



St. Matthew's Episcopal School

2009-2010 School Year

Cheryl Matherne,
Head of School

Dear Parents,

Everyone at St. Matthew's Episcopal School would like to thank you for entrusting us with your most precious child. We are thrilled to be a part of this important time in your child's life. Our top priority will always be your child's safety and academic success.

This handbook has been designed to provide you with the policies and procedures which will be adhered to at St. Matthew's Episcopal School. Please read this handbook carefully and discuss it with your child.

Parental involvement and support are vital for student success; therefore, it is extremely important that there be open communication between you and the school. All of us at St. Matthew's work hard to provide each child with the tools needed to prepare them to be productive citizens. Please don't ever hesitate to contact the school when you have a question, concern or a suggestion. The future will hold great promise of fulfillment and reward for your child if we make the right choices now.

*St. Matthew's Episcopal School
Administrative Faculty and Staff*

General Information, Policies and Procedures

2009-2010

Mission Statement

St. Matthew's Episcopal School directly involves students in the pursuit of academic excellence, the establishment of self-esteem, and the development of positive relationships with family and community in a Christian environment.

Vision Statement

We are the premier provider of academic excellence in a nurturing Christian environment, educating the children of today for the challenges of tomorrow.

Philosophy

St. Matthew's Episcopal School serves to engage each student in the pursuit of academic excellence while developing self-worth and a positive relationship with others in a Christian environment as reflected by the Episcopal Church. The total environment of St. Matthew's Episcopal School reinforces family values and the God-given dignity of each student's capability to develop in mind, body and spirit.

Statement of Objectives

In order to implement our philosophy, St. Matthew's Episcopal School is committed to the following objectives:

1. To provide those resources of faculty, clergy, curriculum and environment, which will best enhance each student's opportunity for spiritual, intellectual, physical, emotional, and moral development.
2. To inspire and lead, by precept and example, each student to become self-motivated and ready for future opportunities in education and in the exercises of citizenship in a democratic society.
3. To view each student as unique so that special qualities may be recognized and developed.
4. To place emphasis on developing character traits such as a sense of responsibility, a reverence for God and life, a respect for self and others, and an enthusiastic pursuit of excellence.

For more than fifty years, St. Matthew's Episcopal School has been dedicated to academic excellence while, at the same time, making every attempt to provide a Christian environment conducive to that standard.

As a vital complement to an excellent academic curriculum, the school offers a variety of co-curricular opportunities that strive to enhance each student's potential for self-expression and growth. As a member of a unique educational community, each student is expected to make a responsible contribution to the life of the school. Students in the fourth through seventh grades have the added responsibility of serving as good role models for the students in the lower grades.

Honor Code

St. Matthew's Episcopal School holds the Honor System in high esteem. Consistent with high principles and moral behavior, the Honor System presumes that students are willing and able to accept the duties and responsibilities for maintaining the high principles of honorable conduct for the sake of the school community. The Honor Code at St. Matthew's provides for the following:

1. All students neither lie, cheat, steal, or mislead or deceive anyone as to the facts. All students are truthful, trust-worthy, honest, and forthright at all times and under all circumstances.
2. All students respect one another and neither harass nor tease other students.
3. St. Matthew's Episcopal School presumes all students to be honorable at all times and to possess moral integrity in the fullest sense. The school treats all students accordingly unless they prove otherwise by their words or actions.
4. All students should neither permit nor accept anything, which is not just, right and true. They should do the right thing because it is right.

Morning Class Motto:

"I am able. I am valuable and responsible. I can and will act in such a way to please Our Heavenly Father."

Prayer for St. Matthew's Episcopal School

Almighty God, giver of all good gifts, we pray that you will look with favor upon St. Matthew's Episcopal School. That knowledge may increase among us and all good learning may flourish and abound in this place. Bless all who teach and all who learn, and grant that we may we never forget that you are the fountain of all wisdom and truth. Through Jesus Christ, our Lord. Amen.

Organizational Structure

Approval by the State of Louisiana: St. Matthew's Episcopal School is approved by the Louisiana State Department of Education. SMES complies with regulations and standards as set forth in the Louisiana Department of Education Bulletin No. 741, Louisiana Handbook for School Administrators, Non-Public. All teachers Pre K to seventh grade are degreed.

St. Matthew's Episcopal School Pre-School Program (3 year olds) is approved by the Department of Health and Hospitals/Office of Public Health in accordance with the Sanitary Code of LA and is given permission to operate as a Class B daycare.

Board of Trustees: The Board of Trustees sets the policies that govern the operations of the school. Employees of the school - Head of School, teachers, and staff - are charged with implementing those policies. The purpose of the following procedure is to establish a process by which complaints or concerns about the implementation of these policies may be addressed.

Policy and Procedures:

1. Complaints are to be addressed at the lowest possible level beginning with the person against whom the complaint is being made. Every effort should be made at this level to reach a mutually satisfactory resolution.
2. If no satisfactory resolution can be reached, the complainant may seek another remedy from the Head of School. If the Head of School or higher authority is consulted, the person against whom a complaint is made will be notified.
3. If no satisfactory resolution can be reached after following the outlined procedure, then you may bring the problem or concern to the attention of the Rector in writing. Your letter should contain a statement of the problem or concern as well as a statement indicating what outcome is hoped for. The Rector

will send a copy of your letter both to the President of the Board of Trustees and the Head of School. The Rector will respond in writing, a copy of which will be sent to all parties in like fashion.

Parent Association: The Parent Association exists to promote a positive image of St. Matthew's Episcopal School, both in the school community and the community at large. The Association will achieve this purpose by assisting in activities requested by the administration of the school and/or its Trustees, hosting parent meetings and promoting parental involvement and participation in school events.

School events hosted by the Parent Association include, but are not limited to, Back-to-School Ice Cream Social, Grandparent's Week, Prospective Parents' Open House, Teacher Appreciation Week, Teacher Christmas Gifts, Pizza Friday and the Seventh Grade Service of Completion reception. Grade levels may host their own events in order to promote school spirit and a sense of community.

Funds for the Parent Association events are raised through Pizza Fridays and (up to three) other fundraising events, with the approval of the Administration. **All parents are invited and encouraged to be a part of the Parent Association.**

2009-2010 Parent Association Board Members

Chairperson:	Amy Thompson	868-9792 / amybotho@hotmail.com
Co-Chair:	Amanda Stathes	873-9784 / amandastathes@yahoo.com
Secretary:	Denise Fournier	879-1334 / defour@comcast.net

Committee Chairs

Pizza Friday Coordinator:	Kerry Diebold	879-4746 / kerrydiebold@aol.com
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Dad's Club: The Dad's Club was formed during the 2006-2007 school year. Although the "dads" are also invited to be a part of the Parent Association, they provide a very valuable service to the school. Our Dad's Club assembled our new playground equipment. They also lend "man power" to certain projects around the campus.

President:	Steve Morgan	851-7867 / smorgandds@comcast.net
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Office and School Procedures

Campus Visitor Policy: St. Matthew's Episcopal School prides itself on being an effective and safe environment in which children can learn and play. To that end, the school discourages unnecessary visits and interruptions during the academic day by parents or other visitors. The office will not interrupt a classroom teacher except for dire emergencies, nor will campus visitors be allowed to interrupt the teaching process except in extreme circumstances. In either event, parents or visitors to the campus must first check with the receptionist's office (located at 266 Gabasse St.) to gain authorized access to campus buildings and receive a Visitor Pass. Visitors to campus are expected to be dressed appropriately for the school setting. Short shorts, tank tops, tennis attire, tight and/or low cut and revealing clothing is inappropriate. Visitors should be mindful of the environment when attending school/church functions and should be dressed accordingly.

Campus Parking: All visitors to SMES should attempt to park in the parking lot on Gabasse St. If the lot is full, parking is available on Barrow St. in front of the church from 8:00 to 2:30. Please do not park your car on Belanger Street, which is a designated carpool loading and unloading zone. Please do not park your car in the *drive-thru area* of the Gabasse St. parking lot. Parking on Barrow St. is prohibited between the hours of 7:30 - 8:00 and 2:30 - 4:00, as this is also a carpool loading and unloading zone.

The parking lot area on Belanger St (between the lower school and upper school) and the parking lot next to Tucker Hall will be open for parking during special events, such as Open House, Grandparent's Week, etc. **Parking is not allowed in the parking lot facing Tucker Hall. This parking lot is reserved for church business only.**

Carpool Procedures: Arrival at and departure from school presents a potentially hazardous situation. Drivers are reminded to practice extreme caution when dropping off or collecting students each day. SMES strives to provide a safe, effective system at school arrival and dismissal each day. In order to maintain this system, listed below is the information you will need to know when dropping off and picking up your children. **Please note that the parking lot next to Tucker Hall is not a drop off or pick up zone.**

Each family and/or carpool group is assigned a SMES carpool sign. This sign is printed on colored cardstock for you and must be visible to the teacher when picking up your child for the entire school year. Parents can place the sign on the right side of the dashboard, on the back side of the sun visor or just hold up the sign when arriving in the carpool line.

If anyone other than you or a regularly scheduled driver is to pick up your child, you must alert the school by telephone or a written notice.

Pre-School and Pre-K Students: Parents of **Pre-School and Pre-K students only** may drop off and pick up students in the drive through circle in the Gabasse Street parking lot. **Students in K-7th are not allowed to be dropped off in this area unless they have a sibling in Pre-School or Pre-K.** From 7:30 - 8:00 a.m., and at the end of the school day, a teacher will be there to assist you and your child. After 8:00 a.m., you will need to park your car and bring your child to the school office for admission. School personnel will escort your child to their classroom.

Those children arriving or leaving at odd times must report to the school office. Students arriving after 8:00 must sign in at the office and will be escorted to the classroom by a school employee. Students leaving prior to their dismissal time will be escorted to the office by a school employee once the office notifies the teacher that the student is checking out. The student's parent or guardian must sign out the student at the office.

Please notify us by phone or written note if you will not be arriving at the scheduled pick up time. Children become worried and insecure when parents are late. If students are not picked up during their scheduled dismissal time, they will be sent to aftercare.

In order to accommodate the arrival and departure of approximately 250 students from campus each day, a staggered carpool system has been set up. We are very mindful of the fact that our school is located in downtown Houma and is located near the Government Tower as well as Terrebonne General Medical Center. Beginning in the 2008-2009 school year, we will have arrival *and* dismissal on 3 separate streets: Gabasse St., Belanger St. and Barrow St.

Please refer to your individual carpool sign for instructions on arrival and dismissal for your child.

Arrival: All students arrive between 7:30 and 8:00 a.m. **Students in Pre-school and Pre-Kindergarten can only be dropped off in the Gabasse St. parking lot.** For safety reasons, we do not want these young students (3 and 4 years old) to be dropped off at Belanger St. or Barrow St. (even if they have an older sibling). All siblings of PS and PK students, as well as other students carpooling with their family, should be dropped off in the Gabasse St. parking lot. **Students in K and 1st grade (as well as their siblings) should be dropped off on Belanger St. Students in 2nd – 7th grade may be dropped off on Belanger St. or Barrow St.**

School personnel will be on duty for the arrival of the students between 7:30 and 8:00. Approximately 3-5 employees will be unloading students in the Gabasse St. parking lot. Parents should remain in the car and allow the school personnel to assist the student out of the car. We have approximately 59 families who will be using this drop off area, and we must keep the carpool line moving as quickly and safely as possible. Your child will be escorted to class by a teacher or teacher's assistant. On Belanger St., we will have 3-5 employees greeting students and helping them to exit the car and enter the campus through the gate. School personnel will approach your vehicle and open the door for the student to exit. The students should not "self exit" the car on Belanger St. We have approximately 59 families arriving on Belanger St. All students being dropped off on Barrow St. must "self exit" the vehicle and walk on the sidewalk to the gate near the Tucker Hall steps. We will have one member of the staff present to greet the students at the gate, but we do not have enough personnel to assist students with exiting the cars on Barrow St. For that reason, only parents who are comfortable with their child exiting the car on their own should use the Barrow St. area. This area is only approved for students in Grades 2-7. We expect approximately 60 families to use this drop off area.

Dismissal: Dismissal times are staggered in an effort to alleviate traffic congestion and safety for all students. Carpool signs are colored coded for easier identification by the teachers at dismissal. Dismissal times are as follows:

Pre-School (3 year olds)	2:30 - 2:45
Pre-Kindergarten (4 year olds)	2:45 – 3:00
Kindergarten	2:45 – 3:00
Grades 1-3	3:00 – 3:15
Grades 4-7	3:15 – 3:30

The color of your carpool sign designates your child's pick up location. They are as follows:

Pre-School	Ivory Card	Gabasse St.	2:30-2:45
Pre-Kindergarten	Red Card	Gabasse St.	2:45 – 3:00
Kindergarten	Blue Card	Belanger St.	2:45 – 3:00
Grades 1-3	Pink Card	Belanger St.	3:00 – 3:15
Grades 2 – 3	Green Card	Barrow St.	3:00 – 3:15
Grades 4 – 7	Yellow Card	Belanger St.	3:15 – 3:30
Grades 4 – 7	Orange Card	Barrow St.	3:15 – 3:30

Parents with more than one child attending SMES should wait to pick up the younger child when the older child is dismissed in the designated carpool area.

To ensure the safety of your children, observe the following:

- **Do not enter or park in the Gabasse Street parking lot** and expect your child to meet you.
- **Do not enter or park in the church parking lot** and expect your child to meet you.
- **Do not park across the street** and expect your child to cross Belanger Street, Barrow St. or Gabasse St. to get to your vehicle.
- **Do not park your car on Belanger St. or Barrow St. in the pick up area and exit your car.** The Houma Police Department has informed us that they can write tickets for all cars in the NO PARKING ZONE that are not occupied by the driver.
- Students must be picked up within 15 minutes of their dismissal time unless they have been pre-registered for the after school care programs. **Pre-registration for Rise & Shine or St. Matt's Mates is essential for program access.** If a student is not picked up within 15 minutes of their dismissal time, he/she will be sent to the after school care program (St. Matt's Mates), and parents will be assessed the registration fee and charged for after care.

- Vehicles are not to be left unattended at the drop off/pick up zones or in the traffic lanes. When tending to school matters inside school buildings, please park in the Gabasse Street lot, or the faculty parking lot on the side of Tucker Hall. **DO NOT PARK IN THE DRIVEWAY AREA IN THE GABASSE STREET PARKING LOT.**
- **STUDENTS MUST NEVER BE DROPPED OFF AT THE BELANGER STREET ENTRANCE, BARROW ST. ENTRANCE OR THE GABASSE STREET ENTRANCE IF THE DUTY TEACHER IS NOT PRESENT. The entrance gate will be locked at 8:00 (when the bell rings), and all students arriving after 8:00 must report to the receptionist's office on Gabasse St.**
- Students may arrive between 7:30 and 8:00 a.m. School begins at 8:00 a.m.
- *On rainy days and extreme, bad weather days*, parents may drop off their child(ren) at the building in which the student has a class; example, students in Grades 3-7 can be dropped off at the Gabasse St. entrance and report directly to class. Students in K-2 will be dropped off at the Belanger St. entrance. No student will be admitted at the Barrow St. entrance on rainy days.
- On rainy days, students will report to their classroom when they arrive at school.
- *On rainy days and extremely, bad weather days*, carpool pick up will be as follows:
 - Students in Pre-School and Pre-Kindergarten will be picked up in their designated pick up area in the Gabasse St. parking lot at their regular dismissal time, 2:30 and 2:45 respectively.
 - All students who are picked up on Belanger St. will follow the same schedule on rainy days.
 - Students in grades 2 -7 who are usually dismissed on Barrow St. will be picked up at their regular dismissal time in the Gabasse St. parking lot at their regular dismissal time, 3:00 and 3:15 respectively.

TUCKER HALL IS NOT A DROP OFF OR PICK UP AREA FOR STUDENTS! For the safety of all students attending SMES, we ask for everyone's compliance with this rule. Parents are not to enter through the gate on Barrow St., park in the side lot or the church parking lot and walk onto campus to get their child after school. All parents must use the designated carpool pick up area. We do not want students walking in the parking lots and we want to minimize the possibility of a student on the playground running out behind a car. This policy is for the safety of each and every student at SMES.

Your full cooperation and patience are required if this system is to be effective.

Closed Campus: St. Matthew's Episcopal School is a closed campus, which means the following:

- Students receive only emergency messages during the school day.
- Students remain on campus during the school day, except for a pre-arranged doctor's appointment.
- Siblings attending other schools, parents, or other relatives may not visit classes or roam around campus while waiting for dismissal of our students.
- Parents are not allowed to walk students to class when they arrive at school. Bringing their school bag to class is part of the student's learning experience and helps them to become independent and responsible for their own belongings.
- Parents who enter campus, for any reason, must sign in and obtain a visitor badge.
- Parents are not allowed to "pop in" for a quick visit with the teacher before school as the teacher has limited time and is preparing for the day. If the teacher is on duty, he/she must be able to give his/her attention to monitoring the students.
- All visitors to our campus must obtain a visitor's pass from the receptionist's office before entering any of the buildings on campus between the hours of 7:30 a.m.–3:30 p.m. Your cooperation in following the rules of this policy is needed to ensure the safety of every student at St. Matthew's Episcopal School.
- Students must sign in and out when leaving and returning to the campus for an appointment.

- Parents may schedule a conference with the teacher or Head of School by contacting the receptionist.

Communication: Messages from home should be by phone or written, as verbal messages do not always get where they need to go.

In the event that a significant change occurs in your home, please consider informing the school as soon as possible. Common causes of distress for children are either parent being away from home for an extended period of time, illness or death of a friend, family member or pet, a new sibling or pregnancy, a new person living in the home, etc. You will be informed of any significant changes in the school environment that may affect your child as well.

The Bottlenose Bulletin Newsletter, monthly calendar and other information will be sent to you via email. Copies of the Bottlenose Bulletin will be available at the school office if you would like a hard copy. The Bottlenose Bulletin, as well as other school forms, are available for download from the school's website (www.stmattshouma.org). Check your child's bag daily for school information and schoolwork completed by your child. Pre-school-Kindergarten teachers will send home information about lessons, birthday information, etc. using a weekly letter or monthly calendar. To inform your child of seasonal celebrations and events, you may want to keep the monthly calendar for easy reference.

If you would like to have communication sent to you by email, contact the office with your address.

Administration email addresses are:

Head of School: cheryl.matherne@stmattshouma.org
Administrative Asst.: donnell.louviere@stmattshouma.org
Bookkeeper: lori.liner@stmattshouma.org
Secretary/Receptionist: nita.gros@stmattshouma.org

Teacher's email addresses are modeled the same way:

Firstname.lastname@stmattshouma.org

Development: St. Matthew's Episcopal School strives to build acceptance for the school among all community organizations, alumni/ae, parents, students, faculty, churches, businesses, and foundations. The school recognizes the importance of fostering "friends of St. Matthew's" to help promote the high caliber of St. Matthew's.

Annually, members of the Board of Trustees, parents, alumni/ae, faculty, staff, and friends of St. Matthew's support the program budget through the **Annual Giving Campaign**. These tax-deductible gifts help do two things. First, the annual gifts help close the financial gap between the individual tuition charged and the actual cost of education. Secondly, annual gifts can help provide program enrichment by funding co-curricular activities, which cannot otherwise be funded. The importance of these gifts cannot be overstated.

Capital Campaign Drives enhance the development of special projects, new construction, and building renovation. Just such a campaign helped to procure and convert the Melancon-building into a space which houses the office of the receptionist, Lower and Upper School classrooms and the Computer Lab. Funds were also raised in a Capital Campaign to enclose the bottom of Tucker Hall and convert this area to our 2nd grade classrooms and bookkeeper's office.

Donors make gifts to St. Matthew's Episcopal School because they believe in quality education. They know that the school remains dedicated to the pursuit of excellence in the classroom as well as solid spiritual and moral foundation in all areas of the lives of the children we serve. Charitable gifts show support for and confidence in the school's educational mission. They help to ensure the school's continuing existence and excellence for future generations. Please contact the Head of School (872-5573) or the Rector of St. Matthew's Episcopal Church (872-5057) for assistance in making or planning to make a charitable gift to the school.

St. Matthew's Episcopal School has a modest endowment fund to which charitable gifts of cash, stocks, bonds, and other securities may be made. Investment real estate, bequests, and life insurance policies may also benefit the school's endowment fund.

Emergency School Closing: St. Matthew's Episcopal School will close for emergency weather conditions when the Terrebonne Parish Public Schools are closed for the same reasons. If a different schedule should become necessary, the decision to close will be made by the Head of School and the Rector. The school will contact the following news and radio stations to post bulletins during closings for hurricanes: WBRZ, HTV, WDSU, WWL, WVUE, WGNO, Sunburst Media (KCIL, KXOR, KMYO AND ESPN), KTLN and WWNO. Information regarding the closing and re-opening schedule will be posted on the school's website. Please check the website daily for updates. Website: www.stmattshouma.org/school. Where possible, parents will also receive communication via email from school personnel. A back up email system has been set up under a gmail account - stmattshouma@gmail.com. This email address is only used during emergency closings.

In the event of an early dismissal, the school will make every attempt to notify parents in a timely fashion. Due to the fact that we do not have access to the public school bus system, we may make a decision to close the school prior to public school closings. A phone tree will be set up by each class and the home room mom and co-room mom will be contacted during emergency closings. The room mom and co-room mom will assist the administration with notifying all parents of emergency closings via email, phone call or text message.

Entrance Norms, Including Immunization Schedule: Children reaching the age of three on or before September 30 may enter the Pre-School. Children reaching the age of four on or before September 30 may enter Pre-Kindergarten. Children reaching the age of five on or before September 30 may enter Kindergarten. Children reaching the age of six on or before September 30 may enter First Grade. Any child entering school for the first time must present a copy of his or her birth certificate, immunization record, and social security card before beginning class. Children born outside the United States may submit copies of citizenship papers or passports in lieu of a birth certificate.

The State of Louisiana requires that all students entering school for the first time present satisfactory evidence of having been immunized. The requirements for entering school are the following:

- 5 DTP/TD - Combination (Diphtheria, Tetanus and Pertussis (whooping cough) injections, the fifth shot being after the child's fourth birthday.
- 4 – 5 POLIO - (Polio myelitis/Polio/OPV/PV injections), the last shot being after the child's fourth birthday.
- 4 HIB - (Haemophilus Influenza B) injections
- 3 HBV - (Hepatitis B) injections
- 2 MMR – (Measles, Mumps & Rubella) injections
- 1 Varicella (Chicken Pox)

A child who has already had chicken pox must have the date entered on the health record by a physician or the agency administering the child's immunizations.

OPH Immunization Schedule
(For Sanitary code compliance)

<u>Age</u>	<u>Vaccine</u>
Birth	HBV
2 months	DTP, Polio, HIB, HBV
4 months	DTP, Polio, HIB
6 months	DTP, HIB, HBV

- 1 year..... Varicella (Chicken Pox)
- 15 months..... DTP, Polio, HIB, MMR
- 4 – 6 years ** DTP, Polio, MMR
- 11-12 years..... TD (VAR, MMR, HBV if needed)

** before entering school for the first time (Pre-Kindergarten or Kindergarten)

Beginning in the fall of 2006, PCV-7 (Prevnar) will be required by the State of Louisiana for all Pre-School and Pre-Kindergarten students.

New requirements by the State of Louisiana for the 2009-2010 school year are as follows:

- 2 doses of Varicella (Chicken Pox) vaccine are required for children 4 years and older who are entering PK or K.
- Children 11 years old or entering the sixth grade must have proof of all age-appropriate immunizations, including the new (MCV4) meningococcal (meningitis) vaccine.

If there is a medical reason why the immunization as scheduled above cannot be completed, the school must have a written excuse from a physician for placement in the student’s cumulative folder. This statement will also be submitted to the appropriate state agencies.

Parties and Birthdays: Students in all grades may observe Christmas with a party for as long as one hour at the end of the designated day. Advent should be kept to a minimum with the religious observation in mind. The Easter Observance will be a whole school activity held on the Wednesday before Holy Thursday. There will be no party or celebration on Holy Thursday. No gifts, candy exchange, or class treats will be allowed during Holy Week. **All parties must be approved by the Head of School.**

It is a school tradition to recognize birthdays in chapel with a special prayer and blessing. Should parents wish to honor their child with a book dedication to the school library, an appropriate book may be purchased by the parents and/or child to be presented during chapel. The child’s name will be inscribed on a bookplate and placed on the inside front cover of the selected book.

Birthdays may be celebrated by bringing cake and a drink for the class during the last hour of the day. Prior arrangements must be made with the teachers. **NO** special gift deliveries will be accepted at school (i.e., balloon bouquets, flowers, etc.). **PARTY INVITATIONS MAY BE DISTRIBUTED AT SCHOOL IF AND ONLY IF THE ENTIRE CLASS IS INVITED.**

Sales and Fundraisers: All sales within the school and/or any sales conducted by the *Parent Association* or student organizations are conducted for the benefit of St. Matthew’s Episcopal School. Requests for permission to conduct a sale must be approved by the Head of School.

Telephone Use: The telephones at school are business telephones and are not available for student use. Students may **not** call home during the school day or immediately after school to have an assignment or library book delivered or to get permission to make after-school plans. Make after-school arrangements with your child before coming to school.

Toys, Personal Belongings, Electronics and Cell Phones: Toys and personal belongings are hard to keep track of at school and cause unnecessary problems between the children. Please assure your child that his or her toys are for home use and that at school he or she has special "work" to do. Purses, money, and other trinkets also belong at home. Students are not allowed to have cell phones or other electronic devices on campus.

On *Show and Tell* days, children may share an item of interest with the class, but the care of the item is the responsibility of the child. **NOTE:** *Show and Tell Days* are designated by the teachers only.

Admission Policies and Procedures

Admission Policy: *St. Matthew's Episcopal School serves children who are average and above and who can adapt to classroom routines.* Decisions regarding admission to St. Matthew's Episcopal School are made without regard to race, color, religion, handicapped condition, ancestry, sex, or national origin. All admissions decisions are made in the best interest of each applicant. The school provides for the educational needs of the students within the limits of the school's instructional program. Enrollment is contingent on the availability of space in a grade.

Important Requirements for Pre-School, Pre-Kindergarten, Kindergarten:

- Pre-School: A child must be potty trained and 3 years of age by September 30 of the entrance year.
- Pre-Kindergarten: A child must be potty trained and 4 years of age by September 30 of the entrance year.
- Kindergarten: The child must be 5 years of age by September 30 of the entrance year.

All students, upon enrollment, must have copies of the following documents on file with St. Matthew's Episcopal School:

1. An official birth certificate
2. A record of current immunization
3. The student's Social Security Card

Admission to St. Matthew's Episcopal School is selective and based on standardized test scores, school transcripts (academic and conduct), teacher recommendations (when applicable), and space availability. The Admission/Discipline Committee, composed of the Head of School and members of the faculty, make final acceptance decisions based on information listed above.

Kindergarten applicants are given the Scholastic Kindergarten Readiness Test.

Applicants in 1st grade are given a Scholastic School Readiness Test. Applicants in grades 2 – 7 are given portions of a standardized test if current standardized test scores (Sanford Achievement, IOWA, California Test of Basic Skills or Educational Record Bureau) are not available.

The following priorities exist when classroom spaces are available:

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| Priority 1 | qualified applicants of families who have other children enrolled |
| Priority 2 | qualified applicants of St. Matthew's Episcopal Church members as certified by the church Rector |
| Priority 3 | qualified applicants of teachers employed by St. Matthew's Episcopal School |
| Priority 4 | qualified applicants of St. Matthew's alumni/ae |
| Priority 5 | all other qualified applicants |

Readmission of Students: If a student has been asked to leave St. Matthew's Episcopal School for disciplinary reasons, the student will not be readmitted. If the student leaves for academic reasons, further testing and evaluation by the Head of School and Admission Committee will be required prior to readmission. Readmission will be contingent upon available space at the time the student seeks to reenter St. Matthew's Episcopal School

Admission Process: The school office takes inquiries from interested applicants. When an inquiry is made, the name, address, telephone number, child's name, date of birth, and grade level for the next school year is recorded. Interested parties are given an enrollment packet. The enrollment form is to be completed and

returned to the school office along with a \$100 *non-refundable* application fee. Upon acceptance, the *non-refundable* registration fee is then due for students entering Kindergarten through grade 7.

Pre-School and Pre-Kindergarten applicants are admitted on a first come-first served basis; **however, all students are enrolled on a conditional basis.** Upon receipt of the *non-refundable* registration fee, the student is admitted. Applicants must be three and four years old, respectively, **and potty trained before September 30.**

Kindergarten applicants are given, upon receipt of the \$100 *non-refundable* application fee, a Kindergarten readiness evaluation. Upon admission acceptance, the *non-refundable* registration fee is due. Applicants must be five years old before September 30.

Applicants for 1st grade are given the Scholastic School Readiness Test.

Applicants for grades 2-7 are given portions of a standardized test at the applicant's cost. If current standardized test scores (Stanford Achievement, Iowa Tests of Basic Skills, California Tests of Basic Skills, or Educational Record Bureau) are available, testing is not necessary. St. Matthew's requires an applicant's standardized test scores to be at the median of the scores of the class for which he/she is applying.

Returning Students: Re-enrollment packages are sent home the first week in February to all current students who are in good standing *academically and financially* with the school (whose accounts are current). Existing families are given a 2 week priority enrollment period to re-enroll. Agreements and re-enrollment fees are due in the school office by mid February (deadline will be included in the re-enrollment package) in order to secure a place for the following school year. Administrative decisions are made at that time regarding class closures.

Class size is limited at St. Matthew's Episcopal School in order to provide maximum instruction to students. SMES requires that a student seeking admission be academically, socially, intellectually, and emotionally ready to meet all the school's requirements for entrance and acceptance into the grade the student is seeking to enter.

Attendance

Attendance – Pre-School and Pre-Kindergarten: Absences, except for serious matters of health, family business, or trips, are discouraged. Consistency and routine are very important to a young child's sense of stability. If your child will be absent for more than one or two days, please notify the school.

Attendance – Kindergarten – Grade 7: St. Matthew's Episcopal School believes that regular and punctual attendance is a key factor toward the achievement of academic success. Absences can cause a loss of continuity in the daily learning process. Repeated tardiness disrupts a smooth and organized start to the beginning of the school day. **In accordance with Louisiana State Law, Bulletin 741, elementary students shall be in attendance for 160 days of the school year. In order to be promoted to the next grade level, students should not exceed 20 days of unexcused absences.**

A student who is absent from school for one or two days has the responsibility for contacting other students in his/her class or his/her teachers for assignments. The parents of the student who is absent from school for three or more days should inform the school of the nature of their child's absence and request make-up work for their child. This request should be phoned in by 9:00 A.M. Teachers will leave assignments, handouts and any books or supplies needed in the office for the parents to pick up by the end of the school day on which they were requested. **An excuse from the parent is required for all absences. Additionally, students absent for three or more days for medical reasons must provide a written physician's excuse. If an excuse is not sent to school, make-up work and tests will not be allowed.**

Any student who is absent from previously assigned tests or reports will be required to make these up at the teacher's convenience. **Students have the number of days of their absences to make up homework, tests, or reports. Since projects are assigned well in advance of the due date, students do not get additional time to complete projects if they are absent.**

St. Matthew's permits families to take their children out of school for trips without penalty. A Planned Absence Request form must be picked up from the office, filled in by parents and teachers, and returned to the office at least one week before the trip. The form must be sent to the Head of School for approval. The teacher is to work out the make-up times with the parents upon the return of the student to school.

Parents who take students out of school during the period of standardized testing in the late spring for any reason other than sickness or catastrophic family emergency must work out with the respective faculty person the student's make-up testing. Parents will need to pay to have the make-up test scored.

Excused absences are:

- Illness
- Death in the Family
- Planned Absence – Pre-Approved by the Head of School
- School Sponsored Events

Off-Campus Appointments: With rare exception, the student's teacher should be notified of appointments at least two days in advance. Except in the case of emergencies, students are not allowed to miss tests for an appointment. **Students and parents must come by the office to sign in and out if leaving campus during the school day. Please do not call the office from home, office, or car requesting the student to be dismissed from class.** Students who leave school for appointments and return later in the day have the responsibility to check with respective faculty members about missed class work and to get any homework assignments for the next day.

Schedules: The school day begins at 8:00 a.m. for all students, Pre-Kindergarten through seventh grade. Students not on campus by that time will be marked tardy. NOTE: If school personnel are not outside for carpool, the bell has rung and the student is tardy. If school personnel take the student out of the car, even after the bell has rung, they are not marked tardy.

Official school day for students:

Pre-School	8:00 a.m. – 2:30 p.m.
Pre-Kindergarten	8:00 a.m. – 2:45 p.m.
Kindergarten	8:00 a.m. – 2:45 p.m.
Grade 1-3	8:00 a.m. – 3:00 p.m.
Grades 4-7	8:00 a.m. – 3:15 p.m.

Chapel Days for K – Grade 7: Chapel begins promptly at 8:05 a.m. on the respective days. The office will be closed on Thursday mornings from 8:00 a.m. – 9:15 a.m. to attend ALL SCHOOL CHAPEL. *On Chapel Days* (Thursday), students who are tardy must be brought to the Church by their guardian because the school office is closed until the church service is complete.

TARDY POLICY: The bell rings at 8:00 a.m. **IF THE DUTY TEACHER IS NOT PRESENT AT THE DROP OFF AREA, THE BELL HAS ALREADY RUNG AND THE STUDENT IS TARDY.** Parents must bring their child to the school office on Gabasse St. for a tardy slip in order to be admitted to class. Students who are dropped off at the Church handicap ramp and/or enter the church late are marked tardy.

A student is tardy if he/she arrives after the bell sounds to begin the school day. The student must check in with the school office prior to reporting to class and will be escorted to class by a faculty member. Parents of students in Pre-K – Grade 7 are not allowed to escort students to their classroom after the morning bell has rung and instruction has begun. Students who arrive after 10:30 a.m. or check out before 12:30 p.m. will be charged with a half day absence. The Head of School will consult with parents in the case of repeated tardiness.

Each student will be allowed 5 unexcused tardies without penalty. Upon the 6th unexcused tardy, the student's parent will be fined \$25.00 for each subsequent unexcused tardy for the remainder of the year.

Excused tardies are:

- Medical excuses from a physician
- **Extreme** bad weather conditions
- Unusual occurrences with approval from the Head of School

Awards

Awards: St. Matthew's Episcopal School recognizes outstanding students at the conclusion of each academic year with various accolades in the form of certificates of merit, verbal acknowledgment, and plaques.

Perfect Attendance Certificate: Students who maintain a perfect attendance record for the entire school year receive a certificate of merit. Perfect attendance means no tardy or early check out. Student is present every minute school is in session.

Honor Conduct Certificate: Students who achieve all A's in conduct for the entire school year, and have never been suspended, either in school or out of school.

A Honor Roll Certificate: Students must receive all "A's" in every academic subject, as well as conduct, each nine weeks. In non-graded subjects in which a letter is given, the student must receive an E. An S in handwriting is acceptable. There can be no N's on the report card.

A/B Honor Roll Certificate: Students must have a combination of A's and B's or all B's in all subjects and conduct each nine weeks. In non-graded subjects in which a letter grade is given, the student must receive an E or S each nine weeks. There can be no N's on the report card.

Veterans of Foreign Wars: The outstanding male and female student in the sixth grade receives the VFW award in recognition of outstanding academic record and service to the school.

Woodmen of the World: This prestigious honor is awarded to a seventh grade student who is singled out as the most outstanding student in the area of Social Studies.

The Spirit of St. Matthew's: The 7th grade student who exemplifies the philosophy of the school through academic excellence, spiritual formation, service to others, while demonstrating a strong sense of personal integrity and self-esteem, receives the coveted Spirit of St. Matthew's Award. **Nominations are made to the Head of School by the faculty. The final selection of the student to receive this award is a collaborative decision by the Head of School and the faculty.**

The Good Samaritan: This award will be given to one student in each class, Grades 1-7, who exemplifies the philosophy of the school through service to others while demonstrating a strong sense of personal integrity and self-esteem. The classroom teacher will nominate three students from the class to be reviewed by the entire faculty. The final selection of the student will be the decision of the homeroom teacher.

Accelerated Reader: Students in Grades 1-7 are eligible to receive this award. The criteria for this award is set by the librarian.

Accelerated Math: Students in Grades 1-7 are eligible to receive this award. The criteria for this award is set by the technology instructor with the approval of the Head of School.

Awards Ceremony: Each year, St. Matthew's Episcopal School recognizes the Seventh Grade in a commencement celebration for the students, parents, and faculty. Selected awards are presented on this occasion. Closing ceremonies are also held for all other grade levels on the last day of school.

The St. Matthew's Service of Completion is filled with tradition and is the crowning point of the St. Matthew's experience. It is held in the evening within a church setting. Appropriate dress is expected and required. Girls should wear nice dresses and dress shoes. **Girls may not wear strapless, halter or backless dresses or dresses that are low cut or revealing. Boys are to wear a dress shirt, tie, and jacket or a suit.** We want to make sure that all students and parents are aware of expectations for dress for graduation early in the school year so that families can plan accordingly.

Curriculum

Academic Fairs: Participation in the school Social Studies Fair is an annual event which provides an opportunity for students in grades 4 through 7 to research, prepare, and present a project of historical, economic, political, anthropological, sociological, or geographical significance for local competition at St. Matthew's.

Achievement Testing: A week for achievement testing is set aside in the spring for Grades K-7. Results are sent to families and can be interpreted by the Head of School at the parent's request. Parents are informed of the dates of achievement testing on the annual school calendar.

Book Dedications: The librarian keeps a certain number of specially selected and designated books on hand that may be purchased and dedicated to the library in honor of such events as the child's birthday, sibling's birthday or any other significant event in your child or family's life that you would like to recognize by donating a book to the library. You may also choose to donate a book(s) that you have purchased from any outside source if it has significant meaning to you or your child. (The book must be approved by the librarian.) As the event approaches, parents and/or the child may choose a book(s) they would like to purchase and donate to the library. The book(s) are then presented during All School Chapel service. Books are often dedicated to the library in honor of the child's teacher on the teacher's birthday, as part of Teacher Appreciation Week, or the end of the school year.

Book Fair: Each year, the librarian sponsors a book fair. Proceeds benefit the St. Matthew's library in particular and the school in general. This event is held each year and promotes family interest in reading. The *Book Fair* encourages the addition of new acquisitions to the St. Matthew's Library by donation of books and dedication materials. Teachers schedule their classes, usually during the reading period, to visit the *Book Fair*. Parents may come to the school during the *Book Fair* to select books for their children.

Books and Other Reading Material: Students are allowed to bring personal reading material to campus for recreational reading; however, the subject matter must be approved by the homeroom teacher.

Conferences: In an effort to involve parents in an appropriate way and to better communication between parents and teachers, a Parent-Teacher Conference is scheduled at the end of the first grading period. The school wants, needs, and expects parents to attend this conference. The scheduled conference day is listed on the school calendar. Optional conferences are encouraged if either the teacher involved or the parents of a

student deem them necessary and helpful. Such conferences must be scheduled on the teacher's "off period" or after school.

Unscheduled visits to the classroom or Head's office before, during, or after school for impromptu conferences are discouraged. Please write or phone for a set conference unless an emergency arises. This will help insure that there is adequate time set aside to consider your issue or concern.

All conferences at all times are confidential conversations between you and the school.

D.A.R.E. Program: D.A.R.E. (Drug Abuse Resistance Education) is a validated curriculum written by educators and taught by members of the law enforcement team to encourage young persons to resist drug use and violent behavior while at the same time providing them with the life skills and tools needed to make good and informed decisions. Students in the 6th grade participate in this program.

Project L.E.A.D. Program: A member from the Terrebonne Parish District Attorney's office presents lessons to students in the 5th grade on peer pressure, self esteem and responsibility. They are taught about the consequences of actions which may lead to criminal activity. The program ends with a mock trial performed by the 5th graders in a Terrebonne Parish Courtroom.

FIELD TRIPS: Teachers will schedule and plan all field trips with the approval from the office. Room moms may plan field trips and schedule transportation for field trips under the direction of the teacher. Field trips off campus and not on public transportation are discouraged. All field trips must be related to a field of the study that is presented in the curriculum. Teachers in Pre K – K are encouraged to schedule field trips where guest presenters are invited to the campus. Money from the class field trip account can be used to pay for any on campus presenter. Teachers are encouraged to partner with another teacher to plan a large field trip and use public transportation. All students need a field trip permission form completed, signed and on file in the office before they will be allowed to attend a field trip off campus.

No more than one field trip per month is to be scheduled per teacher.

Students weighing less than 60 pounds or less than 6 years old must sit in an approved car seat. It is the teacher's responsibility to collect car seats from parents and to insure that each child under 60 pounds and less than 6 years old is properly restrained in a car seat. All other students must be secured in a seat belt at all times and no double seating will be allowed.

Parents driving students on a field trip must have a copy of their insurance card, driver's license and cell phone number on file in the school office.

A list stating each driver and the students riding in that vehicle must be given to the receptionist prior to leaving campus. Teachers should be in the last vehicle to leave campus and should also be the last to leave to return to school. It is the teacher's responsibility to make sure that all students are in route to the designated destination and that no student is ever left behind. Note: Teacher aides may accompany the class on field trips and be of assistance to the teacher and parents, but the teacher aides are not to be the designated school employee responsible for the class. The teacher is ultimately responsible for the group.

Please read the guidelines for chaperones and drivers in the Student/Parent Handbook in order to know what is expected. Parents that do not follow these guidelines should be reported to the Head of School.

NO FIELD TRIPS WILL BE APPROVED AFTER APRIL 30 OF ANY GIVEN YEAR.

Guidelines for Chaperones: St. Matthew's thanks you for agreeing to accompany students on their field trips. Without your efforts, our children would not enjoy the many benefits that field trips provide.

The following guidelines are designed to ensure a successful experience for students and parents.

- **To ensure proper supervision of our students, younger siblings may not accompany chaperones on field trips.**
- The teacher's role is to oversee the entire group and make sure the itinerary is followed. When possible, the teacher is not assigned students to oversee. This allows the teacher to move freely within the toured area and the group and respond to any emergency situation that may arise.
- Any student who does not adhere to guidelines and rules or otherwise becomes a problem is assigned to the teacher for the remainder of the trip and will not be allowed to attend the next scheduled field trip.
- Parent chaperones are to oversee the behavior of the children. For some field trips, the teacher may prepare a parent's guide of what is being viewed and questions to discuss with the students.
- **It is expected that students walk with the chaperone at all times as a group, use quiet and courteous voices, keep their hands and feet to themselves, and practice appropriate behavior that does not draw the attention of others.**
- When the students are directed to spread out, chaperones spread out with their assignees. If the group is directed to sit or gather as a large group, chaperones spread out evenly to oversee the group.
- Chaperones are to transport only those students assigned to them by the teacher.
- The chaperone must transport their own child to the destination.
If stops are necessary on an out-of-town outing to obtain refreshments, the parent chaperone takes an order from the group in his/her car and obtains the refreshments.
- Unless the teacher requires a refreshment stop during a Houma area trip, none is to be made.
- It is the responsibility of the parent chaperone to oversee the safety of our students at all times. Supervising students on a school-sponsored trip requires more rigid demands of both students and adults than a personal outing with your child and a few of his/her friends. Do not hesitate to correct any student regarding inappropriate behavior or noncompliance of rules. Notify the teacher immediately if the child's inappropriate behavior or noncompliance of rules continues.
- Students weighing less than 60 pounds or younger than 6 years old must sit in an approved car seat provided by their parent.
- All students must use a safety belt. No double seating.
- All parent chaperones that are driving MUST strictly adhere to all posted speed limits.
- Parents driving students on a field trip must have a copy of their insurance card, driver's license, and cell phone number on file in the school office.

We appreciate your cooperation. If you have any questions, please call the Head of School at 872-5573.

Homework/Home Study: The primary purpose of homework seeks to develop a sense of responsibility in the student for his or her work. Practice and reinforcement of skills and knowledge are equally important, as are independence and integrity in the regular completion of assignments. The School recommends that each student have a scheduled time for study in a place free from interruptions and as quiet as possible. Homework is work assigned by the teacher for the student to complete outside of the classroom. Homework may also be unfinished class work.

While parental involvement in homework assignments may be necessary on occasion, the primary responsibility for any assignment rests with the student. Homework helps the student acquire independent learning and develop organizational skills.

Typically, students in grades 1 and 2 may expect to spend 30 to 40 minutes per night on homework. Third and fourth grades will spend an hour on homework each night while students in grades 5 through 7 may well expect to need one and a half hours or so to complete homework assignments.

The policy at St. Matthew's Episcopal School discourages the assignment of weekend and holiday homework in favor of allowing families to devote as much time to family-oriented activities as possible. Assigning

homework over the weekend or holiday and the three days proceeding the nine weeks exams or final exams is highly discouraged. Upper School faculty may assign homework over weekend or during holiday periods with the approval of the Head of School.

Physical Education: Students participate in a broad range of physical activities which include sports, games, and other activities under relaxed and generally, non-competitive, conditions with the intent to help students develop a positive attitude toward participation in sports and physical activities in general. The School requires a written note to the P.E. teacher if a student cannot participate in class activities due to an accident or illness. A note must also be sent for the student to return to normal P.E. activities. No one will be excused from P.E. without a written excuse from a parent or physician. A physician must authorize P.E. excuses that extend beyond one week.

Religious Programs/Chapel: The religious program at St. Matthew's Episcopal School forms the hub around which the academic programs, social interactions, and community activities revolve. Each day begins with morning prayers in the church for students in K-7 and is led by the Head of School and teachers. Each Thursday, the Rector conducts a service for all students. A Eucharist service is conducted once a month. Any student that has been baptized in grades 2 – 7 may receive Eucharist (with their parent's permission.) All students are expected to attend Chapel, and parents are encouraged to attend anytime. Pre-Kindergarten students will begin attending staggered chapel services after the Christmas holidays. Pre-School students do not attend the daily chapel service but attend once a week with their teachers. Parents are invited to attend Chapel services with their children. **We ask that all cell phones be silenced during chapel. Note:** The school offices will be closed on Thursday from 8:00-9:15 a.m. for All School Chapel. Students who are tardy on Thursday must be brought to Chapel by the guardian.

School Supplies: A school supply fee has been assessed in the tuition for each student for school. The teachers will purchase all supplies as needed for the class.

Textbooks: Textbooks must be covered at all times. Textbooks that are damaged while assigned to the student will be assessed the following fees:

- 1st or 2nd year – 100% replacement value
- 3rd or 4th year – 75% replacement value
- 5th year - 50% replacement value
- 6th plus years -25% replacement value

All lost textbooks will be assessed a 100% replacement value fee regardless of the condition or age of the book.

Tutoring with Teacher: Short term tutoring can be requested by the parent or suggested by the teacher for any student who is having academic difficulties. The request for tutoring must be discussed with the Head of School and will be brought before the School Review Committee. After a decision is made by the committee the parent will be informed as to the results.

Discipline Procedures

A conduct grade will be sent home each week in the weekly folder. The student will begin with 100 points in conduct. Points will be deducted for infractions and a conduct grade will be assigned at the end of the week by the number of points that were deducted. The number of warnings given to the student will depend on the age of the student and the discretion of the teacher. Minor offenses will result in the loss of 1 point, major offenses will result in the loss of 5 points, and unacceptable offenses will result in the loss of 15 points. Enrichment teachers will inform the classroom teacher of any infractions.

The purpose of school-wide rules is to ensure that children act with respect to their teachers, their classmates, and to themselves.

Minor Offenses: (1 point)

Failure to:

1. Follow the uniform policy (shirt tucked in, shoes not tied, improper uniform-1st time, etc.)
2. Line up quietly and appropriately.
3. Walk in all buildings, sidewalks, and stairs.
4. Respects adults by responding the first time he/she addresses you.
5. Use all items for intended use. (Ex. Pencils are used for writing, books for reading, throw trash only in trashcans, etc.)
6. Follow the no gum chewing rule
7. Speak softly only after being given permission (in classroom, lunchroom, in line etc.).
8. Refrain from conversation upon entering and exiting the church.
9. Follow the computer and internet rules posted in the computer lab
10. Return signed folder on assigned day.
11. Follow the classroom rules
12. Follow the lunchroom rules set by the teacher
13. Get permission to return to the classroom from the teacher during recess, lunch, or carpool line

Major Offenses: (5 points)

Failure to:

1. Keep hands and feet to yourself (no grabbing, pulling, pushing, kicking, tackling, etc.)
2. Respect the privacy of others (in classroom, restroom, school, etc.)
3. Remain silent during the church service
4. Return assignments on the assigned day
5. Follow the uniform policy - Out of uniform (2nd time)
6. Cover textbooks

Unacceptable Offenses: (15 points)

1. Fighting or aggressive behavior toward another person
2. Willful disrespect for authority
3. Profanity or obscene language or gesture
4. Destruction of school property or the property of another person
5. Harassment or teasing of any kind
6. Stealing
7. Severe disruption in chapel
8. Substance abuse/ substance possession
9. Weapons
10. Threats of violence against an individual, group or facility

The discipline procedures will be enforced whenever a student is on campus or off campus representing St. Matthew's Episcopal School.

Cheating, plagiarism, or forgery

Each student has the responsibility to keep academic work free of dishonesty (cheating, plagiarism, forgery). In the unfortunate case of a proven breach of honor, St. Matthew's Episcopal School stands by the following procedures:

1st offense – The student receives a “0” on the academic work in question. The student will receive a “F” in conduct for the week. Parents will be contacted.

2nd offense – The student receives a “0” on the academic work in question. The student receives a “F” in conduct for the grading period. The student is suspended from any school sponsored extra-curricular activity for the grading period, and the student must serve a three (3) day in-school suspension. Parents are contacted.

3rd offense – The student receives a “0” on the academic work in question. Parents are contacted. The student receives a “F” in conduct for the grading period. The student is suspended from any school sponsored extra-curricular activity for the grading period, and the student must serve a three (3) day suspension from school with each day being an unexcused absence.

SUSPENSION: Suspension may be “at-school” or “out of school” and will be determined by the Admission / Discipline Committee.

In School Suspension (Detention)– The student

- a. reports to school at regular school hours but will be in isolation
- b. must complete ALL assigned work in a room designated by the Head of School
- c. is not permitted to have any time with his/her class during the time of the suspension
- d. will be given all tests and class work assigned while in detention
- e. may not participate in any school event or activities during the time of the suspension
- f. will not be considered absent

Out of School Suspension – The student

- a. will be marked absent - unexcused
- b. is not permitted to report to school, but MUST remain at home with adult supervision
- c. will be expected to prepare by keeping up with class material
- d. will receive a grade of “F” for all tests and assignments during the suspension
- e. may not participate in any school events or activities during the time of the suspension
- f. will not attend any field trips for the nine weeks

Any test given during an out of school suspension will result in an “F” for the student. Additionally, an “F” will be assigned in conduct for that week and also for the nine weeks on the report card.

Discipline Code for Pre-School – Kindergarten Students:

St. Matthew's Episcopal School has a conduct plan for the entire school with the broad objective of helping students develop self-discipline and change undesirable behavior. Children in Pre-school - Kindergarten are reminded and taught about the classroom expectations. "Time out" is used for those who have difficulty meeting the expectations. This consists of sitting away from the group for a short time, usually the maximum minutes is the age of the child. He or she is never out of the sight of a teacher. A conference with parents to help assess the situation also may be used, if needed. St. Matthew's does not use corporal punishment, verbal abuse, or threats. The faculty and staff strive to model the Christian behavior that we are trying to impart to the children.

In some cases, where children resort to violence--especially biting another child--the parents will be called and/or the child sent home. The following is the policy for biting:

- 1st time - call parent
- 2nd time - call parent
- 3rd time - sent home

In some cases of serious misconduct or a continuation of minor and/or behavioral misconduct, students may be suspended or expelled.

Discipline that will not be used:

- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.
- Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from the group for a disciplinary reason, he shall never be out of sight of a staff member.
- No child shall be deprived of meals or any part of meals for disciplinary reasons.

Dismissal of a Student:

The school reserves the right to dismiss any student whose actions, in the judgment of the Head of School and the Rector of St. Matthew’s Episcopal Church, jeopardize the well being of the school community or whose behavior in any way reflects poorly on the integrity of St. Matthew’s Episcopal School.

Re-Admission of Students: If a student has been asked to leave St. Matthew’s Episcopal School for disciplinary reasons, the student **will not be re-admitted**. If the student leaves for academic reasons, the application must be evaluated and determined by the Admission's Committee.

Financial Information and Policies

Money: All money sent to school should be in a sealed envelope, and the child’s name and purpose of payment should be clearly written on the outside of the envelope.

Tuition Accounts: The education of a student at St. Matthew's Episcopal School is the result of a partnership between the school and families. To nurture and sustain a successful working relationship, both parties in the partnership must fulfill specific obligations and expectations. The School receives nominal funding from local or state government, and the main source of funding is through tuition. Tuition payments must be made according to the enrollment contract signed by each family so that payroll and other school financial obligations can be met on time.

Pre-Kindergarten – Seventh Grade \$3930.00 annually

Tuition is all inclusive.

Pre-Kindergarten – Seventh Grade multiple sibling discount extends a 5% reduction in tuition for the second student enrolled and a 10% reduction in tuition for the third (+) student(s) enrolled. The sibling tuition reduction program cannot be combined with other reductions in tuition.

Payment Options:

- Pre-Kindergarten through Seventh Grade tuition is due in full by May 15, 2009.
- Families may enroll in the tuition financing plan (made possible by an arrangement with South Louisiana Bank) for all or part of their tuition obligation. The loan must be signed by May 15, 2009.
- The tuition financing plan is offered to all St. Matthew's families in good financial standing.
- The plan finances tuition over a period of 11 months.

- Enrollment takes place in April and the first payment is due in June.
- The interest rate of the tuition finance plan is 7.5%.

Pre-School Tuition: \$3488.00 annually
 Tuition is all inclusive.

Pre-School Tuition Payment Options:

- Parents may pay yearly tuition in full or make payment arrangements with the School.
- Tuition payments are due on the 5th of each month. Payments will begin August 5, 2009 and end on April 5, 2009.
- Tuition payments not received by the 14th day of the month will be assessed a \$40.00 late fee.
- Tuition not received by the 25th day of the month will result in student dismissal. Readmission requires that the student tuition account be paid in full for the remaining enrollment period (cash or money order only).

Example of late fee:

Monthly payment:	\$387.55
After 14th	\$427.55

Pro-Rated Tuition:

Tuition will be pro-rated by the quarter for all students who begin school after August 17. The tuition fees are as follows:

August 17 – October 14	\$3930.00
October 15 – January 6	\$2947.50
January 7 – March 18	\$1965.00
March 19 – May 27	\$ 982.50

Bank Loan Policy:

Terms and Conditions:

- Loan payments are due on the 15th of the month to South Louisiana Bank.
- Payments received by the bank after the 25th of the month will be assessed a 20% late payment fee by St. Matthew's Episcopal School. This late fee is in addition to the late fees charged and collected by the bank.
- Parents will be billed by the school, and the funds for the late fee must be paid directly to the school.
- All loan accounts not paid by the 25th of the month will be considered delinquent, and the school policy regarding delinquent accounts will apply.
- After being delinquent three times in one loan year, a participant in the tuition loan program may be considered ineligible to participate in the program the following school year.
- If the bank note is 60 days delinquent, South Louisiana Bank will demand the note, and the student will be dismissed from St. Matthew's Episcopal School. Readmission requires that the student tuition account be paid in full for the remaining enrollment period (cash or money order).

Example of late fee:

Monthly bank note	\$370.88
After 25 th	Parent will be billed \$74.18 (20% late payment fee)

NSF/Late Fees on Tuition

- All checks returned due to insufficient funds will be charged a \$33.00 NSF fee.
- Tuition checks returned to the school due to insufficient funds will be charged a \$40.00 late tuition payment in addition to the NSF fee.
- Parents will be given 14 days from the date of notice to pay the check amount and the NSF fees. (Payments must be by cash or money order.)

- NSF checks will be considered a delinquent account with the school and the school policy regarding delinquent accounts will apply.
- If the school receives 2 NSF checks from the same person, checks will no longer be accepted as a method of payment from this person for the remainder of the school year.

Delinquent Account Policy: Student records, including progress reports and report cards, are withheld if any account with St. Matthew's Episcopal School is not current. This includes, but is not limited to: Tuition, St. Matt's Mates, Rise and Shine, Lunch, Pizza, NSF Check and NSF Fees, Late Tuition Payment Fees, Past Due Library Books or Lost Books.

Any students whose parents are in arrears in payments after 60 days will be dismissed from St. Matthew's Episcopal School. Readmission requires all accounts must be paid in full for the remaining enrollment period of the school year (cash or money order only.)

Post-Dated Checks: St. Matthew's Episcopal School **does not** accept post-dated checks.

Tuition Refund Policy: St. Matthew's expenses are incurred on an annual basis and the School's budget is based on students remaining the entire year (teacher salaries, maintenance, etc are based on this). *If a student withdraws from St. Matthew's, the Administration must be notified in writing by the parent or guardian.*

Tuition for Pre-Kindergarten through Seventh grade students is refunded according to the following schedule:

- Prior to the first day of school – 75% of Annual tuition
- Prior to September 30, 2009 – 50% of Annual tuition
- After September 30, 2009 – NO REFUNDS

Parents who participate in the tuition financing program are required to pay any remaining balance on their tuition loan owed prior to receiving a tuition refund. In addition, all accounts must be paid in full before any official records or transcripts will be sent to another school.

Withdrawal Procedures: Parents must contact the Head of School in writing to inform of the student's withdrawal. The written communication must state the reason for withdrawal and the student's last day of attendance at SMES. The date the Head of School receives the written communication will also determine the date of withdrawal. Withdrawal dates will not be "back-dated" if a child has been absent.

Arrangements must be made with the Head of School for payment of all fees due to the school. Student records will be released to the transferring school only **after** all tuition and other fees due to SMES have been paid in full.

Uncollected Accounts: All uncollected accounts owed to St. Matthew's Episcopal School will be filed in Small Claims Court for collection. Families who have left St. Matthew's Episcopal School owing money for tuition or other fees **will not** be allowed to re-enroll in future years **unless** they pay the total arrears amount owed to the school and pay for all future tuition up front by Cashier's Check, Money Order or cash.

End of the year tuition payments: **All accounts (Pre-school accounts and SLB loan payments) must be paid in full by April 30 of the current school year. If any account is not paid in full by this date, the student(s) will not be allowed to return to class until the account is paid in full.**

After April 30, St. Matthew's Episcopal School reserves the right to withhold student records on all accounts paid by check until the check clears the bank. All accounts paid by cash will be immediately released.

Grades and Grading

Grades and Grading: Pre-School students receive a report in November, March, and May. Parent conferences are held in November.

For grades Pre-Kindergarten through 7, the academic year is broken into four 9-week periods with interim reports sent home after 4 1/2 weeks of each period. Parent conferences are held in October. The teacher will notify parents if a student is having difficulty at any time during the grading periods.

Grades 1 – 7: Although students should not allow their work to be dominated by thoughts of grades, this is nonetheless an important part of academic life.

Academic subjects include Reading, English, Spelling, Math, Social Studies and Science for all students. Students in grades 4 – 7 will also receive a grade in Physical Education, Science Lab (averaged into 9 weeks Science grade), and Foreign Language. The grading scale is as follows:

A	95 to 100
B.....	87 to 94
C.....	78 to 86
D	70 to 77
F.....	69 and below

*Conduct will be graded as an academic subject in grades 1-7.

Physical Education, Art (when available), Handwriting, Music, Computer Technology, and Foreign Language are reported as follows for students in Grades 1-3. Students in Grades 4-7 will use the following grading scale for Music and Computer:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

In an effort to provide consistency from grade to grade, class to class, and teacher to teacher, St. Matthew's Episcopal School affirms the following guidelines for grading:

- Nine weeks grades consist of tests, homework, in class work, special projects, and classroom participation. Extra credit grades, where applicable, are averaged into the nine weeks grade.
- The four nine week's grades are averaged to determine the final grade.

Students receive report cards at the end of each nine-week period. In addition, mid-quarter progress reports are provided for parents and students alike. Other more informal means of communication may also occur such as requiring the student to obtain a parent's signature on papers or tests, phone calls, or individual conferences between faculty members and parents.

Promotion and Retention:

- Students in Kindergarten are not promoted if the teacher and the School Review Committee do not feel that the student is ready for the next grade.
- Students in grade 1 will be retained if they receive a D or F in Reading or Math for the year.
- Students in grades 2 and 3 will be retained if they receive an F in Reading, Math, or English for the year.
- Students in grades 4-7 will be retained if they fail Reading, Math, English, Science or Social Studies for the year.
- If a student is not promoted, admission for the following year will be determined by the Admissions Committee.

- Parental requested or teacher requested retention of a student who has passing grades is decided by a joint conference with parent, teacher, Head of School, and School Review Committee; however, the School Review Committee will make the final decision.
- The school reserves the right not to re-enroll a child for the following year if it is determined by the school that a child's needs cannot be properly served.
-

Lunch Program

Lunch Program and Policy Pre-K – 7th Grade: *The Lunch Basket* currently provides the school's lunch service on Monday-Thursday. Purchase of lunch is optional. Lunch must be purchased by the month. A menu calendar and order form is sent home monthly; prices vary according to how many school days are in each month. Pizza is served every Friday. Students may purchase pizza, a snack, and a drink. Pizza must be purchased by the month. An order form is sent home monthly.

- Students will follow the cafeteria rules.
- The teachers monitor dismissal time and lunch procedures.
- All food and drinks must remain in the lunchroom or in the designated eating area outdoors.
- Candy, soft drinks (carbonated and those with high sugar content), and glass containers are not permitted.
- Lunches that have been forgotten are to be labeled with the student's name and delivered to the front office. The lunch will be taken to the student by school personnel.

Lunches and Snacks for Pre-School Students: The school will provide, daily, a morning snack and serving of milk to each student. Please let us know, in writing, if your child possesses any particular food allergies.

Pre-School students must bring their own lunches. Please send a nutritious lunch for your child. A good lunch is half a sandwich, a piece of raw fruit or vegetable, and a drink. Candy and carbonated beverages are not allowed as well as drinks in glass containers. Large portions overwhelm many children. A small amount of several items is more enticing. Send lunches in lunch sacks or kits that are clearly labeled with your child's name.

Medical/Emergency Procedures

Emergency Care Procedures: The school's emergency care procedure will be followed in the event of illness or injury during school hours. The teacher/staff will attempt to contact one or both parents. If they can't be reached, the emergency numbers or child's doctor will be tried. If none of the above can be reached, a doctor selected by the school will be contacted. If any medical expenses occur from the referral by the school, the parent has the responsibility for the charges.

Health Risk Policy: St. Matthew's Episcopal School recognizes that many health issues pose special concerns for the school community and that the school must be prepared to respond in a careful and responsible way to the health needs of the community. Students or faculty members may contract diseases that pose a risk of infection to others, or they, themselves, may be at special risk for contracting diseases carried by others on campus. The intent of this policy is to address the issue of HIV/AIDS infections in particular as well as other life-threatening diseases in general.

Members of the faculty, staff, volunteers and parents of students at St. Matthew's Episcopal School have the responsibility to inform the Head of School of health problems which pose a potential risk to others or which put the individual at special risk of contracting opportunistic diseases. Again, this specifically includes, but is not limited to, infection with HIV/AIDS.

The Board of Trustees will review on a confidential and individual basis the circumstances of any student or faculty/staff member whose health problems are determined by the Head of School to pose a specific risk. The Board of Trustees will consider the best available medical information and the ability of the school to minimize risks of exposure and communicability and will recommend appropriate action to the Head of School and Rector of St. Matthew's Episcopal Church.

Medical Policy and Parameters for Administration of Medication: If a child becomes ill during the day, a parent will be notified to pick up the child promptly. Pre-School - Kindergarten students who become ill at school will be taken to lie down in a screened off area until the parent arrives.

Parents or guardians bear the responsibility for informing the school of any known medical problems, special problems, allergies, or adverse reactions a student may have. Parents must complete school records and provide the school with a physician's name, emergency telephone numbers, and a brief medical history of each student.

Many illnesses of children are most communicable at the onset of symptoms or before the students have been seen by a physician for diagnosis. If a student is kept at home at the beginning of an illness, fewer children will be exposed to infection. A student will be sent home if the student has a fever. It is the responsibility of the parent to demonstrate that the child is no longer an infectious health risk and should be permitted to attend school. A doctor's certificate is required for re-admission to school after a child has had a communicable disease.

Keep your child home if he/she has:

- Fever
- a heavy nasal discharge
- a sore throat or constant cough
- an unexplained rash
- an upset stomach, diarrhea or vomiting
- an infectious condition; i.e., pink eye, impetigo, or open or oozing sores.

NOTE: The student must be fever-free for 24 hours before returning to school.

If a child is well enough to come to school, he/she is considered well enough to go outdoors if the weather permits, and to participate in all school activities.

Administrators, faculty, classroom assistants, and any other employee of St. Matthew's Episcopal School may not administer medication to any student, including antibiotic cream for scrapes, aspirin, Benadryl, etc. Students who must take prescription or over-the-counter medicines and who are able to take it themselves must leave their medication(s) in the school office and take it as prescribed by a physician. All medications must be clearly labeled as to proper use and content. A medication log is kept in the front office noting all medication taken by students at school.

ALL MEDICATIONS MUST BE DELIVERED TO THE OFFICE BY THE PARENT AND PICKED UP FROM THE OFFICE BY THE PARENT. STUDENTS ARE NEVER ALLOWED TO HAVE ANY TYPE OF MEDICATION IN THEIR SCHOOL BAGS OR IN THEIR POSSESSION.

Programs

After School/Before School Care (St. Matt's Mates and Rise & Shine)

A Statement of Purpose: These programs intend to provide parents of students enrolled at St. Matthew's Episcopal School with quality, affordable child-care before and/or after school. In keeping with the philosophy of St. Matthew's, Rise & Shine and St. Matt's Mates seek further to provide each child a

structured opportunity for continued development of mind, body, and spirit in a secure and healthy environment.

Activities: A designated time will be allowed each day for the following: supervised homework time, storytelling, outside play and shelf games. It is the child's responsibility to know what homework is to be done and to have all necessary supplies. **The supervised homework time is not a tutoring service**, but questions will be answered and homework will be monitored. It is not the responsibility of the aftercare personnel to monitor homework completion. This responsibility remains with the student and parent.

Arrival & Departure: Children must be dropped off and picked up at the lower school building on Belanger St. for Rise and Shine and St. Matt's Mates. **The parent/designated person must sign out children in the afternoon. Only persons listed on the emergency form may sign out children. If someone other than the designated persons is to pick your child up from St. Matt's Mates, please send a note with your child on the day of the occurrence. We must request that you refrain from calling these changes in to the school office unless there has been an extreme emergency situation that could not be avoided.**

Conduct Policy & Discipline Procedures: It shall be the policy of these programs to promote a safe, secure, and orderly Christian environment that will serve to enhance the goals of Rise & Shine and St. Matt's Mates. Students will be required to be well behaved at all times. Under no circumstances will violent, disruptive and/or abusive behavior be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects in any direction or at another person, and destroying property. Students will be expected to act in an orderly and safe manner at all times.

Depending on the severity of the problem, there will be three (3) steps taken to alleviate a behavior situation:

- **On the first offense**, the Program Director shall advise the parent of the situation when he/she picks up the child and ask the parent to sign a written disciplinary report.
- **On the second offense**, the Program Director will notify the Head of School of the problem. The Program Director will again notify the parent by phone call or in person and advise the parent of the situation. The possibility of suspension from the program will be discussed. The parent will be required to sign a written disciplinary report.
- **On the third offense**, the Program Director shall notify the Head of School of the problem. The Head of School will call a conference with the parent(s) to discuss the problem, and termination of program privileges may result. A written disciplinary report must be signed by the parent.

Any of the above procedures may be waived, depending upon the seriousness of the offense. The Head of School has the ultimate authority for disciplinary action.

Parents are responsible for any damages caused by their child to property of the school. Parents will be notified of the cost of any such damages in writing and will be expected to make appropriate restitution.

General Information

- The Rise & Shine Program begins at **7:00 AM** and ends when the duty teachers arrive at 7:30 AM. **STUDENTS MAY NOT BE DROPPED OFF PRIOR TO 7:00 AM.**
- **Rise and Shine is held in the Lower School Building on Belanger St.**
- St. Matt's Mates begins when the school dismissal bell rings and ends at 5:30 PM.
- St. Matt's Mates is held in the Lower School Building on Belanger St.
- Rise & Shine and St. Matt's Mates operate Monday through Friday on regular full school days. St. Matt's Mates **will not be provided** on days when school dismisses at noon, or during school holidays.
- **All students who are not picked up within 15 minutes of their dismissal time** will be automatically brought to St. Matt's Mates. If a student is sent to aftercare because their parent was late picking them up from carpool, the Aftercare Director will charge them accordingly for the time spent in aftercare – not to exceed the drop in rate of \$10.00. The late carpool fee will not apply to students who are registered for aftercare nor for students who attend on a regular basis.

- All students must report to the carpool line for pick up unless they have been registered and/or paid to attend St. Matt's Mates for the week. No student will be allowed to go to the playground while waiting to be picked up after school.

Registration & Program Fees

Registration Fee: \$15.00 This fee must be paid one time each school year for each student participating in this program. These fees apply to drop-in students as well. **All children are required to be registered in order to participate in either Rise & Shine or St. Matt's Mates on a regular or drop-in basis.**

Fees:

Rise & Shine **Only** (Before School Weekly Tuition)\$10 per child

St. Matt's Mates **Only** (After School Weekly Tuition) .\$.30 per child

DROP-IN RATE FOR RISE & SHINE:

\$4 for one (1) day a week

\$8 for two (2) days a week

3 + days considered full time - \$10 per week

DROP –IN RATE FOR ST. MATT'S MATES:

\$10 for one (1) day a week

\$20 for two (2) days a week

3 + days considered full time - \$30 per week

- All fees are non-refundable.
- **All fees must be paid on Monday or the first day of the week the children attend the programs.** If using the program on a regular basis, you may pre-pay for a month at a time.
- **If payment is not received by Monday at 5:30pm, a \$10.00 late payment fee will be assessed for the week.**
- **If payment is a week in arrears, an additional \$5.00 late fee will be added. Example: St. Matt's Mates is \$30.00 per week. If not paid by 5:30 on Monday, the fee is now \$40.00 for the week. If \$40.00 is not received by 5:30 on Friday, the fee is now \$45.00 for that week. An additional \$5.00 will be added to the balance for each week the payment is in arrears.**
- Fee payments must be kept current. Program privileges **may be suspended if payments fall two (2) weeks in arrears.**
- When students attend school for less than five days per week, due to the school calendar, fees are pro-rated.
- **LATE PICK UP FEE – Students picked up after 5:30 PM will be charged \$1 per minute in addition to regular fees. The person picking up the student will be required to sign a late pick up form with the charges assessed according to the late pick up fee as stated above. This will include any students not picked up by 5:30 from aftercare as well as any students not picked up at our designated dismissal time. Late payment fees will be assessed to your account by the office.**
- Parents will be provided with a payment envelope. All payments for St. Matt's Mates and Rise and Shine should be placed in this envelope and placed in your child's school bag. The teacher will forward the envelope to the school office. If the office has to replace the payment envelope more than once in the school year, the parent will be assessed a \$2.00 replacement fee.
- A calendar will be placed in the payment envelope showing the amount due for each month. This is your bill. **NO OTHER BILL WILL BE SENT.** Please keep the calendar in the payment envelope for your reference.
- If the school office has to send a late notice bill to collect payment, the parent will be assessed a \$5.00 billing fee.

Snacks: A light snack will be provided for both the Rise & Shine and St. Matt's Mates. This is included in the cost of the programs.

Student Information Form: Registration forms, emergency information, and medical information must be collected on each child and kept on file with the Program Director. This information must be readily accessible in case of an emergency.

ANNUAL EVENTS AND ACTIVITIES

(The following is a list of annual activities and events.)

Annual Giving - Annual Giving provides the income needed each year to support students, faculty, and financial aid. Tuition does not cover all of the expense of educating each St. Matthew's student. The school relies on Annual Giving to make up the difference. One of the most valuable gifts to St. Matthew's is an Annual Giving gift that helps pay for current obligations surrounding faculty salaries, library materials, financial aid, classroom equipment, special academic programs, athletic programs, and student activities. The unrestricted nature of the Annual Giving Fund gives the school the flexibility to meet the areas of greatest institutional need.

Back-To-School Ice Cream Social - The Back-To-School Ice Cream Social is held the Saturday before school begins. The *Parent Association* plans the event. Parents, students, faculty, and staff have an opportunity to visit before school begins. Student packets containing important information for the new school year are given out at this event.

4-H Mardi Gras Parade - On the Friday before school is dismissed for the Mardi Gras Holidays, the 4-H Club has a parade for the students on the school grounds. Parents are invited to attend.

Mardi Gras Family Fun Day – Families of SMES and SMEC are invited to come to St. Matthew's with their children to watch the Tuesday Mardi Gras Parade. Families may choose to barbecue, play games, and visit. This is a drug free environment; therefore, no alcohol is allowed.

Fun Fest Day - During the last 9 weeks of school, faculty members host a Fun Fest Day for all students at SMES. This is a fun day of organized games and competition for the students and teachers. The event is for faculty and students only – parents and sibling of SMES students do not attend.

Grandparent's Week– Grandparent's Week is celebrated in the fall, usually on the week before dismissal for the Thanksgiving Holidays. Teachers prepare a lesson or activity to engage visiting grandparents in student learning.

In-gathering - The 4H sponsors the two *In-gatherings* each year. In the fall and spring, students, faculty, and staff are asked to bring non-perishable goods to be given to a community food bank. Teachers communicate with students to aid collecting the requested items.

Just Kids At Art - This annual fundraiser is held on the third Saturday in October. Parents plan and direct children's hands-on art projects. Artists and performers are on the grounds throughout the day to add to the enjoyment of the festival. It is designed to attract participants from the entire Houma community. Planning for this annual event begins in the spring. **Each family is expected to work 2 volunteer hours (minimum) on festival day.**

Open House/Parent Orientation – Open House will be held sometime within the first (2) months of school. Refer to the school calendar for the scheduled date. Parents are asked to meet in the church and will be dismissed to the classrooms from there. The purpose of this event is to inform parents of grade level programs, student expectations, and classroom procedures.

St. Matthew's Day Celebration – Each year, on the Sunday closest to the feast day of St. Matthew in September, the school is recognized and honored by St. Matthew's Episcopal Church. Students, faculty, and staff attend and participate in the morning service. A luncheon follows the service hosted by church members.

Yearbook - Yearbooks are published yearly. Volunteer faculty members work on this publication. Highlights of the school year, as well as student pictures, are placed in the yearbook.

Uniform Policy

By enrolling your child in St. Matthew's Episcopal School, the student and the parent accepts the rules and regulations regarding dress code. It is required that all students wear a regulation uniform in order to attend class, as well as participate in school functions such as field trips. Please review the Uniform Guidelines carefully in order for your child to be in compliance on a daily basis. If a student reports to school dressed improperly, it is understood that it is the responsibility of the parent to bring a proper uniform to school for the student to change.

Additionally:

- School Time, Jake's and Young Fashions are our official uniform suppliers. It is the parent's responsibility to inquire with each vendor regarding their return/refund policy, special order policy and alteration policy.
- **The official SMES logo must be on all uniform items, including outerwear.**
- The *Parent Association* sells used uniforms at \$5.00 per piece. Parents interested in purchasing used uniforms should contact the school receptionist.
- SMES spirit T-shirt may be worn on Friday with regulation uniform pants, shorts, skirts or jeans. Spirit shirts are available for sale through the school office.
- Please label all clothing and outerwear. We are not responsible for lost items.
- All clothing should be clean and neat and should not be too tight or revealing.

The administration is the official interpreter of the uniform policy and guidelines. Parents should check with the administration of the school before purchasing any item which does not conform exactly to the Uniform Guidelines.

Uniform Guidelines

FEMALE: PRESCHOOL – 3RD GRADE

Students may wear:

- a) **Plaid jumper** with one of the following **white shirts and shorts under it**:
 - **White** Peter Pan collar, button down blouse, short sleeve or long sleeve.
 - **White long sleeve turtleneck** may be worn under the jumper on cold weather days.
 - **Shorts or bloomers must be worn under the jumper**. Acceptable colors are navy blue or school plaid.
 - Jumpers may not be shorter than 2" above the knee
- b) **Hunter green jersey shirt (with SMES logo)**, short sleeve or long sleeve, **to be worn with plaid shorts or navy slacks**.
 - Solid white t-shirts may be worn under the green shirt. The sleeve from the t-shirt must not be visible.
- c) **Preschool – Kindergarten students** may wear **navy warm-up suits** on cold weather days. The warm up top **must have the SMES LOGO on it**. The warm up pants do not require the logo.

NOTE: Plaid jumper and green shirt must have the SMES school logo on it. A white shirt must be worn under the jumper. The logo on the white shirt is optional. **ONLY STUDENTS IN PRESCHOOL AND PRE-K** are allowed to wear the plaid elastic waist shorts with the hunter green shirts. Because of their age and size, they don't have to wear the regulation plaid walking shorts. **KINDERGARTEN – 3RD GRADE STUDENTS MUST** wear the regulation plaid walking shorts with the green shirt; they can only wear the slip on plaid shorts under the jumper.

Students **MAY NOT** wear:

- White Peter Pan collar blouse with shorts or slacks.
- White oxford shirts.
- Hunter green jersey shirt under the jumper.
- Colored t-shirts under the green knit shirt.
- Warm-up pants under the jumper.
- Turtleneck shirts, long sleeve t-shirts and Under Armour shirts under the short sleeve green shirts.

FEMALE: 4TH – 7TH GRADE

Students may wear:

- a) **White oxford shirt**, short sleeve or long sleeve, **with plaid skirt**.
 - Navy or plaid shorts must be worn underneath skirt.
 - **Skirts may not be shorter than 2” above the knee**.
 - Under shirts are allowed to be worn under the oxford shirt, but it must be solid white.
- b) **White oxford shirt**, short sleeve or long sleeve, **with navy slacks or plaid walking shorts**.

Note: SMES school logo must be on shirt.

Students **MAY NOT** wear:

- Hunter green shirts.
- Turtleneck shirts, long sleeve t-shirts and Under Armour shirts under the short sleeve white shirt.

MALE: Preschool – 3rd Grade:

Students may wear:

- a) **Hunter green jersey shirt**, short sleeve or long sleeve, **with navy slacks or navy shorts. SMES logo must be on shirt**.
 - Solid white t-shirts may be worn under the green shirt. The sleeve from the t-shirt must not be visible.
- b) **Preschool – Kindergarten students** may wear **navy warm-up suits** on cold weather days. The warm up top must have the SMES LOGO on it. The warm up pants do not require the logo.

Students **MAY NOT** wear:

- White oxford shirts.
- Turtleneck shirts, long sleeve t-shirts and Under Armour shirts under the short sleeve green shirts.

MALE: 4th – 7th grade

Students may wear:

- **White oxford shirt**, short sleeve or long sleeve, **with navy slacks or navy shorts. SMES logo must be on shirt.**

- Solid white t-shirts may be worn under the oxford shirt. The sleeve from the t-shirt must not be visible.

Students **MAY NOT** wear:

- Hunter green shirts.
- Turtleneck shirts, long sleeve t-shirts and Under Armour shirts under the short sleeve white shirt.

BELTS: All students in Grades 1 – 7 are required to wear a belt if the shorts or slacks have belt loops. Belts must be solid navy, solid brown or solid black. No other colors, stripes, polka dots, scarves, rhinestones, glitter, etc may be worn. Students in Pre-School, Pre-K and K are not required to wear a belt but may do so. **The belt guidelines are the same for Friday jean days.**

SHOES: Shoes must be athletic style (tennis shoe) or leather. **Color must be SOLID white, black, brown or navy.** Shoe must be fitted and have a full back. Shoe can be laced up, Velcro or buckle style. Leather “slip on” shoes will be allowed as long as the shoe has a full back and the shoe has a snug fit. All shoes must be solid in color. The only color allowed on the shoe is a small logo ... such as K-Swiss, Keds, etc. **Shoe strings must be tied at all times** and must be the same color as the shoe and may not contain charms or accessories on them. All shoes must be worn in the proper manner with the heel inside of the shoe (students may not have their heels out of a fitted shoe). **The shoe guidelines are the same for Friday spirit shirt/jean days.**

NOTE: For safety reasons, if your child does not know how to tie his/her own shoe, you must buy a Velcro, buckle or slip on style shoes.

Students **MAY NOT** wear the following:

- | | | | |
|--|-------------|------------------|-------------------|
| Backless shoes | Flips flops | Sandals | Crocs |
| Slippers | Boots | Shoes with heels | Multi-color shoes |
| Shoes with designs (such as Disney characters) | | | Light-up shoes |

SOCKS: Socks must be worn at all times. Solid white or solid navy socks only – no other color is allowed. Socks must completely cover the ankle. No-show socks and low rise socks are not allowed. Girls may wear tights on cold weather days - must be solid white or solid navy.

HAIR: Male students’ hair must not touch the shirt collar; the ear lobe must be showing and the bangs must not cover the eyebrows. Female students’ hair must be pulled back and not covering the eyes. No drastic hair styles, hair coloring or hair extensions will be allowed. The administration has final determination on allowed hair styles. . **HAIR RIBBONS and HEAD BANDS** must be uniform plaid, solid white, solid navy blue or solid hunter green. Stripes and polka dots are allowed if the combination is white, navy and/or hunter green. Pastel blue or green will not be allowed, Glitter and metallic headbands are not allowed. Headbands that match the hair in color, such as black, brown or tan, are allowed.

OUTERWEAR: Outerwear is considered part of the school uniform and **must have** the SMES school logo on it. All students will need at least one item of outerwear (jacket or sweater) to be worn during the fall and winter months. **Outerwear without the SMES logo is not allowed.**

The following is a list of the approved outerwear for students. (No other items will be allowed):

- Solid navy cardigan sweater with SMES patch**
- Solid navy nylon hooded jacket with SMES patch**
- Solid navy V-Neck pullover sweater with SMES patch**
- Solid navy polar Tec (1/4 zip pull over jacket) with SMES patch**
- Solid navy sweatshirt with SMES logo or patch.**

All sweaters and jackets must be solid navy. White, light blue and denim are not allowed. NOTE: Students who have the green nylon jacket which was formerly on the approved uniform list are allowed to wear the jacket, but it must have the SMES logo on it. The same applies to green sweatshirts, which also must have the SMES logo on it. Our uniform supplier will no longer sell the green jackets or sweatshirts. The green jackets and sweatshirts handed down from older siblings are grandfathered. Pull-over hooded sweatshirts are not allowed.

WINTER COATS: *Heavy winter coats are not part of the school uniform and do not require a SMES patch. However, jackets, sweaters, and sweatshirts are considered part of the school uniform and must have the SMES logo as stated above in the outerwear section. The uniform outerwear is sufficient for most winter days here in South Louisiana.* Heavy winter coats can be any color. Camouflage, blue jean, fur, leather, or team jackets are not allowed. Coats are to be worn outside on cold winter days (usually with temperatures in the 40's or below) and are removed when inside the building.

FRIDAY ATTIRE:

- Students may wear *SMES spirit shirts with blue jeans or a regulation school uniform* on Fridays.
- **JEANS CAN ONLY BE WORN WITH A SMES SPIRIT SHIRT.**
- Students are **not allowed** to wear blue jeans with the green polo uniform shirt or white oxford shirt.
- JKAA shirts are not allowed on Friday unless it is a designated JKAA t-shirt day.
- Belt and shoe guidelines (as stated previously) must be followed on Friday's.
- Shirt must be tucked in.

Blue jean guidelines are as follows:

Not too tight	Not too baggy or loose	No cargo pants
No frayed edges or holes	Must be solid blue denim	

FREE DRESS DAYS: Free dress days are designated days “earned” by the student and are approved by the Head of School. The student will be given a slip stating the date of the dress down day. Guidelines for Free Dress Days are as follows:

- No sundresses.
- Shorts must be a walking short style – no short shorts.
- May wear any color or style tennis shoe. Shoe must be fitted. Shoelaces must be tied.
- Shoes that are not allowed are: sandals, flip flops, crocs, boots, heels.
- Clothing must not have any offensive writing or pictures on it.
- No costumes.
- No pajamas.
- No jewelry, except those pieces allowed on a regular school day.
- Jeans must meet the guidelines in the school policy as stated above.
- No makeup, nail polish or hair extensions.

The student's attire on a free dress day must be appropriate for school. The administration has final approval of the outfit. If the student is not dressed appropriately for school, the parent will be called to bring a change of clothes or a school uniform.

ADDITIONAL UNIFORM GUIDELINES:

- NO makeup, fake fingernails or nail polish.
- NO body piercing or visible tattoos.
- **Students are not to have writings or drawings on any part of their body.**
- NO bracelets or rings.

- For safety reasons, we prefer that students do not wear necklaces. However, a small, discreet Christian religious medal may be worn. The medal must be tucked in the shirt at all times.
- Students in the upper grades (4 – 7) may wear a watch.
- Students in the lower grades (Pre-K – 3) are not allowed to wear a watch.
- Female students: NO earrings larger than a dime, **NO DANGLING or LOOP** earrings. Only one pair may be worn at a time.
- NO earrings allowed for male students.
- **SHORTS** may not be rolled up.
- Students in grades 1 – 7 must wear a belt and have their shirt tucked in at all times. The belt must be visible when the shirt is tucked in.
- Only **solid white t-shirts** may be worn under the school uniform shirts.
- White turtleneck shirts may be worn under the **long sleeve uniform shirt (knit green or white oxford)** on cold weather days.
- All uniforms must be clean, neat and properly mended.
- Torn or ripped clothing is not allowed.
- No graffiti (drawings or writings) on shoes or back packs, lunch boxes or clothing. If a student draws or writes on these items, the parent will be responsible for replacing it.
- Students in PS-2nd grade must use the regulation school tote bag, which can be purchased through the school office.
- Students in grades 3-7 may use any type of back pack, rolling or not rolling. The backpack must be appropriate for school and must not have any offensive designs on it.

Violations of the Uniform Policy: Teachers are responsible for the oversight of student adherence to the uniform code each morning. In noting that it is the responsibility of the parent to make sure that the student is properly dressed for school, the following consequences will apply:

1. A uniform violation form will be sent home with the student. Parents will be given 5 calendar days to correct the violation on the first offense. After the 5th day, the parent will be assessed a \$25.00 uniform violation fee.
2. On the 2nd offense of a prior uniform violation, the parent will be given 3 calendar days to correct the infraction before being charged the \$25.00 uniform violation fee.
3. On the 3rd offense of a prior uniform violation, and each offense thereafter, the parent will be billed immediately for the infraction.
4. If the infraction is not corrected by the 8th calendar day, the student will not be admitted to class until the proper uniform guidelines are met.
5. Parent conference will be held to discuss the non-adherence to the uniform policy.

Volunteers

St. Matthew's welcomes parents who would like to volunteer their services to the school. Prior arrangements must be made with the teacher if you plan to volunteer in a classroom. If not working in a classroom under the teacher's direction, you may use the teacher copy room as your workspace. The library will not be available for meetings and other projects without prior approval from the Head of School and the Librarian. A written request to the Head of School must be submitted one week in advance of the meeting.

Volunteers and visitors to our campus are required to wear attire appropriate for the school setting. Short shorts, tank tops, tennis attire, tight and/or low cut and revealing clothing is inappropriate. Volunteers should be mindful of the environment when attending school/church functions and should be dressed accordingly.