

*SAINT MATTHEW SCHOOL*

*PARENT HANDBOOK*

*2009-2010*

SAINT MATTHEW SCHOOL  
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EDISON, NJ 08817-3747

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## **PURPOSE AND USE OF 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 to create any additional rights for students or parents/guardians.

## **AMENDMENTS TO 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 implies 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.

Religion at Saint Matthew School is a spiraling, spiritual growth. Religious instruction as well as Liturgies and Para-liturgies 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. Adaptability, sincerity, punctuality, and organizational skills all help to make an effective teacher.

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.

## **ACCREDITATION**

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

## **NON-DISCRIMINATION POLICIES**

Saint Matthew School admits students of any race, color, national and ethnic origin 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, color, national and ethnic origin 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.
- Registered 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 6 will be accepted 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.

Residents of other school districts abide by their local school districts age and date requirement.

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.

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

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:

1. Tdap (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.
2. 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)

**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 and birth certificate must be presented. For registration of children in grades 1 through 6, 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/guardian 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. We offer three tuition options:

- Option 1      Single payment (\$75.00 discount)
  - Option 2      Semi-Annual payment through FACTS Tuition Management Co.
  - Option 3      Monthly payments through FACTS Tuition Management Co.
- Option 1 and 2 require an Automatic Tuition Payment Agreement.

The school reserves the right to restrict the student's participation in activities including but not restricted to, field trips, for non payment of tuition and/or other fees and/or to 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.

## **SCHOOL HOURS**

For students in kindergarten to grade 8, school is in session on full days from 7:50am to 2:35pm. On days of early dismissal school will be dismissed at 12:20pm.

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

## **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.

Supervision is provided during lunch and playtime.

## **DISMISSAL**

The school day will end with prayers at 2:25pm, and dismissal at 2:35pm. The students are dismissed on certain Wednesdays at 12:20pm in order that the teachers may participate in spiritual and professional in-service meetings. Please check your calendar for these dates. Please notify the classroom teacher in writing if you change your child/children'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 6:00pm. On early dismissal days Extended Care is held from 12:30 to 6:00pm. Saint Matthew teachers and staff supervise the program. A fee schedule is in the appendix. 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 6:00pm will be charged an additional fee.

## **BEFORE SCHOOL CARE PROGRAM**

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

## **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/guardian must call the Nurse's Office (732-985-0342) no later than 9:00am 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 9:00am, the school Nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during the school hours.

When the child returns to school, s/he must present the Teacher a written excuse from a parent/guardian 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 7:50am 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 7:50am is considered late and will receive a late slip. A child will be issued a detention notice when they accumulate three or more late slips. Detention will be served at the end of 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 she or he 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 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 his/her parent/guardian is considered truant. Habitual truancy will be reported to the appropriate authority. A student who is truant chronically 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 convent, rectory, or school. School closings will also be posted on the Yahoo group and parents can be notified through our Instant Alert phone and e-mail system.

### **Delayed Opening**

In case of delayed opening school will start at 10:00am. 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 - 10:00am". Saint Matthew School students will not be counted late on these days if there are bus delays. Dismissal on these days will be 2:35pm 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**

Bus transportation is available to students living two miles away from school. 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 or on Stony Road. 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 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.
- Before school in the morning or afternoon is not a good time to speak with teachers about problems. It is at this time that the teacher is required to give undivided attention to students and therefore cannot speak with parents.
- 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 business office.
- 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.

## **BUSINESS OFFICE**

All payments of fees, transfers, registrations and inquiries may be made at the school business office. The office is open from 7:50am to 2:35pm. The school business phone is 732 985-6633. On early dismissal days the office will close at 12:20pm.

## **SCHOOL VISITS**

All visitors must report to the school business 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 monthly newsletter and calendar will be sent home with the youngest child in each family.

## **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:

1. To help parents and teachers acquire a profound appreciation of the ideals of Catholic Education.
2. To advance Catholic Education and the welfare of all the children in the school.
3. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
4. To encourage the home and the school to a greater degree of cooperation in discharging their responsibilities.
5. To study the neighborhood's environmental conditions which influence children's behavior.
6. 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 should contact one of the officers listed above.

Since the tuition does not cover the entire cost of educating your child, all families are expected to participate in, support, and encourage others to assist in all HSA fund-raising activities.

## **PARENTS AND THE EDUCATION OF THEIR CHILDREN**

Attitudes and values are passed from parent to children. Most children will eventually adopt the attitudes and values of their parents. Their education, their peers and the Society and Church in which they live of course influence children. However, it is still the home that is the most influential.

Optimistic, positive parents will influence their children to see reality and to choose the good.

Appreciative parents will influence their children to be grateful to God and to others for all the blessings in their lives.

Generous parents encourage in their children a spirit of community and sharing.

Honest parents expect truth from their children in all their dealings and guide rather than punish. Honest parents do not try to deny or to place blame someplace else.

Loving parents teach children that they are valuable and that happiness comes from reaching outside of one's self.

Courageous parents encourage children to take the risk of growing up and to be at ease with both success and failure.

It is important that children become active learners. To do this, they need energy from sleep, from food, from play, from sunshine and fresh air. Most of all they need the energy that comes from being loved wanted and accepted as they are by each member of the family and their friends. Children can become easily frustrated when too much or too little is expected of them. Children become discouraged when their efforts are not recognized. Children become tense or lazy when their reasonable limits are not allowed to exist. Children do best in an atmosphere of encouragement, of acceptance and of love and in age appropriate activities.

To fulfill the high ideals that we have for your child, it is very necessary that both home and school endeavor to cooperate and to act as one, unifying the child's life.

When there is an understanding between school and home, when regulations are mutually honored and respected, then there develops in the child's mind a sense of security.

The home and the school will determine America's future. The child becomes largely what has been taught. Hence, we must watch what we teach the child, and how we live before the child. Good example is the best teacher.

## **VOLUNTEERS**

We welcome the help of all parents and are most appreciative of their offer to assist us in any capacity 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 business office. All volunteers must be fingerprinted by Sagem Morpho, Inc. A copy of the volunteer form is in the appendix.

## **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.

## **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 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 her/his 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 during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

## **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. The Sadlier program is used as a basic text for all classes. In addition to daily religion classes, a Christian atmosphere is constantly being pursued through supplemental activities such as daily prayer, Para-liturgical services, monthly Eucharistic liturgies, and community development 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 Benziger Family Life Program. This is the program chosen by the Bishop for all of the schools in the diocese. The Family Life Program examines on all levels the nature of person, family and community relationships. It is designed to have the child and parents involved in the learning process.

#### Math Program

The Sadlier Program is in use in grades K-6. The Glencoe program is used in grades 7 and 8. They form a complete mathematics program devoted to overall mathematical skill development. The vast majority of lessons at every level concentrate on computation skills, problem solving, and concept development, which follow the NCTM Standards. In addition 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, phonology and morphology (the study of words). 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. To increase word knowledge and usage grades 6, 7 and 8 use *Vocabulary Workshop* published by Oxford. In grades K-5 Reading 2004 by Scott Foresman is used and the McDougal Littell Literature Program is utilized in grades 6 - 8.

#### Social Studies Program

*The World Around Series*, published by Macmillan/McGraw Hill, used in grades 2 and 3 is one which begins with an exploration of a child's life relationship, then spirals and gradually broadens to encompass his/her community, country and the world. The Social Studies program published by Silver Burdett is used in Grades 4, 5, and 6. Grade 4 studies Regions of the US as well as an in depth study of New Jersey. Grade 5 studies Western Civilization, and Grade 6 studies Eastern Civilization. Grades 7 and 8 are using the Prentice Hall *American Nation*.

With the use of these series, 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 education, ideals of democracy, and government law are introduced in Kindergarten and expanded each year until eighth grade. This class is 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 the science department is to develop students who 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 matter and energy.

The Macmillan McGraw Science Units are used in grades 1 - 6. This series explores science through reading, discussion, laboratory and direct learning activities. Grade 7 & 8 use the Prentice Hall Science Series. In Kindergarten, both science and social studies are integrated into the curriculum.

## Spanish

Spanish language instruction is offered one period a week in grades K – 5. Sixth through eighth grades have Spanish instruction two times a week.

## Physical Education Program

Physical Education for boys and girls is taught in grades K - 8. Classes are taught twice a week. The purpose of the program is to provide basic instruction in vigorous 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, 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, at which time 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.

At all levels, the music class is the place where children are prepared to participate in the music at special liturgies throughout the 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.

Destruction or loss of a book will carry the penalty of payment for the book and suspension of library privileges until that payment is made. These regulations will prove much more effective if the student is made to realize that replacement costs will mean a sacrifice on their part and not just a penalty to the parents.

## Computer Instruction

The computer is a tool much like a pen or pencil to be used in the process of learning. The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with law and the religious mission of Saint Matthew School. Each class will have one class period a week for computer instruction. In each classroom there is at least one computer.

## **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.
- Personal diskettes or CD ROMS 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, modems, wiring or cabling, mouse or other accessories.
- Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

### **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 technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.

## E-Mail

- E-mail is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs or other personal information of him/her or others.
- All e-mail will be sent/received using the school e-mail address.
- The user will not access his/her private e-mail accounts through the use of the school network.
- The user will report any messages received through technological 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 technological 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' technological 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 for 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 technological resources.

Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the school/Diocese of Metuchen for any losses, costs or damages, including attorneys' fees, incurred relating to or arising out of any breach of this document.

Use of the technological 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 7:50am to 2:20pm.

Early dismissal days are at 12:00pm

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

#### 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 2:20pm on full days and at 12:00pm 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 10:00am for full time Pre-K 4 students. There will be no session for the part time Pre-K 4 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 4 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 held three times 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 him/herself. 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 to 2:20 pm

Early Dismissal days are at 12:00 pm

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

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

PM session from 11:35am to 2:20pm

#### 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 three times 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 him/herself. Shoes or sneakers and socks are required.

## **HOMEWORK**

Homework is assigned according to grade level. This is very important for the development of good study habits. Frequently, children will state that they have "no homework" if they have no written assignments. Insist that your child have a regular schedule with time allotted for homework. There is always some material that they can brush up on in preparation for a test or just general review work. The children frequently have long-range projects to do, which far too often are let go until the day before they are due. These items can be taken care of in a much more satisfactory manner if the children work on them a little each night. If parents insist that they must spend a certain amount of time each night on school work and refuse to take the "no homework" excuse, you will be aiding them greatly in their development of study habits and in teaching them to do long-range projects with enough thought and planning. 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, a 24-hour notice must be given to the teacher. Homework assignments for all grades are posted on line.

## **REPORT CARDS**

Report cards are sent home four times a year. 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. On the back of the report card is a section for parent signature and comment. Signed report cards must be returned to the homeroom teacher within one week of report card distribution. Report cards are confidential documents.

Parent conferences are scheduled during the school year. Conference time is limited. Special appointments should be made if this limited time is not sufficient. Conferences are an important part of reporting student progress. Please do not neglect to come and discuss your child's progress with the teachers.

## **STANDARDIZED TESTING**

The *Terra Nova* testing program is administered to students in grades one through eight. 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**

If any school textbook or library book is defaced destroyed or lost, payment will be made to replace the book. Book covers are required on all textbooks. No handwriting is to be on the covers except - Name, Subject, and Grade - on the front cover. In order to preserve books, students are required to carry books in a book bag. Books may never be taken home without some type of covering. Students are responsible for all books signed out to them.

## **SCHOOL STORE**

Children purchase an initial supply order at the opening of the school year from the homeroom teacher. Thereafter, the students may purchase supplies from the school store from 7:35am to 7:50am. The following supplies are available: pencils, pens, rulers, erasers, notebooks, theme paper, folders, construction paper, and poster paper.

## **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.

## **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. No student may participate in a field trip unless a signed parent/guardian 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. A copy of the form is in the appendix. Adult chaperones, not necessarily class representatives, needed for trips are chosen by teachers with the approval of the principal. All financial obligations must be up to date for a child to participate in a class trip. Parents of a student who is in danger of being ineligible will be informed at least three weeks in advance of a trip in an effort to remediate this situation prior to the trip. Parents going on trips are to supervise the children; younger siblings may not go on the trip. All chaperones must have been fingerprinted by Sagem Morpho.. 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 is 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 irresponsible 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.

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 Principal/Parent/Student conference will be scheduled. 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.

## **DISCIPLINE CODE**

The essence of Christian discipline is self-discipline. The rules for 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 faculty, staff, aides and volunteers.
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 school premises 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 school property.

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, a telephone, cellular phone, computer or pager.
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, walk-men, CD players, video games or beepers, is permissible on/in school premises or school bus.
16. Students may not deface school property (e.g. books, desks, instructional material, etc.).

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 detention, ranging from a lunch detention to an after school detention, depending on the seriousness of the situation.

This consequence applies 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.

## **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.

Detention will be given by the teacher or the principal for failure to follow this code. A "24 hour" 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 his/her 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 his/her 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 property.
3. Immoral or indecent behavior.
4. Chronic truancy - repeated absences from school without proper excuses.
5. Fighting on school premises 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, 1, 3, 6
“Growing Up” program	Grades 5 - 8

The school nurse is at the school daily. 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.

Many of the beginning symptoms of the communicable diseases are similar in the early stages to those of the “common cold”.

Safeguarding the health of the school population is a joint responsibility of the home and school. Inspect the bodies of your children regularly – especially if it is known that there are some cases of communicable diseases in the area to which your child might be exposed.

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/guardian 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/guardian;  
The medication must be in the original pharmacy-labeled container; and the parent/guardian 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/guardian must schedule a conference with the school Nurse to discuss in detail the need for the medication. The parent/guardian 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:

<u>Disease</u>	<u>Incubation Period</u>	<u>Maximum Exclusion Period</u>	<u>Readmission</u>
Chicken Pox	14 - 21 days Of isolation	7-day period	Preferably by doctor or once all lesions are scabbed

### Infectious Diseases

<u>Disease</u>	<u>Exclusion Period</u>
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 pay 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 business 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.

## **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, all grades may wear their gym shirts and shorts in place of their uniform.

The following footwear applies to all students: Sensible appropriate school shoes should be worn. Shoes with high heels, thick soles and 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, except medals, 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. **FADDISH HAIRSTYLES ARE NOT ACCEPTABLE.**

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. Boys' hair should be neat and not extend below the collar of the shirt. Uniforms will be kept neat and clean at all times. 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 of participating in programs and activities other than those related directly to the academic curriculum. Although such participation contributes in part to the overall physical, mental and emotional 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 Fathers' Club has an active and interested Athletic Committee. They have organized the different sports, have formed teams, entered leagues and performed well in competition. Any parent who is willing to volunteer for one or more of these teams is welcome. Anyone, who has the knowledge, skill and time to form

another team sport, the Fathers' Club in its Athletic Association would be glad for your help. 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

#### Cheerleaders

Saint Matthew Parish has two cheerleading squads. The Junior Varsity Squad is composed of 5th and 6th grade girls. They perform 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 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. Tryouts are held each year for new members.

#### **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 compiled and printed 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.

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