

Saint Matthew School gives preference to:

- Children who currently have siblings in the school.
- Parishioners of Saint Matthew Parish who currently have no siblings in the school.
- Catholic students registered in parishes other than Saint Matthew Parish and who currently have no siblings in the school.
- Non-Catholic students.

Students registering for grades 1 to 8 will be accepted after reviewing the application and if there is an opening in those grades. Preference will be given to students who have maintained favorable academic and personal development standards in their present school system.

## **ADMISSION REQUIREMENTS**

Residents of Edison:

- The Pre-K 3 child must be three years old on or before October 1.
- The Pre-K 4 child must be four years old on or before October 1.
- The Kindergarten child must be five years old on or before October 1.
- The First grade child must be six years old on or before October 1.

Age requirements for admission follow the Township of Edison standards.

A birth certificate must be submitted for proof of age.

## **IMMUNIZATION REQUIREMENTS**

No child shall be admitted to school without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A.26: 1A-9. Proper immunization is a condition of admission to the school. No requests for religious exemptions will be considered.

**CHICKEN POX VACCINE:** This vaccine must be administered prior to admission to school.

**DPT:** a minimum of four doses provided at least one dose is given on or after the fourth birthday.

**OPV:** a minimum of three doses; provided at least one dose is given on or after the fourth birthday.

**MEASLES VACCINE:** one dose administered on or after the first birthday.

**RUBELLA VACCINE:** administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

**MUMPS VACCINE:** one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized. The second measles, mumps, rubella vaccine is administered on or after the fourth birthday.

**HAEMOPHILUS INFLUENZA B (Hib):** Children attending preschool settings should receive 2-3 age appropriate doses of Hib vaccine before their first birthday. Most children from 12-15 months of age to the fifth birthday will only require one dose of Hib vaccine.

**HEPATITIS B VACCINE:** Effective September 2003, children in grades K, 1, 2, 6-12 must meet the new State of New Jersey immunization requirements. These new mandates primarily relate to hepatitis B vaccination, which has been a nationally recommended vaccine for all children since 1991.

Upon the first dose of hepatitis B vaccine a child may be granted provisional admission permitting them to remain in school while either the entire two or three dose hepatitis B vaccine series, as appropriate, is completed within the allotted timeframe.

The recently licensed two dose hepatitis B vaccine and its unique regimen is also recognized as an acceptable alternative to the three dose hepatitis B requirement provided the medical provider appropriately documents it as Hep B Adult Formulation 1.0 mL Merck or RecombivaxHB 1.0 mL to differentiate it from the three dose regimen and that both doses of that specific vaccine be administered to a pupil 11-15 years of age.

Children presenting documented laboratory evidence of hepatitis immunity or a physician's written certification of past hepatitis B disease constitutes a medical exemption and shall not be required to receive hepatitis B. vaccine.

As of September 1, 2008, all sixth grade students will be required to have two additional vaccinations:  
**TDAP VACCINE** (Tetanus, diphtheria, acellular pertussis): Children born on or after January 1, 1997 should receive one dose no earlier than their 10<sup>th</sup> birthday provided that their last tetanus shot was at least 5 years ago.

**MENINGOCOCCAL VACCINE:** Children born on or after January 1, 1997 should receive one dose of meningococcal-containing vaccine, preferably the meningococcal conjugate vaccine. (N.J.A.C. 8:57-4.10, 4.20)

All pupils are to be in compliance with the New Jersey immunization regulations in order to be admitted or remain in school.

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED TO SAINT MATTHEW SCHOOL.**

## **REGISTRATION**

Registration dates for new students will be published in the church bulletin and school calendar. At this time a baptismal certificate (for Catholic students) and birth certificate must be presented. For registration of children in grades 1 through 8, the last report card and latest standardized test results from the previous school attended must be presented.

## **ATTENDANCE**

Prompt, regular attendance is absolutely essential to academic success. The parent is expected to foster these good habits in the student both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Attendance is taken at the beginning of the morning and afternoon sessions.

## **TUITION POLICY**

Yearly tuition rates and registration fees are determined by February of the prior year. We offer four tuition payment options:

- Option 1      Single payment
- Option 2      Semi-annual payment through FACTS Tuition Management Co.
- Option 3      10-Monthly payments through FACTS Tuition Management Co.
- Option 4      12-Monthly payments through FACTS (only available to families with at least one child in grades K-7)

Options 2, 3 and 4 require an Automatic Tuition Payment Agreement.

In the case of ongoing unmet financial obligations, the school reserves the right to restrict the student's participation in activities including but not restricted to extracurricular sports and field trips. The school may cancel the registration of any student whose family fails to satisfactorily meet tuition payments during the preceding semester or in such cases to require full tuition payment in advance of registration acceptance.

Except for parents who choose the FairShare Tuition Rate (which is \$6,200 for 2011-12), all parents are required to participate in Fundraising. Fundraising requirements are determined by the School Advisory Council, the parish Finance Council, the Home School Association, and the administration. Fundraising obligations include: the Scrip program, Tricky Tray Auction, and mandatory hours working at the Annual Carnival. If parents do not meet their Fundraising obligations, they may be required to pay the FairShare Tuition Rate for upon re-enrollment. There is no fundraising requirement if children are only in Pre-K.

Registration fees are non-refundable. Pro-rated tuition is refundable with 30-day notice of withdrawal. One month tuition is non-refundable for less than 30-day notice.

## **SCHOOL HOURS**

For students in kindergarten to grade 8, school is in session on full days from 7:50 AM to 2:35 PM. On days of early dismissal school will be dismissed at 12 Noon.

For Pre-K 3 and Pre-K 4 times see the section on Pre-K 3 and Pre-K 4.

## **MORNING ASSEMBLY**

The first bell rings at 7:50 AM. Students are not supervised before 7:50 AM, and therefore should arrive at school only a few minutes prior to 7:50 AM. Opening prayers are said at 7:57 AM. The first class of the day begins at 8:05 AM.

## **LUNCH**

Each day hot lunch is provided for students in grades Pre-K to 8 who wish to buy it. Students may bring their lunch and purchase milk. No carbonated drinks or drinks in glass bottles are allowed.

NJ State guidelines provide for standards to minimize food-allergies. St. Matthew complies with these guidelines. Students may never bring peanut products (e.g. peanut butter and jelly sandwiches, candies with peanuts) to school. Home baked goods (cupcakes, cookies) may not be distributed to other students.

Supervision is provided during lunch and playtime.

## **DISMISSAL**

The school day will end with prayers at 2:25 PM, and dismissal at 2:35 PM. The students are dismissed on certain days at 12 Noon. Please notify the classroom teacher in writing if you change your child's routine for dismissal pick-up. Children not picked up on time will be sent to Extended Care and a nominal fee will be charged.

## **EXTENDED CARE PROGRAM**

An Extended Care Program is offered between 2:35 and 6:00 PM. On early dismissal days Extended Care is held from 12:15 to 6:00 PM. Saint Matthew teachers and staff supervise the program. For more information, contact the office (732-985-6633). The program begins the first school day and runs on days when school is in session.

Any student who does not display proper behavior will be denied the services of the Extended Care Program. Any parent failing to pick up their child at or before 6:00 PM will be charged an additional fee.

## **BEFORE SCHOOL CARE PROGRAM**

A Before School Program is provided between 7:00 AM and 7:45 AM. Children, accompanied by a parent, should enter the building by the front door and report to the Computer Room.

## **ABSENCE**

Absence from school is a loss of learning time and interferes with expected progress. Illness of the student, death in the family and exceptional requests that affect the child are the only legitimate excuses for absence from school. Doctor, dentist and other appointments should not be made during school hours. Any absence from school that is unnecessary is excessive and is harmful to the child's education. Absence is noted on the report card and on the permanent record.

A parent must call the Nurse's Office (732-985-0342) no later than 9:00 AM to report a student's absence. There is a message recorder. This allows you the opportunity to call even before school hours. Please identify yourself; give the name and grade of your child and the reason for the absence.

If no call has been received by 9:00 AM, the school Nurse will make a reasonable effort to reach a parent by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, they must present the teacher a written excuse signed by a parent stating the student's name together with the dates and reason for the absence. An absence of three consecutive days requires a doctor's note. Forms are supplied for this purpose. The school must keep these forms on file.

## **SUPERVISION**

The school's responsibility for supervision of students begins at 7:50 AM and ends at dismissal. For children properly enrolled in the school's Extended Care program, the school's responsibility for supervision ends when the child is released to his or her parent or guardian.

## **LATENESS**

Any child entering the building after 7:50 AM is considered late and will receive a late slip. A child will receive an X (indicating improvement needed) on the report card for three or more lates during the marking period. A child will be issued an after-school detention for five lates during the marking period.

Lateness due to bus problems will not be counted against the child. Parents are advised to call the Bus Company if lateness occurs frequently or is unusual.

## **ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES**

If a student is absent from school because of illness or disciplinary action they will not be permitted to participate in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the principal reserves the right to make an individual judgment regarding same day extracurricular and athletic participation.

## **ABSENCE FROM SCHOOL FOR FAMILY VACATIONS**

Interrupting a student's education for a pleasure trip is not encouraged. The summer months and periodic vacations within the school year provide the appropriate time for trips. A student's extended absence from school due to a trip would certainly lead to lower academic achievement and could possibly lead to failing grades.

Students absent from school for a vacation may not request work from a teacher to be done during the vacation. When the student returns, work missed because of a vacation must be made up within a reasonable period of time.

## **TRUANCY**

A student who deliberately avoids coming to school contrary to the wishes of their parent is considered truant. Truancy will be reported to the appropriate authority. A student who is truant will be subject to disciplinary action.

## **EMERGENCY CLOSINGS**

### **School Canceled**

An announcement will be made on WCTC-1450 AM, WMGQ 98.3 FM radio and News 12 New Jersey. Listen to these announcements and do not call the rectory or school. School closings will also be posted on the Yahoo group and parents can be notified through our Instant Alert phone and email system.

### **Delayed Opening**

In case of delayed opening school will start at 10:00 AM. This will be announced on WCTC-1450 AM, WMGQ 98.3 FM radio and News 12 New Jersey and the Yahoo group as "Delayed Openings - 10:00 AM". Saint Matthew School students will not be counted late on these days if there are bus delays. Dismissal on these days will be 2:35 PM as usual. There is no morning care on these days.

On delayed opening days students should be at their designated bus stops approximately TWO hours later than their usual time of departure.

### **Early Dismissal**

If it is necessary to close school early due to an emergency, an announcement will be made on radio station WCTC and WMGQ and through the Yahoo group and Instant Alert System. When school dismisses early the buses will pick the children up at school at the announced time. If students come to school by car they may be picked up at the time announced on WCTC and WMGQ. Parents are asked to make arrangements with their children in advance regarding what to do and where to go if school dismisses early. This information must

also be on the emergency form. Class representatives will make reasonable attempts to reach each family. Please keep the school office aware of changes in home phone, cell phone or work phone numbers. All students will be dismissed at the announced time. Extended Care will be provided on these days.

## **TRANSPORTATION**

### **School Bus**

For Edison residents, bus transportation is available to students living two miles away from school. Other districts have their own policies. It is necessary for parents to contact the local Board of Education to determine eligibility, time schedule, and bus routes. ONLY students scheduled to ride the bus are permitted to ride their assigned bus.

Students must conform to all rules and regulations regarding bus transportation. Loud talking, whistling or shrill noises of any type are not allowed. Children are to remain in their seats while the bus is in motion. At no time shall children be permitted to extend hands, arms or other body parts outside the window.

The principal has the right to deny school bus transportation for a reasonable amount of time if a child's behavior on a bus jeopardizes the safety of other children. Parents shall receive written notification of such denial of service.

### **Cars**

Parents who pick up students in cars may do so only in the parking lot between the convent and the rectory. When driving in the parking lot, parents are asked to drive slowly and to be aware that students are walking through the lot to cars, and to take precautions to insure the safety of all concerned.

The front row in the parking lot is to be left empty so those students may walk to meet their parents. Parents also should not stand in this area. The children need space to walk and to look for their parents. It is strongly recommended that while children are walking in the parking lot either in the morning or in the afternoon that no cars be moving and that they remain parked. Small children are sometimes very hard to see and quick to change direction. Parents are asked to remain back from the sidewalk to allow children to walk freely.

**Parking slots facing the convent are for the use of the faculty and staff only.**

## **BIRTHDAYS**

Birthdays will be celebrated together as a class on the last day of school. Cakes, cookies, candies or other treats are not to be distributed to the class by children at any time during the year. Invitations to at-home parties should be mailed rather than distributed in school.

## **HOME-SCHOOL COMMUNICATION**

The school is eager and anxious to maintain contact with parents. Therefore we offer the following suggestions:

When there is a question, please call the school rather than remain in doubt. The teachers will be very happy to make appointments with parents for after school hours. Arrival and dismissal are not good times to speak with teachers about concerns. During these times teachers are required to give undivided attention to students.

Parents or visitors are not permitted to disturb the teachers or students during the school day. If a child forgets a lunch, or a message must be delivered, please report to the main office.

Parents should not call or text a teacher on the teacher's personal cell phone, nor should parents contact teachers through their personal email.

If a problem arises concerning your child, please discuss the matter with the teacher before requesting a meeting with the principal. An appointment with the principal can be arranged by calling the school secretary. Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

### **BUSINESS OFFICE**

All payments of fees, transfers, registrations and inquiries may be made at the school office. The office is open from 7:50 AM to 2:35 PM. The school phone is 732 985-6633. On early dismissal days the office will close at Noon.

### **SCHOOL VISITS**

All visitors must report to the school office and sign in upon entering the school building. Parents bringing in things forgotten by the children are to bring them to the school office. No one may proceed to any classroom during school hours without explicit permission from the principal.

### **TELEPHONE/CELL PHONE**

Children are not to use a school phone or a cell phone without permission from the office. No child is to have a cell phone on their person during school hours or while in extended care. The school reserves the right to take the cell phone from the student and ask the parent or guardian to retrieve the phone at the school.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Changes of address and telephone number as well as changes in emergency form information must be reported to the teacher and school office immediately in order to keep our records current and accurate.

### **REGULAR COMMUNICATION WITH ALL PARENTS**

A newsletter and calendar will be sent home each month and will be posted on the school website.

### **BRINGING MONEY TO SCHOOL**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name, room, the amount enclosed and its purpose.

### **HOME SCHOOL ASSOCIATION**

The objectives of the Home School Association are:

- To help parents and teachers acquire a profound appreciation of the ideals of Catholic Education.
- To advance Catholic Education and the welfare of all the children in the school.
- To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage the home and the school to a greater degree of cooperation in discharging their responsibilities.
- To study the neighborhood's environmental conditions which influence children's behavior.
- To help parents reach agreement on the best solution to common problems of children's behavior.

A listing of the current HSA officers and committee chairpersons are in the appendix. The HSA needs cooperation and help from everyone. Anyone wishing to help in any way should contact one of the HSA officers.

For most tuition plans, tuition only covers part of the cost of educating your child. All families are expected to participate in, support, and encourage others to assist in all HSA fund-raising activities.

## **VOLUNTEERS**

We welcome the help of all parents and are most appreciative of their offer to assist us in many capacities during the school year. If you have the time and feel you would like to assist, please leave your name, telephone number and times you are available at the main office. All volunteers must be fingerprinted by MorphoTrak and attend a Virtus informational workshop. Please call the school office for information.

## **SCHOOL RECORDS**

Saint Matthew School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records and other school information regarding his or her child.

## **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may also wish to supply the principal with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations.

## **PICK-UP FROM SCHOOL**

The school will permit only the custodial parent or their designee (designated in writing), to pick up the child during or at the end of the school day. The non-custodial parents will not be permitted to remove the child from school either during or at the end of the school day unless there is written authorization from the custodial parent.

## **CONFIDENTIALITY**

Teachers will keep confidential information that is entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

## CURRICULUM

### Religion Program

True education provides for the spiritual growth as well as the physical and mental growth of the student. Religion classes are scheduled daily as part of the curriculum of Saint Matthew School. In addition to daily religion classes a Christian atmosphere permeates the school as exemplified by integrated activities such as daily prayer, paraliturgies, monthly Eucharistic liturgies, and community service projects.

The non-Catholic student is welcome at Saint Matthew School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

Parents have the primary obligation to instill in the child faithful religious practices, which include daily prayer and weekly attendance at Mass. Good example given by parents is the best teacher.

Saint Matthew School uses the RCL/Benziger Family Life Program. This is the program chosen by the bishop for all of the schools in the diocese. This program examines the nature of person, family and community relationships on all levels. It is designed to have the child and parents involved in the learning process.

### Math Program

The math curriculum forms a complete mathematics program devoted to overall mathematical skill development. Most lessons concentrate on computation skills, problem solving, and concept development which follow the NCTM standards. Algebra is taught in Grade 8.

### Integrated Language Arts Program

In our integrated Language Arts program pupils experience language and grammar progress in composition writing, study skills, poetry, literature exploration, and phonics. Language Arts is incorporated into the reading program in grades K – 2. *Loyola Voyages in English* is used as the main text in grades 3 to 8 and is a highly structured program. Vocabulary and usage are stressed in grades 6, 7 and 8.

### Social Studies Program

Students learn the responsibilities of citizenship at each grade level. Grade 1 begins with an exploration of a child's life relationships which then broadens through grade 2 and grade 3 to include their community. Grade 4 looks in-depth at New Jersey, grade 5 studies regions of the United States, and grade 6 expands to look at the world. Grades 7 and 8 study American History in depth.

Grades 1 through 8 are building graphic aid skills, study skills, time-related skills, and map and globe skills which follow the standards set by the NSSC.

Citizenship and ideals of democracy and government are introduced in kindergarten and expanded each year until eighth grade. Eighth graders are prepared to make a comprehensive study of the history and geography of the United States and to examine their roles as responsible citizens.

### Science Program

The goal of our science curriculum is to develop students who understand the natural world, know how to apply scientific decision making, and recognize how technology and society influence one another and how this knowledge affects their daily lives. Three areas of study will be stressed through grades K - 8: Life

Science - the study of living things; Earth Science - our universe and Earth's structure: and Physical Science - the study of and energy. The student explores science through reading, discussion, laboratory and hands-on learning activities.

### Spanish

Spanish language instruction is offered one period a week in grades K – 4. Fifth through eighth grades have Spanish instruction two times a week.

### Physical Education Program

Physical Education is taught in grades K - 8 twice a week. The purpose of the program is to provide basic instruction activities to help students achieve and maintain fitness. In general, the physical education program includes activities in the following stress areas: locomotion, object handling, group games, teamwork, and seasonal sports. If a child is unable to participate in physical education classes, a note from a physician must be given to the nurse.

### Art Program

Art classes are held twice a week for children in grades K – 8 for one semester each year. Students are taught fundamentals of Art and then encouraged to develop their creative abilities. An Art Show is held at the end of the school year where the students' works are displayed.

### Music Program

Music classes are held twice a week for students in grades K- 8 for one semester each year. A conceptual approach to music teaching is used, with students participating in activities that include singing, listening, moving, and playing classroom instruments. In the upper levels, the emphasis is on music appreciation. Students also learn liturgical music which is used at school Masses and paraliturgies. Instrumental music lessons are offered as an option and a spring musical is produced every other year.

### Library

The school library is equipped to circulate printed materials that meet students' need for recreational reading and for reference sources. Each class has a library period once a week. Students must take responsibility for use of each library book.

### Computer Instruction

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate educational endeavors. Such resources are used to enrich and enhance the learning experience of students. Each class will have one class period a week for computer instruction. Primary grades learn keyboarding and mouse skills and simple computer applications. Advanced students learn word processing, spreadsheets, presentation graphics and other academic software. There are also computers in each classroom.

## **ETHICAL USE OF TECHNOLOGY POLICY**

The following *Ethical Use of Technology Policy* is taken from the Diocese of Metuchen Technology Plan.

### Preamble

The purpose of school-provided technology is to facilitate legitimate school endeavors that are educational and administrative in nature.

The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen.

Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

The use of technology is a privilege, not a right, and the inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.

#### Equipment

- The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items.
- Flash drives, disks, CD ROMS or other personal media cannot be used without the approval or direct supervision of the system supervisor. These should be checked for viruses with a current version of a recognized virus-scanning program.
- No user will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, routers, wiring or cabling, mouse or other accessories.
- Users who negligently damage any hardware or software will be billed for replacement expenses.

#### Software

- Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- The user will not violate any copyright laws regarding print, electronic or visual information.
- The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

#### Internet Access

- The user may utilize the network resources for educational or administrative purposes only. Commercial uses are strictly prohibited.
- The user will not upload, download or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, and demonic or promote intolerance, prejudice, and harassment or insult any individual, ethnic or religious groups are unacceptable.
- Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited.
- The user will not meet in person any individual whom s/he made contact with through the school technology resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.

#### Email

- Email is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs or other personal information of themselves or others.
- All email will be sent/received using the school email address.
- The user will not access his/her private email accounts through the use of the school network.
- The user will report any messages received through technology resources, which makes him/her nervous or uncomfortable.

#### Miscellaneous

- The user will work in a quiet, respectful manner, which is not disturbing or distracting to others.
- The user will not disclose or attempt to access personal passwords or access codes assigned to him/her or any other user.
- The user will not attempt to defeat security measures instituted by the school.
- Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited.
- The user will not use school technology resources to support candidates for public or elected office.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the schools' technology resources.

The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting in delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions. The school specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources.

Any user of our technology resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the school, The Parish of St. Matthew the Apostle, the Diocese of Metuchen and its officers and employees for any losses, costs or damages, including attorneys' fees, incurred, relating to or arising out of any breach of this document.

Use of the technology resources will be permitted only upon reading, signing and returning the Ethical Use of Technology Policy Agreement. A copy of this agreement is in the appendix.

#### **PRE-K 4**

In Saint Matthew's Pre-K 4 program, there is a focus on the development of the child—physically, spiritually and intellectually. There is an emphasis on listening, storytelling, activity centers and awareness of the world around them. The Pre-K 4 activities help children develop self-confidence, language, math and social skills.

#### School Hours

Full day sessions are from 7:50 AM to 2:20 PM.

Early dismissal days are at 12 Noon.

Half-day sessions:       AM session from 7:50 AM to 10:35 AM  
                                  PM session from 11:35 AM to 2:20 PM

#### Lunch

Pre-K 4 students must bring a snack daily from home. Full day students can buy lunch. Carbonated drinks, glass bottles and candy are not permitted. All food items are to be healthy and nutritious.

#### Dismissal

Pre-K 4 school day will end with dismissal at 2:20 PM on full days and at 12:00 PM on early dismissal days. Pre-K PM students do not attend school on early dismissal days. Please notify your child's teacher in writing if your child's routine for pick-up changes. In the event a parent is delayed the child can be picked up in Extended Care and a fee will be charged.

#### Emergency Closing

In case of delayed opening, school will start at 10:00 AM for full-time Pre-K 4 students. There will be no session for the half-day Pre-K AM students. In case of an early dismissal due to an emergency, refer to "Emergency Closings" elsewhere in this handbook. When we have an early dismissal there will be no Pre-K PM program.

#### Transportation

Bus transportation is not available to Pre-K 4 students. Therefore all Pre-K 4 students are to be brought to and picked up at school by a parent or designated family member that the teacher has met. Please park cars in the parking lot between the convent and the rectory in the spaces beyond the front row.

#### Progress Reports

Parent conferences are during the course of the school year. Student progress will be discussed. Parents should schedule an appointment to learn about their child's personal and academic progress.

#### Attire

Pre-K 4 students are to wear neat, comfortable play clothes. Pants/shorts should be easy to pull up/down with no belts, suspenders or overalls unless the child is capable of fixing these items by themselves. Shoes or sneakers and socks are required.

### **PRE-K 3**

Saint Matthew's Pre-K 3 program focuses on the development of the child—physically, spiritually and intellectually. There is an emphasis on listening, storytelling, activity centers and awareness of the world around them.

#### School Hours

Full day sessions are from 7:50 AM to 2:20 PM

Early Dismissal days are at 12 Noon.

Half day sessions are Monday, Wednesday, Friday and five day:

AM session from 7:50 AM to 10:35 AM

PM session from 11:35 AM to 2:20 PM

#### Emergency Closings

In case of delayed openings there will be no Pre-K 3 AM program. In case of emergency closing there will be no Pre-K 3 PM program

#### Transportation

Bus transportation is not available to Pre-K 3 students. Therefore all Pre-K 3 students are to be brought to and picked up at school by a parent or designated family member that the teacher has met. Please park cars in the parking lot between the convent and the rectory in the spaces beyond the front row. Please notify your child's teacher in writing if your child's routine for pick-up changes.

#### Progress Reports

Parent conferences are held during the course of the school year. Student progress will be discussed. Parents should schedule an appointment to learn about their child's personal and academic progress.

#### Attire

Pre-K 3 students are to wear neat, comfortable play clothes. Pants/shorts should be easy to pull up/down with no belts, suspenders or overalls unless the child is capable of fixing these items by themselves. Shoes or sneakers and socks are required.

### **ACADEMIC POLICY**

Students of Saint Matthew School are expected to perform to the best of their ability. Academic assessment of children shall include: class participation, homework, long range projects/assignments, presentations, portfolios, class tests, performance assessment and standardized tests. Promotion is dependent on successful

completion of academic requirements. A student who does not satisfactorily complete academic requirements may be required to attend summer school or may be held back.

## **HOMEWORK**

Homework is assigned according to grade level. If there are any questions regarding home assignments, teachers would appreciate it if you would contact them. Failure to complete homework may result in detention. If a child is absent and parents want work sent home, parents should call the school with this request at the beginning of the school day. Homework assignments for all grades are posted on line.

## **REPORT CARDS**

Saint Matthew School uses the Diocesan Report Card for students in Kindergarten through Grade 8.

Kindergarten students receive report cards for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> marking periods. The Assessment Code for Kindergarten is:

- C Consistently Observed
- S Sometimes Observed
- X Practice and Support Needed
- N/A Not assessed during this marking period.

The Marking Code for students in Grades 1 and 2 is:

- O Outstanding
- VG Very Good
- G Good
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory
- X Practice and Support Needed

The Marking Code for students in Grades 3 through 8 is:

- A+ 97-100
- A 93-96
- B+ 89-92
- B 85-88
- C+ 80-84
- C 75-79
- D 70-74
- F 69 and below

Report cards are sent home four times a year for students in Grades 1 through 8. Parents are asked to note whether their child is working satisfactorily or better. If the report card indicates that improvement is needed, please be sure to see the teacher to determine how this may be accomplished. It is important that parents note their child's personal development as well as scholastic progress. Report cards are confidential documents.

There are opportunities for parent conferences during the school year. One formal conference is held after the first marking period. Conference time is limited. Special appointments should be made if more time is needed. Conferences are an important part of reporting student progress.

## **STANDARDIZED TESTING**

The *Terra Nova* testing program is administered to students in grades one through eight in the Spring of the school year. The testing measures both achievement and mental ability of students. The results of these tests aid the school in determining which children are in need of special help in certain areas of learning. They also aid teachers in becoming aware of needs of students and in helping them in their particular weaknesses or in their enrichment work. The *Metropolitan Early Childhood Assessment* is given to the kindergarten during the month of May.

## **BOOKS**

Students are responsible for all books signed out to them. If any school book is lost or defaced, parents must pay the replacement cost. Book covers are required on all textbooks. The student's name and grade should be on the front cover. In order to preserve books, students should carry books in a book bag.

## **TRANSFER PROCEDURES**

Children moving from Edison or requesting a transfer for any reason must submit to the office, prior to leaving school, the names and location of the receiving school. All records will be mailed to the new school if all financial obligations are met.

## **FIELD TRIPS**

Saint Matthew School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. Students can be denied participation if they fail to meet academic and/or behavioral requirements. No student may participate in a field trip unless a signed parent permission slip for the specific event is submitted to the school. The school provides the permission slip form, which must be notarized: signed, sealed and stamped if the field trip is out of state. A copy of the form is in the appendix.

On occasion, there may be activities off-campus that students may participate in. On these occasions, when bus transportation is not provided by the school, it is the parents' responsibility to provide transportation to and from the event. All financial obligations must be up to date for a child to participate in a class trip.

The teacher chooses adult chaperones in conjunction with the principal for any field trips. Parents going on trips are to supervise the children; younger siblings may not go on the trip. All chaperones must have been fingerprinted by MorphoTrak and have had Virtus training. There is no smoking or use of alcohol at any time while on a class trip.

## **STATE SUPPORTED SERVICES**

The Middlesex County Educational Services Commission provides the following services to students attending Saint Matthew School.

### **Compensatory Education**

Students whose Math and/or Reading standardized test scores show the need for remedial help are eligible for the Comp Ed program. Students participating in the program are responsible for work missed in class.

### **Speech**

Recommended students are screened and receive speech therapy as needed.

### English as a Second Language

Students whose background in another language makes learning difficult are eligible for this program.

### Child Study Team Evaluation

Students who find problems in learning may be recommended by teacher or parent for a comprehensive learning evaluation. Results are discussed with the parent, teacher and principal.

### Supplemental Instruction

Students who have been classified by the Child Study Team or have learning handicaps are eligible for special instruction.

### Home Instruction

Any student who must remain out of school for more than two weeks due to illness may be eligible for home instruction. Parents must submit a form from the doctor.

## **DISCIPLINE POLICY**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saint Matthew School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, punishment assignments, denial of privileges, detention, in school suspension, out of school suspension or expulsion.

The student is a Saint Matthew student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school may be disciplined by school officials.

Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a conference will be scheduled between principal, parent and student. All subsequent discipline counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

The principal is the final recourse in all disciplinary situations and may waive any and all disciplinary regulations for just cause at his or her discretion.

## **DISCIPLINE CODE**

The essence of Christian discipline is self-discipline. The rules of conduct for Saint Matthew School students aim at developing an inner discipline which will be shown by a respect for authority and by recognition of the rights of all members of the school community. With this in mind, the following code of conduct is mandated:

1. Students should be aware that their first obligation is to give service to God and to others.
2. Students should cooperate with all school personnel by following directives willingly and by offering service.
3. Students should give proper respect and courtesy to all school personnel, guests and to one another.
4. Students are required to wear the complete uniform of the school unless other permission is granted.
5. Students must be on time for school and may not leave the campus once they arrive in the morning.
6. Students should try to use class time as effectively as possible by taking pride in doing their best and by helping to provide an atmosphere in which real learning takes place.
7. Students are responsible for completion of all homework assignments and projects on time.
8. Students should obey all the rules and regulations of the school and their individual classrooms.
9. Students are required to take care of the things given them for their use. Textbooks are to be covered and given proper care.
10. Students may not chew gum anywhere on the campus during school hours.
11. Students should walk through the building maintaining a quiet atmosphere so that classrooms are not disturbed.
12. Students are never to be in any part of the school building without permission of the teacher.
13. Students are expected to show a Christian attitude toward one another. Therefore, fighting, abusive/foul language, obscene gestures, roughness, excessive taunting or any similar conduct is forbidden in person or through the use of electronic devices. Electronic devices include but are not limited to, cell phone or computer.
14. Students may play only with sports equipment approved by the school, and no violent games are permitted. In general, students are to keep their hands and feet to themselves.
15. No electronic equipment, such as iPods, mp3 players, CD players or video games is permissible on the campus or school bus during school hours.
16. Students may not deface school property (e.g. books, desks, instructional material, etc.)
17. Students are expected to have respect for school and parish buildings and grounds.

The rationale for these rules follows from two educational rights: the right of students to be taught and the right of the teacher to teach.

The school and classroom rules provide for an environment in which these two rights are respected. therefore, observing the stated rules is mandatory for all students.

Violation of any of the stated codes of conduct will result in a penalty ranging from lunch detention, to an after school detention, or even to expulsion, depending on the seriousness of the situation.

These consequences apply to all students in grades K to 8. Please see the Memorandum of Agreement and the Fairness Doctrine from the Diocese of Metuchen in the appendix.

The school reserves the right to search anything that is brought onto school property.

## **PROCESS FOR ENFORCEMENT OF RULES**

Most students realize the need for school and classroom rules and appreciate a positive and disciplined learning atmosphere. The staff will continue to establish positive reinforcement rewards to encourage this attitude.

Notice will be given for all detentions.

## **SUSPENSION AND EXPULSION**

Certain offenses against the school disciplinary policy may incur an in school or out of school suspension. An in-school suspension will mean the student will be separated from their class to do individual study assigned by teachers. An out of school suspension will mean the student is excluded from school and must complete home study and assignments provided by their teacher.

Expulsion is a radical action but one which may be taken if detention and/or suspension has failed to change the unacceptable behavior. By expulsion the school upholds its right and duty to provide a safe environment for all students and faculty where Catholic values are upheld and common civil decency is the norm. The principal and pastor will make the final decision regarding expulsion. The Diocesan Office of Schools will be consulted and informed of the decision.

Types of offenses that could lead to the suspension or expulsion of a student from Saint Matthew School:

1. Possession, use, or sale of alcohol, drugs, or illegal items.
2. Destruction of school or parish property.
3. Immoral or indecent behavior whether during school hours or not, on the campus or not.
4. Chronic truancy - repeated absences from school without proper excuses.
5. Fighting on the campus or on school-sponsored activity resulting in serious injury.
6. Assault, physical or verbal, toward teachers, staff personnel or another student.
7. Harassment: Harassment shall be defined as tormenting, teasing, or annoying others in an inappropriate verbal or physical way.
8. Theft.
9. Extortion - threatening the safety of an individual by demanding money, personal property or services.
10. Possession of a weapon - a weapon is considered to be any dangerous item that could inflict bodily harm on another person when used for the purpose.
11. Any act that endangers the health and safety of the school community.
12. Making a false bomb threat will not only result in suspension or expulsion but is a federal offense punishable with penalty of up to 10 years in prison, a \$250,000 fine or both. 18U.S.C 844(e)

## **HEALTH PROGRAM**

Medical and Nursing service is provided at Saint Matthew School. During your child's enrollment in Saint Matthew, the following services will be provided:

Physical Examination	Grades K, 2, 5 and 8
Visual Testing	All grades
Height and Weight	All grades
Detection of Scoliosis	Age 10 and over
Hearing Testing	K, 3 and 6
“Growing Up” program	Grades 5 and 6

Please contact the school nurse with any additional information not previously stated in your child's medical history.

Do not send your child to school if

- There is an unexplained rash on the child’s face or body – consult or contact a physician for diagnosis.
- Child complains of headache, fever, upset stomach, or doesn’t generally appear well.
- Child is sneezing, coughing frequently or has a runny nose.

A physician’s note is required to allow students to use the stairs while on crutches. This note must be given to the school nurse upon return to school and prior to attending any classes. Students will then be given permission to use the stairs and to have an escort.

The school can better safeguard the school population through being informed of communicable disease illnesses. The school nurse is ready at all times to assist in maintaining good health among the children of this school.

**CHILDREN WITH A FEVER OF 100° OR ABOVE SHOULD NOT RETURN TO SCHOOL UNTIL THEY ARE FREE OF A FEVER FOR AT LEAST 24 HOURS WITHOUT THE USE OF TYLENOL/ADVIL, ETC.**

Students are scheduled to have a physical examination performed by a physician when entering grades K, 2, 5 and 8 and all new students. As parents, your option is to have the physical performed on your child by your own family physician, since the family physician is most familiar with the health of your child and is the person to institute treatment when needed.

### **POLICY ON ADMINISTRATION OF MEDICATION**

Saint Matthew School strongly discourages the administration of either prescription or non-prescription medication in school or on school sponsored activities. If it is absolutely essential that a student receive medication while under school supervision, the following procedures apply.

- A parent should come to the school and personally administer the medication.
- If this arrangement is not possible the school Nurse or the principal or her designee will administer the medication under the following conditions:
  - The medication must be given to the School Nurse or principal by the parent;
  - The medication must be in the original pharmacy-labeled container; and the parent and the student’s physician must complete and sign an “Authorization to Administer Medication in School” form. This form is available from the school.
- Students will be permitted to self-administer medication only for life threatening illnesses or conditions. The parent must schedule a conference with the school Nurse to discuss in detail the need for the medication. The parent and the student’s physician must complete and sign an “Authorization for Self-Administration of Medication in School” form available from the school.

### **RULES FOR CONTROL OF COMMUNICABLE AND OTHER DISEASES**

#### Communicable Diseases

<b>Disease</b>	<b>Incubation Period</b>	<b>Maximum Exclusion Period for Readmission</b>
Chicken Pox	14-21 days of isolation	7-day period, preferably by doctor or once all lesions are scabbed

## Infectious Diseases

Disease	Exclusion Period
Conjunctivitis (Pink Eye)	Until eyes are clear and no pus remains and antibiotic eye drops are used.
Impetigo	Until all crusts are gone and the child has been treated by a doctor.
Ringworm	Until area is declared non-infectious or all of the following are put into effect. 1. Child is under treatment. 2. Child constantly wears a tight-fitting cap over area. 3. Child is not allowed to swim or engage in personal contact exercises. 4. All the child's clothing is kept separate from that of other students.
Scabies	Until skin is clear.
Strep Throat	Exclusion period is for 24 hours <b>after treatment with penicillin</b> has been started. A re-culture should be done 5-7 days after medication is completed. This is a test for cure.
Pediculosis	Until free of lice and nits and cleared by school nurse.

Readmission for these diseases except pediculosis shall be only upon receipt of a certification from the attending physician. The school nurse may admit pediculosis patients only after examination.

### **INSURANCE**

The school will provide accident insurance for every student. Information on this policy will be issued at the beginning of the school year. Please instruct your child to report all accidents immediately to the school nurse or to the office. If a teacher sends a child to the nurse, then the child must report to the nurse or the main office and help will be given.

### **SUSPECTED CHILD ABUSE OR NEGLECT**

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

### **ASBESTOS MANAGEMENT PLAN**

The school's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act. This document is available for examination upon request.

### **CRISIS MANAGEMENT PLAN**

The school's Crisis Management Plan is on file in the school office as well as in the classrooms. This document is available for examination upon request.

Saint Matthew School conducts monthly fire drills and crisis drills in accordance with NJ State law. In the case that the school must be evacuated, parents will be notified through Instant Alert messages as to where parents should or should not be during an emergency. In the event of a crisis, the parents will be notified of the location of the evacuation.

## **DRESS CODE-UNIFORM**

The proper wearing of the uniform is one of the factors that help to set the tone of the school. Uniforms indicate that the children in the school are about the business of education.

Regulation uniforms, purchased from Flynn & O'Hara, are to be worn by students of grade kindergarten through eight from the first day of school until closing day in June.

Girls:

- Plaid skirt
- Khaki slacks or shorts
- Green knit shirt long or short sleeve
- Green knee socks or tights with the skirt
- Green, white or tan crew socks with the slacks or shorts
- Belt must be worn with the slacks or shorts
- Optional: Monogrammed v-neck sweater

Boys

- Khaki slacks or shorts
- Green knit shirt long or short sleeve
- Green, white or tan crew socks with the slacks or shorts
- Belt must be worn with the slacks or shorts
- Optional: Monogrammed v-neck sweater

On gym days students wear their gym shirts and shorts in place of their uniform.

The following footwear applies to all students: Sensible and appropriate school shoes should be worn. Shoes with high heels, thick soles or heels or open backs are a safety hazard and may not be worn to school. Boots are not worn in school. This includes dress boots, work boots, or work shoes. Sneakers and sneaker like shoes may not be worn. *Heelies* may not be worn for school activities.

Students wear no make-up or colored nail polish or artificial nails whatsoever. Jewelry is never to be worn with the uniform. Girls wearing earrings for pierced ears must wear ones that are small, inconspicuous and are not to display dangles. One pair of earrings may be worn. Boys may not wear earrings. Hairstyles for both girls and boys should be simple and age appropriate. Boys' hair should be neat and not extend below the collar of the shirt. Faddish hairstyles are not acceptable. Uniforms must be kept neat and clean at all times.

Problems concerning uniforms should be taken up with the company.

Flynn & O'Hara  
10905 Dutton Rd.  
Philadelphia PA. 19154  
(215) 637-4600

OR

Flynn & O'Hara  
Rt. 36 and Union Ave.  
Hazlet, NJ 07730  
(732) 888-3885 - 1-800-441-4122

Attire for Physical Education classes is green shorts and yellow shirts sold in school. For gym outdoors the children are to wear the regular gym uniform with the green, gold or gray sweats, purchased through school, over the gym uniform.

Parents are responsible for the cleanliness of their children. It is expected that the appearance of each student's hair, skin, nails and clothing will always be in accordance with refined taste standards and reflect good home training. Students will be issued detention for improper attire or appearance.

During cold winter months students play outside at lunchtime if the weather is clear. Students are to wear sufficient outer clothing - gloves, hats, and scarves - to keep warm.

All school clothing, book bags, boots, umbrellas, lunches, and other personal property must be marked very plainly, but inconspicuously, with the name and grade of the student. The school cannot accept responsibility for lost articles.

## **EXTRACURRICULAR ACTIVITIES**

Students at Saint Matthew School have the opportunity to participate in programs and activities other than those related directly to the academic curriculum. Although such participation contributes in part to the overall physical, mental, emotional and interpersonal efficiency of the students, it must be considered secondary to the main mission of formal educational procedures of the school. Different activities have different age requirements.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Scholastic achievement and proper behavior are expected of all students involved in extracurricular activities. Subject failures and/or check marks in the Conduct/Behavior section of the Report Card will necessitate students not being permitted to participate.

## **ATHLETICS**

The parish Athletic Committee has organized different sports and formed teams which perform well in competition. Any parent who is willing to volunteer as a coach for one these teams is welcome to apply. The Athletic Committee will consider anyone who has the knowledge, skill and time to form another team sport.

A physical exam and health history stating the student is capable of participating in physical activity must be up to date and on file in the nurse's office.

### **Basketball**

Saint Matthew Parish has six basketball teams. Teams are organized for the following grades:

Grades 7 and 8 Boys Varsity	Grades 7 and 8 Girls Varsity
Grades 5 and 6 Boys Junior Varsity	Grades 5 and 6 Girls Junior Varsity
Grades 3 and 4 Boys team	Grades 3 and 4 Girls team

### **Cheerleading**

Saint Matthew Parish has two cheerleading squads. The Junior Varsity Squad is composed of 5th and 6th grade girls. They cheer for the 5th and 6th grade boys' basketball team. The Varsity Squad members are 7th and 8th grade girls. They support our 7th and 8th grade boys' teams.

Students may belong to more than one activity. However, schoolwork and conduct must both be satisfactory. Failures or check marks on the report card will involve loss of playing time for the student and perhaps suspension from the team. Coaches and the Athletic Committee will handle any difficulties that may arise from a student's involvement in activities that may be in conflict as to times, games etc.

## **BAND**

Instrumental music lessons are offered at a nominal fee for students in Grades 4 – 8. In addition lessons on the recorder are offered in second half of the year for children in Grade 3.

## **CHOIR**

Children in grades 3 through 8 may participate in vocal choir or the hand bell choir beginning in Grade 7 and 8. Auditions are held each year for new members.

## **CONSTRUCTOR'S CLUB**

Upper grades join the Constructors Club to design and build simple machines and learn about mechanical design. Students showcase the models that they built during a spring presentation.

## **SAFETY PATROL**

Safety patrol is comprised of eighth grade students who are responsible for a safe and orderly dismissal. Each patrol is given a position inside or outside of the building. They take their posts every day regardless of the weather. Safety patrols are also assigned to buses.

As a symbol of authority, each patrol is given a belt and badge that are worn while on post. Students meet regularly with a teacher advisor to discuss proper safety procedures.

## **SCHOOL NEWSPAPER**

Saint Matthew School publishes a newspaper approximately four times yearly. The paper, entitled *The Leprechaun*, is written and produced by students. Every class is encouraged to send articles for publication. These articles feature such topics as school news, church news, creative corner, sports, and jokes and word search.

## **SCOUT TROOPS**

The purpose of scouting is to help children grow up to be better and stronger young men and women with a love and respect for God, country and people and to be active in community service. Scouting groups are provided for boys and girls.

## **STUDENT COUNCIL**

Saint Matthew School has an active student council. The student council exists in order to enable students to develop their own leadership potential. Students are encouraged to assume responsibility for activities that are planned. The purposes of the student council are:

1. To assist in the organization of the school.
2. To raise and maintain the level of school spirit.
3. To plan and execute activities for students.
4. To involve the local community in school activities.
5. To raise funds for community service projects.

The officers of the student council are two Co-presidents, Treasurer, and Secretary. Student council officers are 8th grade students. To be eligible for election, a student must maintain an A/B average for the year and have no checks in conduct. The committees of the student council are: Liturgical, Service, Social, Communications, and Athletic. Representatives to the student council are students elected as president and vice president of grades one through eight.

## **PARENT COOPERATION**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **USE OF STUDENT PICTURES**

The school reserves the right to use student pictures in publications and on the parish/school website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

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# APPENDIX

Saint Matthew School Faculty / Staff

Home School Association Members

Memorandum of Agreement and Fairness Doctrine

Copy of Field Trip Form

Acceptable Use of Technology Agreement

Parental Agreement

# **Saint Matthew School Faculty/Staff**

**2011-2012**

## **Administration**

**Pastor** Rev. George C. Targonski

**Principal** Mrs. Eileen Sullivan

## **Faculty / Staff**

**Pre-K 3** Ms. Courtney Hastings / Mrs. Jeanthy Jacobs (Aide)

**Pre-K 4 – A** Mrs. Stacey Veras / Mrs. Mary Beck (Aide)

**Pre-K 4 – B** Mrs. Andrea Powers / Mrs. Cheryl Pauli (Aide)

**Kindergarten** Mrs. Carol Weck

**Grade 1** Mrs. Laura Bassano

**Grade 2** Mrs. Patricia King

**Grade 3** Ms. Nicole Earp

**Grade 4** Ms. Jane Aliga

**Grade 5** Miss Frances Fiore

**Grade 6** Ms. Luciana Labrego

**Grade 7** Mrs. Joyce Schaefer

**Grade 8** Mrs. Angie Muscolino

**Music** Mr. David Jules

**Art/Computer/Phys. Ed.** Mrs. Sharon Richter

**Spanish** Mrs. Alison Duarte

**Band** Mrs. Cheryl Mallinson

**School Secretary** Mrs. Sue Spielman

**School Nurse** Mrs. Ann Marie Toscano

**Saint Matthew Home School Association**  
**Board Members**  
**2011-2012**

**EXECUTIVE BOARD**

President	Chris Dell Beni
Vice-President	Dawn Driscoll
Recording Secretary	Margie Hernandez
Treasurer	Marge Hermitt
Corresponding Secretary	Peggy Oliveira

**COMMITTEE CHAIRPERSONS**

Fundraising	Rosa Gentner Danielle Mendez
Hospitality	Tammy Schmidt Esperanza Cruz
Legislative	Maria Corbet
Publicity	Rachel Rivera
Rising Star and PPC Liaison	Bridget Quinn
Social Concerns	OPEN
Spirituality	Alina Shebu

## MEMORANDUM OF AGREEMENT AND FAIRNESS DOCTRINE

**Saint Matthew School conforms to the Discipline Policy promulgated by the Department of Education, Diocese of Metuchen, which is reprinted below:**

“Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties of staff, must accept the consequences of these choices.

Students are expected to be respectful of others and of others’ property; be obedient to authority; be orderly; cooperate with students, teachers, and all others within the school; act in appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church.

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

- Saint Matthew School authorities shall follow procedures outlined in the *Memorandum of Agreement* that has been entered into by the Diocese of Metuchen, the school and local law enforcement agencies. The behaviors cited below are mere summary of the behaviors cited in the *Memorandum of Agreement* and are not intended in any way to supplement, revise, or supersede the specific language of that document.
  - Physical violence or the threat of physical violence
  - Bringing weapons to school
  - Bringing drugs to school
  - Threatening another person with weapons, drugs, and/or violence
  - On-going bullying and/or even one instance of bullying that presents an imminent danger to others
  - Brings to school toys or other objects that can be dangerous or used as weapons.
- If a student engages in any one of the aforementioned acts, the *Memorandum of Agreement* requires that the principal or his/her designee (a) call the local police department immediately upon being informed of the student’s violation of this policy, (b) call the parents to inform them of what has transpired, (c) call the appropriate administrator in the Catholic Schools Office, and (d) suspend the student during the course of the police investigation. During the course of the suspension the principal is required to collaborate with the Catholic Schools Office.
- Policy of the Catholic Schools Office requires that the school inform the parents/guardians that the parents/guardians must (a) arrange to have the child interviewed by a Certified Psychologist, and (b) present a letter signed by the Psychologist to the principal to consider reinstatement to school.”

**The school will treat all instances of severe student disciplinary action in accordance with the doctrine of fairness, which includes but is not limited to (a) adequate notice to both student and parents of pending actions, (b) an opportunity for student/parents to meet with teachers and principal, (c) an opportunity for student/parents to offer a defense of the student’s actions, (d) an opportunity for student/parents to see evidence that supports the school’s arguments, (e) an opportunity for student/parent to appeal the school’s decision to the Office of the Schools.**

**St. Matthew School**

100 Seymour Avenue  
Edison, NJ 08817-3747

Phone: 732-985-6633 • Fax: 732-985-7748

**Permission Form for Participation in a Field Trip**

Dear Parent/Guardian:

Your child is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school. This activity will take place under the guidance and supervision of teachers and other representatives of the school. A brief summary of the trip is as follows:

Educational Objective of Trip_____
Parent Emergency Phone No._____
Destination: To:_____ From:_____
Departure: Date:_____ Time:_____
Date and anticipated time of Return:_____
Method of Transportation_____
Student Cost:_____
Student Health Needs:_____
(Attach Physician’s Approval for Medication)
Supervisor:_____

If you would like your child to participate in this event, please sign and return the following statement of consent and release of liability. As parent/guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by your child. If you have any updated information relating to your child or his/her participation in this event, please advise the school as soon as possible.

*“I request that my child, \_\_\_\_\_, participate in this event. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the Supervisor named above. I consent to all of the conditions of the event stated above. Should emergency medical treatment be necessary and I am unable to be contacted immediately, I authorize the delegated agents of the school to act on my behalf and approve appropriate treatment.*

*“I understand and agree that in the event that my child should suffer injury of any sort while participating in this event, I will not seek to pursue any claims against the supervisor named above, the school, and/or any of its agents, servants, employees or volunteers, unless such injury is caused solely by the intentional or grossly negligent conduct of the named supervisor, the school, and/or any of its agents, servants,, employees or volunteers.”*

Parent/Guardian Signature \_\_\_\_\_ Date\_\_\_\_\_

Notary Public Signature \_\_\_\_\_ Date\_\_\_\_\_

**(Trips that are out of state require signature and seal of notary public.)**

## Acceptable Use of Technology Agreement for Students

I, the undersigned parent/guardian have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the school handbook. I further acknowledge and accept responsibility for any violation of this policy made by my child/children. Any violation of this policy will result in suspension of internet/technology privileges and will incur disciplinary action as stated in the handbook disciplinary code and the policy manual of the diocesan Office of Schools.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

I, the undersigned student have read, understand, and agree to abide by the provision of the Technology Acceptable Use Policy as published in the school handbook.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

## PARENTAL AGREEMENT

*This form must be signed and returned to school by September 19, 2011.*

*We have read and agree to be governed by the Saint Matthew School Handbook.*

*Print Parent Name* \_\_\_\_\_

*Parent Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Name and Grade of Children in Saint Matthew School:*

*Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Name* \_\_\_\_\_ *Grade* \_\_\_\_\_