

# **Saint Matthew School**

*A Catholic School Devoted to “The Warrior Way”*

## **Student and Family Handbook 2025-2026**



A Ministry of the Parish of St. Matthew Catholic Church  
4100 East 56th Street  
Indianapolis, Indiana 46220  
(317) 251-3997  
<https://www.saintmatt.org/school>

Table of Contents

<b>Mission Statement</b>	<b><i>Page 3</i></b>
<b>The Warrior Way</b>	<b><i>Page 3</i></b>
<b>Admission Policy</b>	<b><i>Page 4</i></b>
<b>Attendance</b>	<b><i>Page 5</i></b>
<b>Arrival and Dismissal</b>	<b><i>Page 6</i></b>
<b>Extended Care</b>	<b><i>Page 6</i></b>
<b>School Closings/Delays (Weather-Related)</b>	<b><i>Page 7</i></b>
<b>Homeroom Assignment Policy</b>	<b><i>Page 8</i></b>
<b>Grading Scale, Report Cards, Conferences</b>	<b><i>Page 8</i></b>
<b>Homework Policy</b>	<b><i>Page 8</i></b>
<b>Coursework</b>	<b><i>Page 9</i></b>
<b>Promotion, Placement, Retention</b>	<b><i>Page 9</i></b>
<b>Warrior Academic Success</b>	<b><i>Page 9</i></b>
<b>Liturgy and Sacramental Preparation</b>	<b><i>Page 10</i></b>
<b>Family Service Expectation</b>	<b><i>Page 10</i></b>
<b>Discipline Policy</b>	<b><i>Page 11</i></b>
<b>Guideline for Catholic Schools on Respecting Persons</b>	<b><i>Page 11</i></b>
<b>St. Matthew Grades 3-8 Detention Policy</b>	<b><i>Page 12</i></b>
<b>Academic Dishonesty/Cheating/Plagiarism</b>	<b><i>Page 13</i></b>
<b>Preschool – 2<sup>nd</sup> Grade Discipline Policy</b>	<b><i>Page 13</i></b>
<b>Bullying Policy</b>	<b><i>Page 13</i></b>
<b>Grounds for Suspension or Expulsion</b>	<b><i>Page 15</i></b>
<b>Admittance and Use of Building Policy</b>	<b><i>Page 15</i></b>
<b>Communication</b>	<b><i>Page 16</i></b>
<b>Dress Code and Uniform Policy K - 8</b>	<b><i>Page 16</i></b>
<b>Health</b>	<b><i>Page 18</i></b>
<b>Concussion Management</b>	<b><i>Page 18</i></b>
<b>Lunch</b>	<b><i>Page 18</i></b>
<b>Wellness Policy</b>	<b><i>Page 19</i></b>
<b>Money and Valuables</b>	<b><i>Page 19</i></b>
<b>National Junior Honor Society</b>	<b><i>Page 19</i></b>
<b>Non-Custodial Parent</b>	<b><i>Page 20</i></b>
<b>Parent Faculty Association (PFA)</b>	<b><i>Page 20</i></b>
<b>Pest Control</b>	<b><i>Page 20</i></b>
<b>Resource and Student Support Services</b>	<b><i>Page 20</i></b>
<b>School Commission</b>	<b><i>Page 21</i></b>
<b>School Pictures</b>	<b><i>Page 21</i></b>
<b>Seclusion and Restraint Plan</b>	<b><i>Page 21</i></b>
<b>Shadow Days</b>	<b><i>Page 21</i></b>
<b>Sharing of Information</b>	<b><i>Page 21</i></b>
<b>Sports</b>	<b><i>Page 22</i></b>
<b>Student Accidental Insurance</b>	<b><i>Page 22</i></b>
<b>Field Trips</b>	<b><i>Page 23</i></b>
<b>Technology</b>	<b><i>Page 23</i></b>
<b>Testing</b>	<b><i>Page 28</i></b>
<b>Textbooks and School Resources</b>	<b><i>Page 28</i></b>
<b>Tuition Policy</b>	<b><i>Page 28</i></b>
<b>Visitors</b>	<b><i>Page 28</i></b>
<b>Disclaimers</b>	<b><i>Page 29</i></b>
<b>Emergencies</b>	<b><i>Page 29</i></b>
<b>Contact Information</b>	<b><i>Page 30</i></b>

# Mission Statement of St. Matthew School

The community of St. Matthew Catholic School is dedicated to providing a faith-filled Catholic education that fosters the growth of the whole child. Through developmentally appropriate academics, we facilitate social growth in a safe environment and inspire self-discipline, personal responsibility, and a concern for others in the world.

## The Warrior Way


*It is appropriate that our nickname is the Warriors, as the very definition of the word offers many lessons on how we and our students can live our lives.*


**Warrior:** war-ri-or (wawr-ee-er, wawr-yer, wor-ee-er, wor-yer) (Fr 1250–1300; Middle English werreieor < Old North French, equivalent to werrei (er) )


–n a person who shows or has shown great vigor, courage, or assertiveness<sup>1</sup>


*We as Warriors of St. Matthew School will be people who show great energy and enthusiasm, who are wisely courageous and brave, and who will assertively and ardently attack the task at hand. We will do so by modeling and embodying these points:*


 Warriors live by a code that pays homage to the ultimate Warrior deserving of respect. “The Lord is a warrior; the Lord is His name” (Ex 15:3). We will be a CATHOLIC SCHOOL, not just a school that happens to be Catholic.


 True Warriors show loyalty everywhere in their clan, with “common features including valuing honor in the forms of faith, loyalty and courage.”<sup>2</sup> We will be true to God and take care of ourselves, our families, our school, our parish, and our community in the model of Jesus and the Apostles.


 Each Warrior has strengths and a valuable contribution to make. Every member of the clan has a place and a job and fulfills it for the good of himself or herself and for the clan. We will encourage and develop the strengths of each and every student and staff member.


 Warriors are fierce in the protection and development of their young to follow them. We will work in partnership with our parents, the School Commission, the North Deanery, and the Office of Catholic Schools to ensure that students receive the best education, value those contributions, and make our successes known.

 The best Warriors are intelligent and respected as wise and resourceful. With their uncanny perception, they are superbly adaptable to live within their environment. We will develop life skills and real-world qualities in our students to prepare them for the challenges of high school and the 21st century.

 The most successful Warriors cooperate and work together. We will be good citizens and models for our world, show respect in all we do and work collaboratively for the betterment of all.

 The behavior of Warriors will live up to the highest ideals of discipline. “The code of the Warrior defines not only how he/she should interact with his/her own Warrior comrades, but also how he/she should treat other members of his/her society.”<sup>3</sup> We will maintain high expectations and behave in a manner befitting St. Matthew students and staff members.

 Warriors live by a Code of Honor and do not quit. Rather, they persevere to uphold it. “In many cases this code of honor holds the Warrior to a higher ethical standard than that required for an ordinary citizen within the general population of the society the Warrior serves.”<sup>4</sup> We believe that to those to whom more is given, more is, indeed, expected, and we will serve and act in this manner.

 All Warriors, students, staff, parents, and parish, will be joyful.

## ADMISSION POLICY

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

All new students will be given a trial period of not less than one quarter (with regular checks at 4 weeks and the end of quarter 1) in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her enrollment at St Matthew School. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from St Matthew School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St Matthew School is made by the school, the student's tuition due would be prorated.

**As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.**

### NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

All schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## ATTENDANCE

In the interest of student progress, regular attendance, including punctuality, is imperative. **When a pupil is absent, parents should call the school at (317) 251-3997, Extension 3910, and report their student's absence by 8:30 a.m.** Per Archdiocese of Indianapolis guidance, students who are more than 45 minutes late OR leave more than 45 minutes early will be recorded as a half day of attendance. Notices will be sent to parents notifying them when their student reaches certain absence levels to be sure that everyone is aware and mindful of the importance of maintaining a good attendance record. *Upon reaching the 10<sup>th</sup> absence in a school year, parents may be required to meet with school administration to discuss the attendance record of the student and make an attendance contract.* After 20 days of absence, placement/retention will be seriously considered as missing extensive time may make it difficult for the student to master the standards necessary before moving on to the next grade level.

St Matthew School follows the current Indiana law regarding student school attendance. A student is excused only in cases of verified illness or injury of the student, in cases of medical care of the student, or a death in the family. The only other permissible absences for grade school students are exempted absences when the student is in service as a page for or honoree of the Indiana General Assembly or is issued a subpoena to appear in court as a witness in a judicial proceeding. Parents must provide verification for absences. Failure to provide appropriate verification can result in the absence being counted as an unexcused absence. If the student is absent for **three consecutive school days or more, he/she should have a written doctor's excuse.**

After an excused absence, students will be given the same number of days as those that were missed to make up any missing work. Homework that was due on the day the student was absent will be due the day he/she returns. Larger, long-term assignments will still have the same due date unless otherwise arranged with the teacher. **We know you will appreciate the fact that our office staff is busy, and as such, the office cannot assume responsibility to get homework assignments together for absent children. Homework assignments will be given to students when they return to school.**

**Vacations are not excused absences.** Staff members will not prepare lengthy assignments ahead of time for a vacation. If extenuating circumstances necessitate absence from school for a special trip, please contact the principal.

**Co-Curricular Activities:** St. Matthew is happy to provide many co-curricular activities that require additional practice time at home and/or at school as well as special events where attendance is required, such as music programs and Science Fair, and other activities approved by the school administration. Families agree to the expectation that ALL students participate and are present for the practices and/or performances for these activities even if they occur outside of school time, and it is the responsibility of the parents/guardians to ensure their ability to be present and on time.

Students are expected to be **in their classrooms no later than 7:50 a.m. each day** and to each class or activity on time. Any student arriving after 7:50 a.m. must be signed in by a parent or guardian at the front office. Tardies will be marked excused or unexcused based on reason. Examples of tardies that will be excused include medical or other scheduled important appointments **if an appointment note is provided.** The school administration in certain situations will also, at its discretion, waive tardies for weather, road conditions, and traffic. Examples of unexcused tardies include but are not limited to oversleeping, dropping siblings off at another school, forgetting materials, allowing students to sleep in, etc.


Students are not permitted to leave the school grounds during the school day unless the child has parental permission in writing and the permission of office personnel. A child must be signed out by the parent or appropriate designee in the

school office. If the child returns to school during the same day, he/she must be signed back into the school office by the parent or appropriate designee. **Every attempt should be made to schedule appointments for students outside of school hours.**


**All extra-curricular activities require attendance at school the day of the activity.** The child must attend at least half of the school day, or he/she will not be allowed to participate in sporting events, clubs, plays, programs, graduation, etc. or their practices that follow the school day.

## **ARRIVAL, DISMISSAL, EXTENDED CARE**

St Matthew School will assume ordinary responsibility for students between the hours of 7:00 a.m. and 3:00 p.m. Students who arrive before 7:30 a.m. or staying after 3:00 p.m. must report to the Extended Care program. Students are permitted access to their classrooms at 7:30 a.m. on school days. There is no fee associated with K-8<sup>th</sup> arrival before 7:30 a.m.

**Arrival:** All drivers who bring children to school in the morning are asked to enter the front parking lot by way of the drive near the football field and drive behind the school to Back Carpool. Drop the child at the “safety zone.” **(PLEASE DO NOT LET CHILDREN OUT OF THE CAR BEFORE REACHING THE SAFETY ZONE!)** The safety zone is where the cones begin, so please pull your car as far as you can forward to the final cone by the garage door at the far northwest corner of the school or to where traffic stops. To avoid double-stops, once traffic has stopped, students should exit at that time. Children should not open car doors until the vehicle comes to a complete stop, all students in a car must depart the vehicle at the same time (no multiple stops for the same vehicle are permitted; students can walk the distance to their classroom with ease). Students should walk in front of their own vehicle when necessary to cross, although **it is much safer if students can exit the driver side of the vehicle.** Upon leaving the parking lot during both morning and afternoon carpool, **ALL CARS MUST TURN RIGHT**  **on Forest Manor!** Please do not park in the flow of traffic or in the safety zone and escort your student(s) into the building.

In the ***infrequent*** situation where a parent needs to conduct business with the school office, he / she may park and escort children into the school building. However, parents may not “drop in” to speak with teachers before school without an appointment as teachers have supervision and preparation duties before school.

**Dismissal:** Mini Warriors dismiss at 2:45pm. K-8 students are dismissed at 3:00 p.m. Any student riding or walking home with someone other than normal must have a signed written note or an email to the office by his/her parent or legal guardian. Anyone with a Pre-K-3 student to pick up will be in the back parking lot in Back Carpool. Anyone with a 4<sup>th</sup>-8<sup>th</sup> grade student only will pick up in Front Carpool. Siblings of Pre-K-2 students in higher grades will be in Back Carpool. Once again, upon picking up children and exiting parking lot, **ALL CARS MUST TURN RIGHT**  **on Forest Manor!**

**After-School Extended Care Pickup:** All students who participate in Extended Care and are picked up after 3:15 p.m. must be signed out from the front office (Door #1).

**Extended Care:** St. Matthew provides the opportunity for Extended Care for those parents who cannot have their child picked up at 3:00 p.m. each day. The hours of operation for Extended Care are from 3:00-6:00 p.m. on all days St. Matthew is in session for a full school day **(there will be no Extended Care on the following early dismissal days, scheduled at this time to be 12/19, 4/3, 5/15, and 5/22).** Students who are not picked up by 3:15 p.m. will be required to go to Extended Care at the parents’ expense.

Fees for using Extended Care for the school year include a \$25 registration fee per family, and then there is a \$5.00 per hour fee for each child. **Any child picked up after 6:00 p.m. will be charged \$5 per minute past 6:00 p.m.** Extended Care payments are due the following Tuesday for the previous week. Families carrying a balance over a month may be ineligible to use the program until the account is made current.

Students signed into Extended Care must be signed out at the table by parents, guardians, authorized adults, or high school age siblings. For safety purposes, please have a valid picture ID available to show staff members when asked to do so. Students needing to go to an extracurricular event from the Extended Care program will need a note from a parent or guardian giving them permission to be signed out by an Extended Care staff member.

Participation in the SMS Extended Care program is a privilege, so students are expected to follow the same school guidelines for behavior as during the school day.

Further information about the Extended Care program will be emailed and will be available on our school website.

## **SCHOOL CLOSING/DELAYS (WEATHER-RELATED)**

In the event of inclement weather, the decision to delay or close school will be made as early as possible, typically by 6:00 a.m. A decision to delay or close will first be delivered via email as well as be posted on SMS social media and television stations. If the school operates on a delay, the Morning Care normally provided will begin at **9:00 a.m.** Safety is our top priority, and we appreciate your understanding and cooperation.

## ACADEMICS

### HOMEROOM ASSIGNMENTS

Students are placed in homerooms based on many factors. The male-female ratio and the leadership, academic, and behavioral needs of each child and the composition of the entire classroom are included in determining class makeup. We do not accept parental requests for placement in specific classes. Teachers and Administrators work together to develop the best possible class lists for the following year. Parents may alert the teacher to specific needs of their child, but it is not appropriate to request a specific teacher for the child. You have trusted us with your children; please trust us with their class placement. We do not change class lists once determined apart from new or withdrawing students or in the cases of extenuating circumstances.

### GRADING SCALE/REPORT CARDS/CONFERENCES

The Archdiocese of Indianapolis and St. Matthew School have adopted the following grade scales:

#### Grades 3-8

A	93-100
B	85-92
C	76-84
D	70-75
F	69 and below

#### Grades K-2

E	Consistently Above Grade Level
M	Mastery of Grade Level
P	Progressing within Grade Level
N	Needs Improvement
X	Skill not yet assessed

Parents and students are encouraged to use Power School for an up-to-date grade report. Your personal username and password will be issued during the first week of school. Teachers are expected update Power School weekly.

Parents are encouraged to keep in close contact with their child's teachers concerning their child's academic and social progress. If you have any questions about the progress of your student or report cards, please contact your child's teacher.

Parent-teacher conferences, end-of-quarter dates, and report card issue dates are available on the school calendar.

### HOMEWORK POLICY

Our school expects all homework to be completed and turned in on time. "On time" is at the beginning of the class period where that assignment is needed. It is the student's responsibility to turn in late work when returning from an absence. Projects and long-term assignments are excluded from this policy. Long term assignments and projects must be turned in on time for credit. In Grades 4-8 assignments can be assessed a 50% penalty when turned in one day late. If a student is late for a school day and he/she misses a class, then he/she is still responsible to turn in assignments that were due that day. Students are also asked to check on missing homework while absent and complete it.

Students need to plan homework time, so the work is spread out adequately. Homework includes not only completing classroom assignments, but also studying, reviewing, preparing for tests, preparing for class, and assembling classroom materials.



## COURSEWORK

All Middle School (Grade 6-8) core classes will meet daily. Specials classes will be held 1-2 times per week on a rotating basis. This class schedule allows students sufficient time to prepare for each core subject (Religion, Mathematics, Science, Social Studies, Language Arts and Warrior Academy [a skill-based prep course for middle school students]).

Grades K-5 core subjects include Religion, Reading, Writing / Handwriting, Math, Science and Social Studies as well as the Specials classes (Art, STEM, Library, Music, and Physical Education). Daily schedules are classroom specific and vary by grade level.

## WARRIOR ACADEMIC SUCCESS

St. Matthew School is committed to strive for educational excellence. Students who attend St. Matthew School are expected to maintain continued academic success (maintaining C average work at the very least). Either party may schedule a parent/teacher meeting to determine any additional course of action needed as deemed appropriate. The administration at their discretion may implement an Academic and/or Behavioral contract for the student if they deem it necessary for accountability purposes. Parents will be notified of this additional expectation and a meeting will be held to confer about its expectations and consequences.

## PROMOTION, PLACEMENT, AND RETENTION

If a student is not successful on an overall basis, consideration must be given not to promote the student to the next grade level. A student with multiple Ds and/or Fs will be a candidate for placement into the next grade level or retention as these grades indicate that essential grade-level content has not been mastered. A meeting may be called by teachers or the administration with parents to inform them of this possibility before the end of the school year and to try to find ways to help the student improve. We want our students to be prepared to succeed at the next grade level, and the only way to ensure this is the completion of all grade-level expectations as noted by the academic performance of the student.

**Placement-** Placement means that a student will move to the next grade level with reservations. An academic contract will be put in place before the beginning of the following school year to define expectations for students, and progress will be reviewed regularly. A student cannot be “placed” in succeeding grade levels, so a student who receives a designation of “placed” will be retained a following year if proper academic performance is not achieved.

**Retention-** Retention means that a student is not promoted to the next grade level. It is not meant to be punitive, but instead it is to provide students with the additional time that is necessary to master grade level standards and expectations to successfully complete succeeding grade levels.

## **LITURGY AND SACRAMENTAL PREPARATION**

Students will attend Mass at St. Matthew Catholic Church once each week, normally on Wednesday mornings at 8:30 a.m. Parents are welcome to attend. At times, Mass may be held on another day due to Holy Days of Obligation or other schedule needs. Non-Catholic students are expected to participate in all liturgies and services.

St. Matthew Catholic Church sponsors sacramental preparation. Children who are Catholic receive the Sacrament of Reconciliation in the fall of the second grade and Holy Eucharist/First Communion in the spring of second grade. Parents are required to attend a parent program offered by the parish, and the children will be required to attend some meetings or practices outside of school time. The Parish Coordinator of Religious Education is the coordinator for second grade sacramental programs.

The Sacrament of Reconciliation will also be offered to older students during the school year. Each student who has made their 1<sup>st</sup> reconciliation is encouraged to participate in the actual Sacrament and all students are required to be present.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the Sacraments).

## **FAMILY SERVICE EXPECTATION**

Each St. Matthew School family is expected to provide at least twelve (12) hours of documented service to the school and/or parish each year. This requirement will be tracked and monitored to ensure completion. Please take note of service opportunities listed in our school newsletter, "The Warrior World," and other communication venues to help complete your requirement. We thank you for your much-needed assistance that helps our students, staff, and community.

## **DISCIPLINE POLICY**

The goal of the Discipline Policy of St. Matthew School is to ensure that everyone has an opportunity to learn to his or her potential in a safe, secure, orderly environment for himself or herself and others. Teachers, staff members, and administrators have an expectation to maintain order in a fair and consistent manner. Thus, staff members have the need to investigate and act in matters involving student misconduct. The principal or his/her designee has the right to search a student's locker, person, coat, book bag, and/or other personal belongings when deemed necessary.

### **ARCHDIOCESE OF INDIANAPOLIS - GUIDELINE FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS**

One of the benchmarks of authentic Catholic education is its commitment to the intrinsic dignity of each student as a child of God. In order to assist our Catholic schools in promoting this fundamental element of their identity, this guideline is required for incorporating into school handbooks.

*The good name, reputation, and personal safety of each student, faculty, staff member, and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making, repeating, or forwarding any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.*

**In accordance with Safe Parish and Indiana Law, any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.**

### **St. Matthew Grades 3-8 Discipline and Detention Policy**

All student discipline will be handled in a fair and consistent manner, with the goal of correcting behavior while maintaining a safe and productive learning environment. Consequences will escalate appropriately based on the nature and frequency of the behavior, with support provided to help students make positive changes. However, ongoing or repeated misconduct that disrupts learning or poses a risk to others may lead to more serious consequences, including the possibility of permanent exclusion from school. Our priority is to ensure all students can learn in a respectful and secure setting.

As students grow older, even more is expected of them when it comes to their behaviors and how they treat others. As such, beginning in Grade 3 a Student Conduct Grade will be earned. All Student Conduct Grades will begin at 100% at the start of each quarter, with a corresponding letter grade assigned per the Archdiocesan scale on Page 8. Points will be deducted when conduct infractions occur. Parents and students will be able to view the conduct grade on PowerSchool. Conduct grades will be updated before 3:00 p.m. each Friday. The Conduct Grade **WILL** be counted as a class grade for honor roll and National Junior Honor Society eligibility. The following consequences will be in place for the conduct-grade:

- Written warning= 3% deduction
- Detention= 9% deduction
- Suspension (in or out of school) = 12% deduction
  
- 3 Written Warnings in a Semester = Detention
- 4 Detentions (all year) = In-School Suspension

A student assigned detention is mandated to stay after school (3:15 p.m. - 4:00 p.m.). Below are examples of infractions that can result in written warnings and detentions. However, situations are unique, and all consequences will be at the discretion of administration.

The following behaviors are the type that may warrant a written warning at the discretion of the school staff. Behaviors include but are not necessarily limited to:

- Chewing gum or eating food without permission
- Use of cell phones and smart watches
- Not following directions or classroom expectations
- Disruptive behavior
- Excessive talking out
- Inappropriate language (depending on the severity of the language and the intent, more serious consequences of detention or suspension may be issued)

The following behaviors may warrant a detention and/or suspension or other consequences. They include but are not limited to:

- Physical fighting of any kind
- Cheating on any school assignment (test, homework, or project)
- Plagiarism of any kind

- Disrespectful behavior and/or talk to a teacher
- Intentional damage to property or stealing
- Inappropriate behavior on school technology device
- Gossip, rumors, intentional hurting of another student or teacher (in person, texting, or online)
- Being tardy to class repeatedly
- Bullying

The following behaviors may warrant a suspension and/or permanent removal from school. They include but are not limited to:

- Endangering oneself or another
- Bringing a firearm, weapon or other destructive device to school
- Setting a fire
- Using, selling or bringing illegal drugs to school
- Similar disruptive behaviors
- Displaying a consistent pattern of behavior that conflicts with the expectations of St Matthew School

### **Academic Dishonesty / Cheating / Plagiarism**

- First incident of Cheating/Academic Dishonesty/Plagiarism:  
The student receives a zero on the assignment, test, quiz, worksheet, etc. Parents are notified of the inappropriate action through a written warning and student meets with appropriate Principal and/or Assistant Principal to discuss infraction.
- Second Incident of Cheating/Academic Dishonesty/Plagiarism:  
The student will receive a zero on the assignment, test, quiz, worksheet, etc. Parents are notified of the inappropriate action and student will receive a detention to review the importance of academic integrity.
- Third incident of Cheating/Academic Dishonesty/Plagiarism:  
An in-school suspension will be assigned, and a meeting held with parents. An Academic Contract may also be considered.

### **St. Matthew Grades Preschool- 2<sup>nd</sup> grade Discipline Policy**

Teachers use age-appropriate classroom discipline strategies with administrator intervention as needed.

### **BULLYING**

This rule applies when a student is:

- On school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school on a school activity, function, or event.
- Using property or equipment provided by the school.

- At any time when the results of the action (including but not limited to online postings) are meant to bully, intimidate, embarrass, harass, ridicule, humiliate, or cause harm to, physical or psychological, another student and whose effects can reasonably be expected to continue through the school day.

Bullying is an anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

Parents of students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Within the curriculum the school will raise the awareness of the nature of bullying through religious, character and interpersonal education, to eradicate such behavior. The parent involvement may be through the PFA.

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- Physical (hitting, kicking, theft, etc.)
- Verbal (Name calling, racist remarks, etc.)
- Indirect (Spreading rumors, excluding someone from social groups, etc.)

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lacking concentration, or truancy from school. Students will be encouraged and supported to report bullying to school to teachers, administrators, or other staff members as well as to their parents and/or responsible adults.

The following steps may be taken by the school when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of the staff who has been approached.
- A clear account of the incident will be written and given to the office.
- The principal or his/her designee will interview all concerned and will document the incident.
- Parents will be informed.
- Punitive measures will be used as appropriate.

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- Reassuring the pupil.
- Offering continuous support.

- Restoring self-esteem and confidence.

Students who have committed acts of bullying will be helped by:

- Discussing what happened.
- Discovering why the pupil became involved.
- Establishing the wrongdoing and need to change.
- Informing parents or guardians to help change the attitude of the pupil.

The following disciplinary steps can be taken in acts of bullying:

- Official warnings to cease the offending actions.
- Detention
- Exclusion from certain school activities.
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent expulsion

### **GROUND S FOR SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion apply when a student is:

- On school or parish grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group; or
- Off school or parish grounds at a school activity, function, or event; or
- Traveling to or from school on a school activity, function, or event; or
- When the student’s actions off school or parish grounds are deemed by administration to endanger other students or community members or attempt to intimidate or bully others, or when these actions bring considerable disrepute to the name of St. Matthew or are contrary to the principles of the Catholic Church.

## **ADMITTANCE AND USE OF BUILDING**

On the playground and all other areas of the St. Matthew buildings and grounds, the students are expected to obey the people on duty. All school expectations and procedures are to be followed while on the playground before, during, and after school hours. Students may not leave the playground or re-enter the building during recess without permission of the adult on duty. There is to be no eating, gum chewing, or drinking while on the playground before, during, or after school hours. During the winter months when snow has been plowed and piled on the parking area, no student is permitted to play upon the snow piles.

Outdoor recess will be held unless the outdoor temperature is too hot or cold as determined by the Child Care Weather Watch chart. Parents should plan to provide students with warm clothing in layers, hat, and gloves for outside recess during the winter.

St. Matthew School accepts no liability for use of buildings or grounds before or after school, when school is not in session, or when waiting for parish or non-school activities, athletic practices and events, social activities, or any other activities outside of the school day.

## COMMUNICATION

If any concerns or questions arise throughout the year concerning your child and his/her performance in the classroom, the following steps should be followed:

1. Contact your child's teacher first to discuss the manner in a private phone conference or to schedule an in-person conference, as needed.
2. If after discussing the matter with the teacher, then set up a private meeting with the school principal **and** the teacher. **Research and experience show that most matters can be resolved between the parents and the teacher, so please do not skip this important step.** However, if after doing so you still have concerns, a meeting between all parties can help develop needed action steps by all involved.

It is important that these steps are followed for the welfare of each child and the professional educators in our parish school. Concerns and issues are handled on an individual basis. The Office of Catholic Schools and the pastor and principal of St. Matthew School do not advocate nor hold group sessions to discuss concerns or situations due to privacy concerns and to protect the integrity of the students, parents, and educators.

You may email your teacher at their address listed on the last page of this directory, or you can call and leave a voicemail at their designated mailbox number. The teacher will make every attempt to return your email or call within a 24-hour period except on weekends and holidays or vacations. However, as in any business, it may be difficult to have a complete telephone follow-up in a short time.

## UNIFORM CODE – K - 8

**Pants:** Navy blue or khaki pants of cotton, twill or corduroy material. No denim is allowed. The pants are to be plain, straight leg, and free of ornamentation. No lower pockets or five-pocket style (cargo). Pant legs can have no cuts or frays. Elastic waistbands are acceptable if neat in appearance. Pants must be worn at the waist. They must be of proper fit in both size and length. A belt is optional.

**Shorts:** Shorts may be worn at the discretion of the parent. Please be advised even in winter they may go outside for recess, emergency drills, etc., so you will want to be sure they dress accordingly and appropriately. Shorts must be navy blue or khaki walking shorts. Shorts **MUST** be of appropriate length. Appropriate length is at the discretion of the school administration; on most body types, this is longer than fingertip length, about 2-3 inches above the knee. No lower pockets or five-pocket style (cargo). Elastic waistbands are acceptable if neat in appearance. Shorts must be worn at the waist. A belt is optional.

**Shirts:** Plain, red polo-type knit shirts with collars are expected. Shirts can have an SMS logo or be plain. 8<sup>th</sup> grade leadership shirts are permissible for 8<sup>th</sup> graders in lieu of the required red shirt. Shirttails must be tucked in for both boys and girls.

**Sweaters:** Navy blue or red long sleeve pullovers, cardigans, or vests are permitted (no logos). Fleece sweaters are permitted if they are St. Matthew uniform fleece.

**Sweatshirts:** St. Matthew School crew-neck sweatshirts purchased through the PFA that are marked "Uniform Approved" may be worn as part of the school uniform. No hooded sweatshirts are allowed to be worn during the school day unless otherwise stated. St. Matthew Athletics' sweatshirts may be worn in season if not hooded.



**Shoes:** Sneakers are the most appropriate footwear for school. All shoes must be closed-toe and closed-heel. No sandals, “heelies”, crocs, or clogs are allowed. Laces must be tied properly, and shoes are not permitted to be loose-fitted or flopping. No high-heeled or platform shoes are allowed at school.

**Socks:** Socks must be always worn and be visible.

**Tights (Girls):** Tights or leggings are optional under skirts and jumpers, but if worn the color must be black, navy blue, or white.

**Skirts / Jumpers (Girls):** An SMS-specific plaid uniform skirt or SMS-specific plaid uniform is recommended for Grades 4 through 8. An SMS-specific plaid uniform jumper is recommended for girls in Grades Kindergarten through 3. These uniform items are available at SchoolBelles. It should be hemmed to no shorter than 3 inches above the knee (index card or cell phone for comparison). It should be properly fitted to allow girls to tuck in shirttails completely. No rolling at the waistband.

**Physical Education Attire:** Students will not be changing clothes for PE class. If a student needs deodorant for after gym use or other times in the building, he/she will be permitted use of roll-on or stick deodorants only provided from home. Spray aerosols are not permitted.

**Miscellaneous Items/Hair/Jewelry/Etc.:** Boys and girls must maintain hair that is clean and neat in appearance, at the discretion of the administration. No coloring or dying of hair by boys or girls is allowed, particularly in non-traditional colors. Boys also must be clean-shaven as determined by the administration. Boys may not wear earrings. Earrings worn by girls must be only worn on the lower lobe, post-style with no dangle or hoop. Other body piercings and tattoos (including henna and fake tattoos) are unacceptable for all students. No make up or fingernail polish is allowed (unless authorized by the administration as a privilege). Artificial fingernails / extensions are not permitted due to safety concerns. Students will be sent to the office to remove such items, and a written warning will be given.

**Non-Uniform Days/Spirit Days:** Special Non-Uniform and Spirit Days are held occasionally throughout the school year and are scheduled as approved by the principal. On these days the attire must be keeping in the spirit of the day and meet all announced requirements. Hooded sweatshirts are also acceptable on non-uniform days. Length of shorts, skirts and dresses must comply with the guidelines above.

**Non uniform/ free dress passes may not be used on Mass days.**

**If questionable uniform items are worn at any time throughout the school year, it is the sole discretion of the school to have final approval and/or to request a clothing change.**

Uniform infractions will result in a written warning but will be tallied separately from behavior.

- Untucked shirt
- Make-up, nail polish and/or artificial fingernails
- Skirt, skort, jumper or short length
- Wearing a hoodie/non-school sweatshirt

Consequences for students being out of uniform are as follows:

- 1<sup>st</sup> Offense: Student will be asked to correct the infraction. If unable, parents will be contacted to correct the infraction.

- 2<sup>nd</sup> Offense: Student will be asked to correct the infraction. If unable, parents will be contacted to correct the infraction. Lunch detention will be given the day of the infraction, and a written warning will be sent home to parents.
- 3<sup>rd</sup> Offense: Student will be asked to correct the infraction. If unable, parents will be contacted to correct the infraction. After school detention will be assigned and a detention form will be sent home to parents.

## HEALTH

Per Indiana state law, all required immunization records **MUST** be on file, or a student is not allowed to attend school until compliance is achieved. An annual Student Emergency Form should also be completed online by Orientation.

Please do not bring your child to school if he or she is experiencing vomiting, diarrhea, fever or significant cough. If a student is exhibiting one or more of these symptoms at school, parents will be notified, and your child will need to be picked up immediately. Students must remain at home until they are vomit, diarrhea or fever free for 24 hours, without medication.

When a student is injured, school personnel are permitted to wash a wound with soap and water. To dispense regular medications, an authorization form must be on file, and any medicines should be sent in the original container into the office by parents clearly marked with the student's name, the type of medicine, and directions for distributing to the child.

In case of serious accident or sudden illness, parents are notified immediately. In the event of an emergency, the student will be transported by ambulance.

## CONCUSSION MANAGEMENT

St. Matthew has a Concussion Management Plan in place that is utilized in these situations and is available from the school office upon request. As noted in the policy, the Concussion Management Plan only goes into effect when the diagnosis has been made by a physician. St. Matthew will work with parents to follow the recommendations of the medical provider.

## LUNCH

Students may bring or purchase their lunch at school each day. St. Matthew School offers lunch and milk under the National School Lunch Program. Cost for the hot lunch menu items or the cold salad bar is set at \$4.50 per student and includes milk. Milk may also be purchased individually for students who bring their lunches at 50-cents each. The cost of lunch for parents and visitors is \$5.50.

The MyMealtime system is in place which allow parents the ability to place money in their student's account as well as track their purchases.

Students who forget their lunch or money to purchase may charge a lunch at regular price. Per the Code of Federal Regulations 7 CFR 210.19(a)(1) and 7 CFR 220.13(i), as a participant in the National School Lunch Program, we cannot forgive school lunch balances, and we **MUST** collect these amounts from our families. Also, per these guidelines, a la carte items cannot be charged by any student. Complete copies of our charging procedures and collection and bad debt policy are available upon request.

In conjunction with our Wellness Policy below, parents may bring an outside lunch for their child only. Parents may not bring outside lunches or drinks for any other students. Also, no delivery drivers from a commercial establishment may be utilized to deliver a student's lunch. As a school committed to wellness, we encourage students to limit themselves to one treat only to be bought from the cafeteria, and we may at times limit the sale of any treats at our discretion. Please no soda, pop, or caffeinated beverages.

USDA is an equal opportunity provider and employer.

## **WELLNESS POLICY**

St. Matthew School, in recognition that children need to be physically fit, eat properly, and maintain mental wellness, has instituted a Wellness Plan. Copies of the policy can be obtained by calling the school office or by visiting the school website at <https://www.saintmatt.org/school> under the Forms tab.

## **MONEY AND VALUABLES**

Any money sent to the school with students should be in an envelope marked with the child's name, homeroom, amount enclosed, and the purpose of the money. One check is acceptable provided the breakdown is itemized on the envelope. Please make checks payable to *St. Matthew School*. It is not advised for students to have large amounts of cash or any valuable items on their person, in their bags, or in their lockers as St. Matthew cannot accept responsibility for the loss or theft of any items.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society chapter of St. Matthew School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, citizenship, and character. Standards for selection are established by the national office of National Junior Honor Society and have been revised to meet our local chapter needs. Students are identified by the criteria below on behalf of the school after the second quarter of the student's 7th grade year or upon 8th grade graduation.

Students in grades seven or eight are eligible for membership. For the scholarship criterion, a student must have a grade point average of 3.3 in all core classes AND conduct, with no grade below B in ANY class (including specials), each quarter of their 6th grade year and the first two quarters of their 7th grade year. This grade point average is for each quarter, not cumulative. If eligibility is not met as a 7th grader, students may become eligible again upon graduation by achieving a grade point average of 3.3, with no grade below a C, the last two quarters of their 7th grade year and each quarter of their 8th grade year. Once again, this grade point average is for each quarter, not cumulative, and includes ALL classes.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

## NON-CUSTODIAL PARENT

St. Matthew Catholic School abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In the absence of a court document to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. **The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree.** This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent. St. Matthew School will abide by all completed court rulings of which we are made aware by a copy on file in the school office.

## PARENT FACULTY ASSOCIATION (PFA)

Membership in this Association consists of all parents or legal guardians of children who attend St. Matthew School. Regular participation in meetings and events is strongly encouraged to help promote the education at St. Matthew for our students and to create a vibrant community. Teachers and school staff are also considered members of the PFA. The purpose of the PFA is:

- To provide a medium for parents and faculty to work together for the welfare of St. Matthew School.
- To provide a means of communication between parents and faculty. (This, however, does not include curriculum or instructional issues).
- To raise funds to augment the various programs of the school.
- To provide volunteers to assist teachers and staff.
- To provide a means for parent education.

## PEST CONTROL

St. Matthew School regards safety of students and staff in the highest regard. As such, the school and parish follow the Indiana Pesticide Use at Schools Rule (357 IAC 1-16). If you would like to be notified 48 hours in advance of any pesticide application to be made when students are in school, please contact the school office to submit your name. Only employees or contractors who are trained and licensed personnel are engaged to apply pesticides in or around St. Matthew School, and applications are standard pesticides only (no industrial use pesticides) and are normally scheduled outside of school instructional time.

## RESOURCE AND STUDENT SUPPORT SERVICES

St. Matthew School is happy to provide a quality Student Support Program through our Resource department. The Student Support Services staff provides the services of licensed teachers for students in need of remedial or other supportive-type services. A referral process determines student placement in the program. We can service a wide variety of needs, including approved Service Plans as well as other needs on an as-determined basis. We are happy to provide additional services to other students as we can. **However, please be aware that our resources are limited, and we cannot offer specific services to everyone.** If you have any concerns, please contact your student's teacher for more information about these services.

## **SCHOOL COMMISSION**

The St. Matthew School Commission is a commission that represents all parents and students. Membership on the Commission is comprised of representatives from St. Matthew School parents and parishioners. School Commission meetings are held once a month. Individuals wishing to address the Commission should submit their request in writing to the School Administrator or Commission Chair at least two weeks prior to the meeting. Only those issues brought to this group in writing in advance may be on the agenda for that month's meeting.

## **SCHOOL PICTURES**

Pictures of each student are taken each year. It is the parent's decision whether to purchase the pictures. Payment and a completed form indicating the selected package are required on picture day. Students are not required to wear school uniforms for these pictures, but dress must follow the guidelines in the Uniform Code. Picture Day is scheduled in early fall and announced through various communication devices. Sports and group pictures are planned at different times throughout the year. Only school-sponsored photographs will be used for the official yearbook photos.

Pictures of students are taken throughout the school year at various events. Parents who do not wish individual pictures of their student published in various media need to indicate this on the Media Release Form at the beginning of each school year. This does not apply to group photos, only individual photos, or photos where the student's name is noted.

## **SECLUSION AND RESTRAINT PLAN**

The Seclusion and Restraint Plan for St. Matthew School mandated by the Indiana Legislature is available in the school office.

## **SHADOW DAYS**

All the local Catholic high schools hold Open Houses for students and families to visit their facilities and meet their staff. Some may also wish to have 8<sup>th</sup> grade students visit during a school's "Shadow Day." This is something that does not necessarily have to be done, but it is permitted by St. Matthew School with the following stipulations:

- The school office should be notified at least two days in advance.
- 8<sup>th</sup> grade students are limited to two visit days for the year.
- The student is responsible for all work to be made up.
- Provided these provisions are met, this will be considered an excused absence for the student.

## **SHARING OF INFORMATION**

The Family Education Rights and Privacy Act (FERPA) of 1975 addresses the privacy of student records and information about the student to external parties. St. Matthew School will respect the right of privacy of students and families and cannot share information with other families regarding their student. As such, families should not expect to learn specific information about another student.

## SPORTS

The St. Matthew Catholic Athletic Organization sponsors after-school sports to students attending St. Matthew School and Parish. Other Catholic schools may participate in our programs, as well, provided their home Catholic parish school does not sponsor such a sport and that they meet the guidelines established by the Archdiocese of Indianapolis Catholic Youth Organization.

St. Matthew is happy to offer the following sports:

**Girls:** Cross Country, Kickball, Basketball, Volleyball, Track, Softball and Cheerleading

**Boys:** Cross Country, Football, Basketball, Wrestling, Track, Volleyball and Baseball

### SMS AND CYO ATHLETIC POLICIES

Team members may remain on school grounds after 3:00 p.m. dismissal only if the coach or an adult is present to supervise. Team members must dress for practice in the gym locker rooms and be responsible for the orderliness of the locker rooms and surrounding areas. If a coach is late for practice after school, then those students must report to Extended Care until the coach arrives at St. Matthew. **No student is allowed be unsupervised, even for a short period of time. This includes roaming the building, being in the gym or on the field in any way without the team's coach.**

If practices are held outside, team members must use the outdoor restroom facility near the soccer/football field. Students are not permitted to re-enter the school building for restroom purposes. If practices are scheduled in the gym, team members must use the restrooms in the gym. **Cleats and other similar footwear should be removed before entering the building for any reason.**

Team members should make arrangements before leaving their home in the morning as the office telephones generally should not be used by students for these arrangements. All students who are not team members must leave the parish premises at dismissal time or go to the Extended Care program.

Any student who has been assigned an in-school or out-of-school suspension automatically forfeits his/her right to participate in any meeting, practice, or game on those same days.

If a student is absent for an entire school day, he/she is not eligible to participate in practices or games on the same day. However, if a student is in attendance for half of the school day of classes, he/she can participate.

## STUDENT ACCIDENTAL INSURANCE

St. Matthew School and the Archdiocese carry supplemental insurance that helps cover common accidental injury such as falling on the playground, etc. The insurance covers what your personal family insurance does not cover **with the exception of a \$500 deductible that is the responsibility of the family**. We work hard to avoid situations where students get hurt, but accidents do happen. Parents will be notified of any serious injury that might require a visit to a doctor or other follow-up. Contact the school office for a simplified claim form for reimbursable costs. Please note that this insurance also covers injuries from CYO sports.

## **FIELD TRIPS**

Field trips are student privileges; no student has an absolute right to attend any trip or activity. Therefore, students can be denied participation if they fail to meet academic or behavioral requirements. Parents also have the right to refuse to allow their child to participate in a study trip. If a parent refuses the student's participation, the parent must be willing to keep the child home if needed.

St. Matthew School uses a standard form for all study trips. A signed permission slip to attend a specific out-of-building trip must be on file. If a student forgets to return the proper permission form signed by the parents, he/she will not be allowed to participate in the study trip. Parents may, however, email a scan of their signed permission form on the day of the event. Per Archdiocesan guidelines, verbal permission cannot be allowed in lieu of a signed document. If parent chaperones are requested, all parents must complete Safe Parish and have a current background check on file. Parent participation may be limited as determined by the school or the host venue.

## **TECHNOLOGY**

St. Matthew School has a STEM lab as well as other computers and a networked system available for appropriate student use.

St. Matthew may provide the privilege of Internet access, various devices, online collaboration capabilities, etc. This policy applies to both school-owned technology equipment and privately-owned devices that are accessing the St. Matthew network on school property. The policies in this document cover all available technologies now and, in the future.

### **Technology Acceptable Use Policy**

St. Matthew School (hereafter referred to as SMS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. This document is an overview of the complete St. Matthew Acceptable Use Policy for Technology and Electronic Devices that can be obtained from the office. St. Matthew School computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of St. Matthew School. SMS has the duty to investigate any suspected violations of this policy.

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of the Archdiocese and school.
2. The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is

considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final.

3. Some examples of unacceptable use include but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals;
- d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
- e. Using pseudonyms or anonymous sign-ons;
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Archdiocese and/or school;
- g. Using inappropriate language;
- h. Use of any proxy sites to access sites that are restricted by the normal course of the network; SMS will lock down the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.
- i. Damaging computers, computer systems, files, programs, or networks;
- j. Vandalizing or damaging the property of another individual, including data files;
- k. Employing the network for commercial purposes (i.e. to buy or sell items).

4. Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)

- a. Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
- b. Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
- c. Students may not permit or encourage any other individual or entity from creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for the school, Archdiocese, or from



photographing, video graphing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.

d. Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.

5. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/Archdiocese and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Inappropriate use of SMS computers may result in a loss of access to use them as well as other disciplinary and/or legal actions, including but not limited to those outlined in the complete St. Matthew Acceptable Use for Technology and Electronic Devices policy.

The Technology Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it for he or she to sign:

Signature of the Student and Family Handbook online indicates parent permission for technology and internet access as well as compliance to the information regarding all technology and technology-related information.

### **Use of Devices**

The use of any technology device at St. Matthew School must be obtained by asking the teacher prior to use or instruction by the teacher for use. Students may not use netbooks, iPads, Tablets, cell phones at their convenience. Permission or instruction needs to be granted.

### **Internet Access**

St. Matthew provides students the privilege of access to the Internet, including web sites, resources, content, and other various tools for school projects and activities. Student use of this tool is governed by the Acceptable Use Agreement. Students are expected to respect the web filter that has been put in place by the administrators at St. Matthew School as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether the material is appropriate or inappropriate is the discretion of St. Matthew School and is based on the content of the material and the intended use of the material, not on whether a website has been blocked or not. Students do have access to the Internet at St. Matthew. Inappropriate use of the school network will not be tolerated, permitted, nor allowed and may result in disciplinary action in violation of this clause.

### **Plagiarism**

St. Matthew students should not plagiarize (use as your own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for materials they did not create themselves or

misrepresent themselves as an author or creator of something found online. This includes Artificial Intelligence (AI) generated information. Information found online should be appropriately cited, giving credit to the original author. All teachers have the right to check and compare all materials submitted by students.

### **Cheating**

The Internet, tablets, cell phones, and other personal and/or school devices should not be used to exchange assignments, answers, or any other type of information that would break the Mission of St. Matthew School.

### **Personally-Owned and/or Mobile Devices**

Students should abide by this same policy when using such devices while on the St. Matthew network. These devices should be used for the educational advancement of each student, not for communication with one another or people outside of St. Matthew School. If a student needs to contact a parent, he/she must go to the office to use the phone and not use a personal cell phone. Using these devices in any way that breaks the Technology Policy and Mission of St. Matthew is prohibited. Devices will be confiscated if used in violation of school policies. They will be placed in the school office, and a parent must come in to retrieve the device. Upon the third confiscation of any device by a student, it will not be available to be retrieved for a period of one week.

### **Security and Safety**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If any student believes a computer or device they are using might be infected with virus, they should alert the teacher immediately. Students should not attempt to remove the virus themselves or download any programs to help remove the virus. Respect of others' files and copyright laws are expected. Diskettes, thumb drives, memory sticks, etc. and software from outside the school are not permitted on our computers unless approval is granted in each instance by the teacher. Students must also exercise caution in handling school equipment. Damages caused can result in reparations being required by the student's family.

### **Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner that is in conjunction with the goal of St. Matthew School.

Students should recognize that among the valuable educational content there is online there is also incorrect and/or inappropriate content online. Students should only use known or trusted sources when conducting research via the Internet. Students should not post anything online that they would not want all students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Personal Safety**

Students at St. Matthew School should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission. Student should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff member if on St. Matthew grounds or parent if at home).

### **Cyberbullying and Social Media**

In conjunction with the values of St. Matthew School, cyberbullying, including but not limited to harassing, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment. This includes behaviors performed by using St. Matthew devices or networks as well as personal devices or off-campus and non-school time behaviors.

Engaging in these behaviors, or any other online activities that cause emotional or physical harm to another, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. All students should remember that online activities may be monitored and retained.

#### **Examples of responsible use with technology include:**

I will:

- Use school technology for school-related activities.
- Follow the same guidelines for respectful and responsible behavior online that I am expected to follow offline.
- Encourage positive and constructive discussion if allowed to use communicative or collaborative technology.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content online.
- Use technology at appropriate times, in approved places, for educational purpose.
- Cite sources when using online sites and resources for research
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

#### **Examples of irresponsible use with technology include:**

I will not:

- Use school technologies in a way that can be personally or physically harmful to myself or anyone else.
- Use technology to cheat or plagiarize any assignments or documents.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use technology to send spam or inappropriate chain mail.
- Use language that would be inappropriate in the classroom.
- Use technology for illegal activities or to pursue information on such activities.
- Participate in any activities not previously mentioned that break the St. Matthew Character Code and do not allow me to grow as a Leader, Student, Servant of God, or participant of extracurricular activities.

## Discipline

Violations of this policy may have disciplinary consequences, including:

- \* Suspension of network, technology, or computer privileges
- \* Notification of parents
- \* Detention, suspension from school and school-related activities, or expulsion
- \* Reduction of grade in class
- \* Legal action and/or prosecution

Students and families understand the set consequences can vary based on offense, number of offenses, severity, etc. Situations are reviewed on a case-by-case basis.

## TESTING

St Matthew School follows the testing protocols and schedules outlined by the Indiana Department of Education. The ILEARN standardized testing program is implemented in Grades 3-8. It consists of three short sessions called “Checkpoints” which are completed throughout the year, and the final assessment which takes place in April-May. The results of all tests will be available on a schedule announced by the IDOE. Grade 2 and Grade 3 students will participate in the mandatory IREAD-3 assessment in March. Grade 3 students must pass the IREAD-3 test to be promoted to Grade 4. There are multiple opportunities to pass this test along with intervention programs to support struggling students.

## TEXTBOOKS AND SCHOOL RESOURCES

St. Matthew School does not charge a separate textbook fee for our families, and all required textbooks are provided to the students for their use throughout the school year. Students have a responsibility to treat these school-issued materials with care. St. Matthew School attempts to be good stewards of our resources and has a plan of re-using textbooks, so please help us by keeping the materials you are given in good condition. Textbooks and other materials will be inspected at the end-of-the-year, and if in the opinion of St. Matthew School, they are not in usable condition going forward, the parent may be charged to replace the textbook or resource. Families will be charged for lost textbooks that need to be replaced.

## TUITION POLICY

The school’s tuition plan and policy are available from the office upon request or on the website. This policy includes the requirement that ALL families, regardless of payment plan selected, must sign up through FACTS for tuition payment.

## VISITORS

We welcome and value parental involvement, but it must be conducted in a respectful, appropriate, and safe manner. **Classroom visits must be scheduled in advance by sending a request to the teacher. No visitors are permitted in classrooms without a prearranged time agreed upon by both the parent and teacher.** This includes helping your child carry items, speaking briefly with the teacher, unpacking belongings, walking them to class, or picking up missed work. If your child needs help carrying something, our staff is available and happy to assist. To communicate with your child’s teacher, please email or leave a note at the front office. It is important that students begin their day independently and without interruption. Morning routines are a critical time for teachers to establish a focused learning environment. **For**

**safety and order, all visitors must check in at the office and wear a visitor's pass.** Additionally, any adult working with students must complete Safe Parish training and have a current background check on file. Thank you for supporting a safe, structured, and successful school environment.

## **EMERGENCIES**

The safety and well-being of our students, staff, and visitors is of the utmost concern. St. Matthew School has an extensive emergency plan prepared in coordination with the guidelines of the Archdiocese of Indianapolis. All staff members are aware of this plan and prepared to act in many different cases of emergency in the school setting to help ensure the safety of all students and staff members, and these procedures will help ensure as smooth and orderly a process as possible. Details of this plan are reviewed yearly and kept confidential under the advice of experts for the purpose of safety.

In the event of a necessary evacuation of St. Matthew School, all students will be moved to an off-site area. Parents, after being notified of such evacuation, will be instructed on the next steps and their ability to pick up their student at that site.

In the event of a Red Alert, the Governor has the authority to close schools. SMS will only close school in such situations in response to a directive from the Governor's Office or the Archdiocese of Indianapolis' Office of Catholic Schools (OCS). Please be aware that an alert announced on media will **NOT** trigger this procedure. Only an announcement from the Governor's Office or OCS will begin the process, and parents will be notified. Please be aware that it is also possible that a nationwide or statewide Red Alert may be in force, but the Governor or OCS may choose to close schools only in specific parts of the state in response to a specific credible threat. In that case, SMS will operate on a normal schedule.

## **DISCLAIMERS**

1. Although we have attempted to cover every phase of school life, we know there are areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
2. After reading the handbook and reviewing it with your child, please complete the online "Parent/Student Handbook Acknowledgement Form."
3. Excerpted from "The Rights and Responsibilities of Catholic School Parents," published by the National Catholic Education Association:  
"Catholic School students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording {is used} such as 'other appropriate conduct' or 'conduct whether inside or outside of school that is detrimental to the reputation of the school...' Your child is representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in way that brings credit to Church and School. You will be required to sign a form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provision of the contract."
4. Revisions made after this publication will be posted on the St. Matthew Catholic School website.

Absentee Reporting 3910 [eellis@saintmatt.org](mailto:eellis@saintmatt.org)  
 Parish Receptionist 1000

Principal	Mrs. Cara Swinefurth	3301	<a href="mailto:cswinefurth@saintmatt.org">cswinefurth@saintmatt.org</a>
Assistant Principal	Mr. Chris Arnold	3301	<a href="mailto:carnold@saintmatt.org">carnold@saintmatt.org</a>
School Operations Manager	Mrs. Kathy Gray	3904	<a href="mailto:kgray@saintmatt.org">kgray@saintmatt.org</a>
School Enrollment Manager	Mrs. Elizabeth Ellis	3905	<a href="mailto:eellis@saintmatt.org">eellis@saintmatt.org</a>
Preschool - 3-year olds	Mrs. Haylee Teeple	1103	<a href="mailto:hteeple@saintmatt.org">hteeple@saintmatt.org</a>
Pre-K 4's	Mrs. Erin Campbell	1101	<a href="mailto:ecampbell@saintmatt.org">ecampbell@saintmatt.org</a>
Pre-K 4's	Mrs. Stephanie Mills	1101	<a href="mailto:smills@saintmatt.org">smills@saintmatt.org</a>
Pre-K 4's	Mrs. Kate Cuniffe	1102	<a href="mailto:kcuniffe@saintmatt.org">kcuniffe@saintmatt.org</a>
Kindergarten	Ms. Terri Buehner	1104	<a href="mailto:tbuehner@saintmatt.org">tbuehner@saintmatt.org</a>
Kindergarten	Mrs. Sam Padgett	1105	<a href="mailto:spadgett@saintmatt.org">spadgett@saintmatt.org</a>
1 <sup>st</sup> Grade	Mr. Greg Clark	1106	<a href="mailto:gclark@saintmatt.org">gclark@saintmatt.org</a>
1 <sup>st</sup> Grade	Mrs. Megan Rathz	1107	<a href="mailto:mrathz@saintmatt.org">mrathz@saintmatt.org</a>
2 <sup>nd</sup> Grade	Miss Kiley Tuttle	1108	<a href="mailto:ktuttle@saintmatt.org">ktuttle@saintmatt.org</a>
2 <sup>nd</sup> Grade	Mrs. Christy Donnenhoffer	1109	<a href="mailto:cdonnenhoffer@saintmatt.org">cdonnenhoffer@saintmatt.org</a>
3 <sup>rd</sup> Grade	Mrs. Maureen Sheehan	3313	<a href="mailto:msheehan@saintmatt.org">msheehan@saintmatt.org</a>
3 <sup>rd</sup> Grade	Ms. Tamara Jack	3314	<a href="mailto:tjack@saintmatt.org">tjack@saintmatt.org</a>
4 <sup>th</sup> Grade	Miss Gabi Bridges	3311	<a href="mailto:gbridges@saintmatt.org">gbridges@saintmatt.org</a>
4 <sup>th</sup> Grade	Mrs. Barbara Kaminski	3312	<a href="mailto:bkaminski@saintmatt.org">bkaminski@saintmatt.org</a>
5 <sup>th</sup> Grade	Mrs. Claudia Schloemann	3309	<a href="mailto:cschloemann@saintmatt.org">cschloemann@saintmatt.org</a>
5 <sup>th</sup> Grade	Miss Georgia McAllister	3308	<a href="mailto:gmcallister@saintmatt.org">gmcallister@saintmatt.org</a>
MS Warrior Academy	Mrs. Lisa Moore	3307	<a href="mailto:lmoore@saintmatt.org">lmoore@saintmatt.org</a>
MS Religion	Miss Haley Hubert	3304	<a href="mailto:hhubert@saintmatt.org">hhubert@saintmatt.org</a>
MS Science	Mrs. Colleen Middleton	3302	<a href="mailto:cmiddleton@saintmatt.org">cmiddleton@saintmatt.org</a>
MS Social Studies	Mr. Brian Moyer	3305	<a href="mailto:bmoyer@saintmatt.org">bmoyer@saintmatt.org</a>
MS Math	Mrs. Jeanne Rues	3315	<a href="mailto:jruess@saintmatt.org">jruess@saintmatt.org</a>
MS Language Arts	Mr. Tony Ditzler	3306	<a href="mailto:tditzler@saintmatt.org">tditzler@saintmatt.org</a>
Art	Miss Allison Clark	1110	<a href="mailto:aclark@saintmatt.org">aclark@saintmatt.org</a>
Computer	Ms. Candice Qualls	4401	<a href="mailto:cqualls@saintmatt.org">cqualls@saintmatt.org</a>
Music	Mr. Nate Arrowood	4411	<a href="mailto:narrowood@saintmatt.org">narrowood@saintmatt.org</a>
Physical Education	Ms. Brandy Sawyer	3703	<a href="mailto:bsawyer@saintmatt.org">bsawyer@saintmatt.org</a>
Student Support	Mrs. Susan Sobieski	3315	<a href="mailto:ssobieski@saintmatt.org">ssobieski@saintmatt.org</a>
Student Support	Mrs. Jeanna Greene	3315	<a href="mailto:jgreene@saintmatt.org">jgreene@saintmatt.org</a>
Student Support	Mrs. Margaret Bennett	1111	<a href="mailto:mbennett@saintmatt.org">mbennett@saintmatt.org</a>
School Counselor	Ms. Genevieve Fields	4409	<a href="mailto:gfields@saintmatt.org">gfields@saintmatt.org</a>
Cafeteria	Mrs. Angelina Jimenez	3907	<a href="mailto:ajimenez@saintmatt.org">ajimenez@saintmatt.org</a>
Extended Care	Ms. Mary Brooks		<a href="mailto:mbrooks@saintmatt.org">mbrooks@saintmatt.org</a>
MS Spanish			-
Operations Manager	Mr. David Smock	2210	<a href="mailto:dsmock@saintmatt.org">dsmock@saintmatt.org</a>
Pastoral Associate	Mrs. Ann Tully	2211	<a href="mailto:atully@saintmatt.org">atully@saintmatt.org</a>
Business Manager	Mrs. Judy Good	2212	<a href="mailto:jgood@saintmatt.org">jgood@saintmatt.org</a>
Dir of Faith Formation/ Youth Ministry	Mrs. Pam Fleming	2215	<a href="mailto:pffleming@saintmatt.org">pffleming@saintmatt.org</a>
Parish Communications	Mr. Stephen Sulka	2216	<a href="mailto:ssulka@saintmatt.org">ssulka@saintmatt.org</a>
Parish Admin Assistant	Ms. Judy Quackenbush	1000	<a href="mailto:jquackenbush@saintmatt.org">jqackenbush@saintmatt.org</a>
Parish Director of Music	Mrs. Deb Ward	2213	<a href="mailto:dward@saintmatt.org">dward@saintmatt.org</a>
Pastor	Msgr. Bill Stumpf	2100	<a href="mailto:bstumpf@saintmatt.org">bstumpf@saintmatt.org</a>

