St. Matthew Catholic School, educates the whole student by Christ centered formation in a Catholic environment, leading us to do God’s will in this world so as to be with Him in the next.
Dear Parents and Students,

Welcome to St. Matthew School. You are a very important member of our school community! To help you understand the established rules, regulations, and procedures that help our school community operate, we have assembled this Parent-Student Handbook. We hope this handbook addresses most situations. For those situations that are not addressed here, please know that we will handle them with common sense, always working to maintain a safe and nurturing learning environment for all.

**This handbook has been updated. It is very important that you read carefully through its entirety.**

This year, the St. Matthew Reopening Plan supersedes the handbook. You must also sign the Acknowledgement Form and return it to the school office. When you do, you are accepting and supporting our values, rules, and regulations. If you have questions after reading this, please contact the school at 217.359.4114 for further clarification. We appreciate your support!

Even though this school is very unique, our St. Matthew teachers and staff look forward to the 2020-2021 school year with excitement, knowing the great promise it holds for continuing the spiritual, academic, and social growth of our students.

Yours in Christ,

Michelle Biggs
Principal

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2020 -2021 School Theme
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The Parent-Student Handbook reflects current school policy. The formation of local school policy is the direct responsibility of the Administration and will follow policies established by the Diocese of Peoria, the Bishop of Peoria, and the Office of Catholic Schools. Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).

The Education Commission (EC) is an advisory committee, appointed by the pastor, which promotes the participation of St. Matthew School and Parish in the educational mission of the Church. They may make recommendations to the pastor about how to fulfill this mission, including policy formulation. The policies and regulations presented in this Handbook are reviewed annually by the School Advisory Committee and Education Commission.

The Pastor of St. Matthew Parish is the final recourse in all disciplinary situations, and after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.

Parents are required to read the Parent-Student Handbook each school year with their children. This handbook is posted on the school website and available in the school office upon request. Parents must agree to read and abide by the Handbook contents by signing the designated form.

**Right to Amend**

Circumstances may arise in which St. Matthew School determines that changes are required in these guidelines and procedures. For this reason, St. Matthew School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook. The pastor of St. Matthew Parish is the final recourse in all disciplinary situations and, after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be notified if changes are made.

**Acknowledgement Form**

All Parents must sign and return the Handbook Acknowledgement Form that will be sent through our school management system called Teacher Ease. Parents attest that they have read the Handbook, they agree to abide by its policies and guidelines, and that they have reviewed it with their student(s). All signed forms must be returned to the school office.

St. Matthew School

**St. Matthew Parish Mission Statement**

*Our parish family of St. Matthew is a community of the disciples of Jesus.*

*Inspired by His word and example, we assemble around the altar to worship God the Father through Jesus in the Holy Spirit. We gather to learn from the Sacred Scripture and the Tradition of the Church and to partake at His table. Laboring and praying together, we strive to form a caring and loving community that reflects the presence of Jesus here and now.*

*Fortified by the Holy Spirit, we live the joy of Easter with the courage of Pentecost as we proclaim the Lord Jesus in our thoughts, words, and actions as we work together to build His kingdom.*
St. Matthew School Mission Statement
The mission of Saint Matthew Catholic School is to educate the whole student by Christ centered formation in a Catholic environment, leading us to do God’s will in this world so as to be with Him in the next.

Statement of Philosophy
Saint Matthew School strives to be an educational community of pupils, parents, faculty, staff, and priests, committed to seeking truth and virtue in an atmosphere characterized by joy in learning, respect for individuals, and emphasis on a vibrant, loving community living out the sacraments in faith, hope, and charity. We strive to maintain the highest academic standards in all relevant fields. In developing an educational program with this aim, the principal, teachers, staff, priests, Education Commission, and parents endeavor to recognize that each child is a unique creation of God, who deserves to develop and thrive, and to be able to contribute to our church and our society. For this reason, the goals of our educational program include the following:

1. To form a partnership with the home and the parish community to share the responsibilities of educating our students in the Catholic tradition.
2. To provide students with experiences which will help them to grow spiritually, academically, socially, and physically in a Christian manner.
3. To provide students with the opportunity to give witness to their faith through service to the community.
4. To recognize the different learning styles of individual students and to adjust instructional techniques to accommodate these diverse styles.
5. To encourage daily growth in faith through shared liturgical experiences, centering on Christ's Real Presence in the Holy Eucharist, the source and summit of our sanctification.

11 July 1993

Accreditation and Recognition
St. Matthew School will maintain high standards, implement an annual school improvement plan, and be evaluated by Diocese of Peoria Office of Catholic Schools on a periodic basis. The School has also obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois since June 1992. The School has met or exceeded the standards set by the Illinois State Board of Education (ISBE), fulfilled application requirements and site visitation requirements.

Saint Matthew School as an institution and all teachers are members of the National Catholic Education Association.

Diocese of Peoria

Catholic School Statement of Purpose
“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom…”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.
Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support of teachings of the Church, actively practice this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

Right to Life Statement
St. Matthew School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

Guiding School Principles

Administration
The Principal is the School Administrator. The Administrator is charged with implementing diocesan and local school policy; guiding day to day school operations; supervising staff and volunteers; and overseeing enrollment, recruitment and retention.

Parents as Partners
The Catholic Church and St. Matthew recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school Administration reserves the right to require the withdrawal of a student if it is determined that the partnership is irretrievably broken.

Professional Conduct: Faculty, Staff, and Volunteers
As a condition of employment or participation, all St. Matthew faculty, staff and volunteers are expected to maintain the highest standard of professional conduct when interacting with students, parents, colleagues and superiors. Good public relations for the school are essential and St. Matthew employees share that responsibility. All St. Matthew faculty and staff members are reminded that professional standards for confidentiality should be adhered to at all times. Employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. The Principal should be consulted when questions arise about the confidential nature of information. The Administration will discuss violations with the faculty and/or staff member, document accordingly, and add to personnel files. Significant or repeat violations may result in termination.
Admission Policies

Non-Discrimination in Admission Policies
Admission to Saint Matthew School shall be limited to children of families who have affirmed to the Pastor or his designate a strong commitment to that community of the Catholic faith which the school represents, and to the highest ideals of Catholic tradition and Christian morality that sustain that community. (D-112 SP – EC)

Saint Matthew School does not discriminate based on sex, race, color, or ethnic origin, or handicapping condition, if with minor adjustments the handicapped person could be accommodated. (D-111 SP-EC). The school is in full compliance with Title IX. Students of religious denominations other than Catholic may be admitted according to policy.

Admission Age
Pre-Kindergarten  4 years old on or before September 1 of the academic year.
Kindergarten    5 years old on or before September 1 of the academic year.
Grade 1          6 years old on or before September 1 of the academic year.

Grades PreK - 8 Enrollment: New St. Matthew Families
New families to St. Matthew may apply for admission to PreK-8 at any time. Acceptance to St. Matthew will be based on the following criteria: parish affiliation, good standing, religious affiliation and class seat availability. All applications will be reviewed after April and admission acceptance will be communicated by May 1.

Grades K-8 Online Enrollment: Returning St. Matthew Families
Online enrollment for the next school year will open to current St. Matthew families in good standing during the early spring semester. Online enrollment will be completed online through each students Teacher Ease account. Families not in good standing may be prevented from enrolling until good standing is restored. All enrollment documents and financial responsibilities must be completed by May 1. The following enrollment documents, located on each students Teacher Ease account, should be returned via email or in person to the school office:
• Computer User and Internet Access Agreement
• Medical Information Sheet
• Policy on Student Photographs

Definition of Good Standing: For all of our families, a family is in good standing is current with all school (including financial) obligations. In addition, families that are registered St. Matthew parishioners and benefit from in-parish tuition discounts must be active in the life of this parish. The minimal standard for active participation is attending Sunday Mass at St. Matthew faithfully, and regularly supporting the parish financially according to means (online or envelope). Returning students may lose their place in school if they are not enrolled by the time registration opens to prospective families.

Enrollment Documents
As part of the Enrollment Process, students entering St. Matthew for the first time need to furnish a copy of the following at registration:
• Birth Certificate, original document (a copy will be made at the time of registration and original will be returned)
• Baptismal Certificate (if Catholic)
• Sacramental Records (of any other Sacraments received after Baptism, if Catholic)
• Verification of Health Examinations (Dental, Vision) and Immunizations (see below)
• Academic Records: new or transfer students must provide a record of academic history prior to enrollment
• Individualized Education Plan (IEP), Individualized Service Plan, or 504 Plan from previous schools attended

Health Examinations and Immunization Documents
Below are the minimum requirements for compliance and school entry. The Department of Public Health and your doctor may recommend additional immunizations and exams for your child.

<table>
<thead>
<tr>
<th>Pre-Kindergarten</th>
<th>2nd Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exam</td>
<td>Dental exam</td>
</tr>
<tr>
<td>Diphtheria/pertussis/tetanus (complete)</td>
<td></td>
</tr>
<tr>
<td>Polio vaccine (complete)</td>
<td></td>
</tr>
<tr>
<td>Measles/mumps/rubella (approved schedule)</td>
<td></td>
</tr>
<tr>
<td>Lead poisoning screening assessment</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B (series of 3)</td>
<td></td>
</tr>
<tr>
<td>Varicella immunizations or date of the chicken pox disease</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>6th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical, eye, and dental examination</td>
<td>Physical and Dental examination</td>
</tr>
<tr>
<td>Diphtheria/pertussis/tetanus (complete)</td>
<td>Measles/mumps/rubella (complete)</td>
</tr>
<tr>
<td>Polio vaccine (complete)</td>
<td>Hepatitis B (complete)</td>
</tr>
<tr>
<td>Measles/mumps/rubella (approved schedule)</td>
<td>Measles/mumps/rubella (complete)</td>
</tr>
<tr>
<td>Lead poisoning screening assessment</td>
<td>Diphtheria/pertussis/tetanus (complete)</td>
</tr>
<tr>
<td>Hepatitis B (series of 3)</td>
<td>Meningococcal Meningitis Booster</td>
</tr>
<tr>
<td>Varicella immunizations or date of the chicken pox disease</td>
<td></td>
</tr>
<tr>
<td>Vision Exam</td>
<td></td>
</tr>
</tbody>
</table>

Physical Examination and Immunization Record – due October 15
• All kindergarteners, sixth graders, and all students transferring from another state are required by state law to have a physical examination prior to the start of the school year.
• Every student shall receive the above immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received. A complete immunization record must be on file for each student in the school.
• For students entering school before October 15 of any given year, the proof of immunization must be presented by this date or the student will be excluded from school until the requirement is met.
• If, for medical reasons, one or more required immunizations must be given after October 15, then the student shall present, by October 15, a schedule for the administration of the immunizations and a statement of the medical reason for the delay.
• Students enrolling after October 15 must present the immunizations record and their latest health examination as soon as possible, but no later than two weeks after admission.
• All records must be completed and returned before the child may be accepted.

Dental Examination – due May 15
• All Illinois children in kindergarten, second, and sixth grades are required to have an oral health examination. The examination must be performed by a licensed dentist and he/she shall sign the report form. The report form will be uniform for statewide use.
• Each child in the above listed grades shall present proof of examination by a licensed dentist prior to May 15th of the school year.
• If a child in kindergarten, second, or sixth grade fails to present proof by May 15th, the school may hold a child’s end of year report card until:
  o Child presents proof of dental examination OR
  o Child presents proof that dental examination will take place within 60 days after May 15th.

Eye Examination – due October 15
• Effective January 1, 2008, children enrolling in kindergarten and any student enrolling in a public or private school for the first time are required to have an eye examination. The exam must be conducted by an optometrist or ophthalmologist and must include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctors are necessary.
• Children required to have an eye exam shall present proof of examination within the previous year before October 15. If a child fails to present proof of examination, the school may hold the child’s report card until one of the following occurs:
  o Child presents proof of completed eye examination OR
  o Child presents proof that an eye examination will take place within 60 days after October 15. There is a waiver for children who show an undue burden or a lack of access to an eligible physician.

Transfer Students
Students applying for admission in Grades K-8 must grant permission for the sending/home school to provide a copy of the current report card, standardized test results, discipline record and the opportunity to interview the sending school Principal. An interview with the parents, new student, and Principal is part of the admission process.

Acceptance of transfer students will be evaluated on an individual basis by the School Administrator. Any student who has been previously expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools.

Tuition and Fees

Tuition Policy
School Teachers and staff are dedicated professionals who make sacrifices to teach in a Catholic School. The parish itself sacrifices for parish children at the School. In order to demonstrate full support and cooperation, parishioners agree to attend Mass at the parish regularly and support the parish financially according to their means.

The Saint Matthew Parish Finance Council reminds all members of the parish, particularly those with students in Saint Matthew School that being a “parishioner” includes more than simply registering with the parish office. All parishioners, as members of the Body of Christ, are expected to weekly participate in the sacramental and liturgical life at Saint Matthew Church as well as to exercise good stewardship by sharing their time, talents and resources with the parish community. The suggested minimum parish contribution is $500.00 per school family per year. This parish contribution needs to be made by May 1. Families who choose not to contribute the minimum parish donation will be considered non-parishioner for tuition and enrollment status.
All tuition payments are to be made on time in accordance with the plan selected by the parents. Fee payments are to be made as specified. Students whose payments are not up to date at the end of the school year will not be permitted to return to Saint Matthew School. **Academic records for transferring students will not be forwarded until all financial obligations have been met.**

### Tuition Rates and Curriculum Fees

<table>
<thead>
<tr>
<th>Pre-Kindergarten (4-year-olds only)</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Day (8:00 – 3:00)</td>
<td>$6300.00</td>
</tr>
<tr>
<td>Half-Day (8:00 – 11:30)</td>
<td>$3300.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kindergarten – Eighth Grades</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Child</td>
<td>$5550.00</td>
</tr>
<tr>
<td>Two Children</td>
<td>$9720.00</td>
</tr>
<tr>
<td>Three Children</td>
<td>$13,536.00</td>
</tr>
<tr>
<td>Four or More Children</td>
<td>$16,650.00</td>
</tr>
<tr>
<td>Non-Parishioner/Non-Catholic per child</td>
<td>$8,676.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yearly Curriculum Material Fee</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Prior to June 1, 2020, the curriculum is $275 per child.</td>
<td></td>
</tr>
<tr>
<td>After June 1, 2020, the curriculum fee is $325 per child.</td>
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</tbody>
</table>

The non-refundable fee for students in grades PreK – 8. The fee does not cover the extra cost of athletics and field trips.

### Additional Financial Aid

Only active parishioners may apply for additional financial aid. To qualify for aid, interested families must first apply for the Empower Illinois scholarship, John Lancaster Spalding Scholarship through the Diocese and Financial Assistance from the St. Matthew Parish. All diocesan grants are based on objectively assessed financial need. St. Matthew uses the results of this assessment to distribute local grants (a separate fund). Information about the grants and application materials may be obtained from the parish office, the school office, or from the Diocesan website, www.cdop.org. Grants are for one year only; past recipients must reapply annually. The Spalding Scholarship Deadline will be publicized by the administration. Contact the parish for assistance in this process. Notification of grant awards is generally made by **May 1st.**

### Health, Safety, and Security

#### Student Illness Guidelines

Good health habits include a sufficient number of hours of sleep, regularly practiced nutrition habits, a good breakfast before starting the day and suitable clothing during warm, cool and cold weather. Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. When children come to school sick, they can’t participate in the learning process and they expose others to their illness as well. The guidelines listed below should be followed to keep our school a healthy and safe environment.

- No child should be sent to school with a fever. If the child has been sick, he/she should not return to school until they have been free of fever for 24 hours.
- A child with diarrhea should be kept at home and may return to school 24 hours after the last time of having diarrhea.
- If vomiting occurs, keep the child at home until he/she can eat and keep food down, at least 24 hours.
- If your child develops a body rash or skin lesions, a doctor should diagnose the problem. Please let the school personnel know what the doctor has said before permitting the child to return to school. There may be times when a note from the doctor will be required.
• If your child has strep throat, scarlet fever, conjunctivitis, pinworms, ringworm, or impetigo, the child needs to be on prescription medication from your doctor for 24 hours before returning to school.

• When a child has chicken pox, they may return to school after all the pox are dry and crusted over, usually not sooner than six days after the onset of the illness.

• If your child has head lice, the child may not return to school until appropriate treatment has been obtained and all the nits (eggs) are removed. If nits are visible in the hair, the child will be sent home. Manual removal of all lice and nits is the best option to assure total lice treatment of the hair, especially with increasing reports of possible lice resistance to treatment products. Of course, thorough cleaning of the home environment, clothing, bedding, combs, brushes, etc., is a critical part of the solution to this problem.

• Students must attend school to attend after school activities.

As always, the school will keep parents informed of illnesses in each homeroom, as they are reported to us. If your child must stay home from school for any medical reason, please notify the school office by 9:00 a.m.

In the case of a student becoming ill during the school day, he/she should report to the office. If it is necessary for a student to go home, all efforts will be made to contact parents or designated guardian. After parent/guardian contact, the student will remain in the office awaiting transportation home.

Medication
All medication (prescription and non-prescription) which students bring to school must:

• have the parent submit a completed St. Matthew medication authorization form on file in the school office.

• be brought to the school office to be dispensed at the proper times. Students may not take medication on their own or carry it on their person.

• It must be kept in the original container with clear directions for Administration.

The procedure for medication is:

• The student will report to the office when it is time to take the medication.

• A staff member will retrieve the medication.

• The student will self-administer medication, and each dose will be documented.

• The medication is returned to the storage area.

Students may keep cough drops with them and should get permission from the classroom teacher to take them.

Non-prescription medication may be kept in the office for use as needed. Parents are required to send a written note with all non-prescription medication with instructions for proper dosage. The principal has the final decision regarding dispensing non-prescription medications.

Permission for the medication procedure expires at the end of the school year. It must be renewed for the following school year. Permission for non-prescription medication must also be renewed yearly. Any medication for which a written request is not on file will not be allowed in school.

Important: Please ensure all medicine is collected at the end of the school year.

Self-Administered Medication
The Illinois School Code indicates that students with asthma can keep their inhalers with them and students with severe allergies can keep an Epinephrine auto-injector (Epi Pen).
Asthma
Students with asthma should have an inhaler kept in the school office or with them always. At parents’ discretion, a child may keep an inhaler on his/her person. Parents assume responsibility for inhalers carried by their children. To allow this, the school requires all the following to authorize:

1. A written authorization from the parents of the student.
2. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
   a. The name of the student/patient.
   b. The name and purpose of the medication.
   c. The prescribed dosage.
   d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students because of possessing this medicine may result in disciplinary action by St. Matthew School.

Allergies
If your child has an allergy, please complete the required Illinois Food Allergy Emergency Action Plan and Treatment form on an annual basis. Treatment forms are available in the office.

Hearing and Vision Testing
Per the requirements of the Illinois Child Vision and Hearing Test Act and the Illinois School Code, screening by Illinois Department of Public Health certified screeners is mandated at specific age and grade levels. The State of Illinois requires all kindergarten and all new students to have an eye exam from a qualified eye doctor, such as an optometrist or an ophthalmologist, before entering school. Kindergartners are exempt from this screening if the school has on record an eye examination from a qualified eye doctor and it is properly dated to reflect the current school year time frame. Testing occurs per the following schedule:

- Vision screening – Pre-K, 2, 8
- Hearing screening – Pre-K, K, 1, 2, 3

Vision and hearing screening mandates also apply to all teacher referrals and children new to the school.

Severe Health Issues
When a student with severe health issues applies for enrollment in St. Matthew School (PK-8), the administration and the parents will meet to discuss and define the student’s special needs and the school’s ability to meet those needs. Enrollment may not be possible due to staff or other limitations.

Accidents
All accidents should be reported promptly to the nearest staff member, who must report it to the Principal. In the event of an emergency involving a child, the parents will be called immediately. If the parents are not available, persons listed on the Emergency Card will be notified. An Accident Report will be filed by faculty or staff supervising such student.

Wellness Policy
All elementary and secondary schools of the Catholic Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
Safe Environment Training

St. Matthew incorporates Safe Environment Training in an ongoing effort to help create and maintain a safe environment for children and to protect all children from any form of exploitation. At least one parent in a family is strongly encouraged to participate in the Safe Environment online training. A parent who opts out of the Safe Environment Program will not be permitted to lead any event affiliated with St. Matthew or to be alone with children anywhere in the school, or at a school sponsored event, at any time.

The complete Diocesan Policy (D-151, P-CDOP) may be found on the Catholic Diocese of Peoria website.

The background check consists of two separate procedures:

- A background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS), for all school employees and volunteers.
- A criminal history records check. Per the requirements of state law, all newly hired elementary and secondary school employees shall be fingerprinted electronically using live scan technology. School volunteers shall have a name-based criminal background search through selection.com.

The following adults are subject to the background check requirements:

- All employees (full and part-time), including personnel who work in the school under a contract with another business or organization (e.g. food service, janitorial service, etc.)
- Substitute teachers
- All coaches (head coach and assistants)
- All volunteers, even those who come to school for a one-time event
- All vendors/contractors who work consistently inside the school and/or for an extended period in the school must have background checks (see Policy C-403). Vendors who just deliver milk, food, mail, etc. do not have to go through a background check.

If the criminal background check through the Illinois State Police and CANTS check through DCFS are in process, an adult can begin working/volunteering in the school.

Special guest speakers are not required to have background checks. They should never be left alone with children. Classroom teachers should be with their class always.

Emergency Procedures/Crisis Plans

St. Matthew complies with the emergency crisis management plan of the Diocese of Peoria and the State of Illinois required health and safety drills. Safety drills will occur at times established by the school Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school year there will be evacuation drills, severe weather drills, and law enforcement (lockdown) drills. There may be other drills at the direction of the Administration. Drills will not be preceded by a warning to the students. However, parents will be alerted in advance for drills involving school intruders.

Building Security

For the safety of our students, St. Matthew has adopted a closed-building concept. All exterior doors are locked. Any person other than Saint Matthew students or staff members are regarded as visitors. All visitors to the building are required to ring the doorbell at the main entrance for entry. Visitors must sign-in at the Main Office to report their purpose for being in the school and obtain a pass before going anywhere in the building. All visitors must sign-out before leaving St. Matthew. Students from other schools are not permitted
to visit the school or individual classes unless a guest pass has been acquired. We encourage everyone to cooperate in providing a safe learning environment for the children. Parents, when bringing “forgotten” items to their children, are welcome to put them on the hall table or to the office. We respectfully ask parents to not deliver the item(s) to their child’s classroom.

Asbestos Statement
Regarding Asbestos Inspections, St. Matthew has complied with all rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for parental inspection. The plans are in the school and can be viewed by appointment with the Principal.

Possession of Use of Weapons or Look Alike Weapons in School
Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school’s learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one’s person or in an area subject to the student’s control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated, and police officials contacted. The student’s parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

*The complete Diocesan Policy (D-150, P-CDOP) may be found on the Catholic Diocese of Peoria website.*

Technology Acceptable Use Policy
Computer and Internet Acceptable Use Policy
The mission of Saint Matthew Catholic School is to educate the whole student by Christ centered formation in a catholic environment, leading them to do God’s will in this world so as to be with Him in the next. The school strives to maintain higher academic standards in all relevant fields and includes appropriate use of technology to promote educational excellence in all areas of the curriculum. St. Matthew School has Internet access in the computer lab and the classrooms. Students are expected to follow Catholic moral principles when using technology. The good name and image of St. Matthew School must never be defamed because of misuse of technology by a student. Access to telecommunications provides students with countless resources; the potential for enhanced student learning is unlimited. It is the hope of the faculty and staff that all St. Matthew students will become responsible, Christian users of the Internet.

Responsible Users Do Not:
1. Damage computers, systems, disks, CD’s, or networks.
2. Change settings or preferences on any computer without permission from the technology coordinator or a teacher.
3. Change or delete computer files that do not belong to the user.  
4. Share account information or attempt to use another person’s account/password without permission  
5. Violate copyright restrictions.  
6. Use Internet access for commercial purposes.  
7. Use the Internet for any illegal purposes.  
8. Use obscene, inappropriate, harassing, or insulting language on the computer.  
9. Participate in chat rooms, social networks, instant messaging, or blog websites.  
10. Attempt to bypass the school’s filtering system.  
11. Use Image Search Engines.  
12. Download, share, or print files from the Internet without permission from the technology coordinator or a teacher.  
13. Use any portable device (such as disk, CD, DVD, flash drive, etc.) brought to or from home and school.  
14. Play games or engage in other non-academic activities without authorization from a teacher.  
15. Access a student’s e-mail account while using the school’s computers.  
16. Disseminate/disclose any student’s personal information online (such as home address, phone, birthdate, etc.)  

**Responsible Users:**  
1. Use the school computers under teacher supervision.  
2. Use the Internet under teacher supervision following the rules and directions given by the teacher.  
3. Are polite, considerate, and respectful of others when using technology.  

St. Matthew School does not guarantee the reliability of the school’s data connection and does not verify the accuracy of information found on the World Wide Web. The Internet is used solely for educational purposes. The use of the Internet and technology is a privilege, not a right, and inappropriate use will have consequences. The principal will deem what is inappropriate and determine the consequences in accordance with the school discipline policy.  

**Unacceptable Uses of Personal Devices**  
Unauthorized use of personal electronic devices by students during the school day, including lunch and recess, is strictly prohibited. Personal electronic devices include, but are not limited to: cell phones, Smart phones, MP3 players, video cameras, digital cameras, laser pointer and handheld game systems. Failure to adhere to this policy will result in confiscation of the electronic device. This electronic device must be retrieved by a parent or guardian.  

**Disclaimer**  
St. Matthew shall not be held responsible for any information that may be lost, damaged, or unavailable when using its computers. St. Matthew and its employees shall be held harmless from any cause of action relating to a student obtaining access to materials or software which is inappropriate. St. Matthew reserves the right to change the acceptable use policy at any time.  

**Care of School Property**  
- At the beginning of the school year each child should have a book bag so that no damage to the books results. Care of books is the pupil’s responsibility. Payment is required when damage results.  
- Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged.  
- Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.
Students are responsible for good care of their desks, tables, lockers and chairs. Students should not sit on desks or tables. Desks and lockers should not be overfilled, or desktop hinges may break. Students will be asked to remove excess items in overfilled desks.

Students may not hang on doors, overhead pipes, and basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff.

If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office. Consequences include, but are not limited to, detention, referral to the pastor, and monetary compensation.

All students’ desks and lockers are the property of St. Matthew and school personnel reserve the right to inspect desks and lockers at any time. Students are required to lock their lockers before leaving school at the end-of-the-day dismissal and are subject to disciplinary action if they do not comply.

There is to be no writing on or around desks or lockers. Any damage to school desks and lockers is considered vandalism.

Restrictions on Publications and Written or Electronic Material
Students are prohibited from accessing and/or distributing at school or any school related activities any written or electronic material, including material from the internet that (1) is obscene, pornographic, (*sexting*) lewd, or vulgar; (2) has the purpose of harassing or bullying another student or staff member; (3) otherwise causes substantial disruption at school or school sponsored activities.

A student that engages in misconduct, may be disciplined for creating, distributing, or accessing written or electronic materials, including but not limited to Facebook pages or any other social networking sites or internet blogs, which cause substantial disruption to school operations or interferes with the rights of other students or staff members. This is supportive per the Diocese Acceptable Use Policy E-165 P-CDOP.

Religious Formation
Catholic schools exist to educate students in the Catholic Faith. St. Matthew School is committed to integrating the Gospel values throughout the school. Religion is taught as an academic subject to all students in grades PreK-8.

Liturgy
Students in grades PreK through 8, participate in all-school celebrations of the Eucharistic liturgies on Fridays and Holy Days. Students plan and participate in the liturgy under the direction of the homeroom and faith formation teachers. Students and faculty will also attend Eucharistic Adoration as a class once a month as scheduled in the church and all classes will make a visit every week to the Eucharistic Adoration Chapel.

Sacrament of Penance
Students in grades 3-8 are scheduled on a six-week rotation for the Sacrament of Penance.

Rosary and Stations of the Cross
Teachers prepare students to pray the Rosary and Stations of the Cross. The Rosary is recited frequently at the classroom level. Stations are prayed weekly during Lent under the direction of a priest or homeroom teacher.

Sacramental Preparation Programs
Parents are expected to participate with their children in preparing for the sacraments of Penance and Eucharist (grade 2) and the sacrament of Confirmation (grade 8). The coordinator of Parish Religious Education
notifies teachers and parents in advance of the dates, times, and process of these special parent-student preparations. Students will also participate in two retreat days. The first is the First Holy Communion (Jesus Day) Retreat, for second graders in preparation for First Holy Communion. The second day is a Confirmation Retreat for eighth graders in preparation for Confirmation.

**Virtue Formation/Chastity Education**
We believe that parents are the primary educators of their child(ren). This school collaborates and assists the parents in this process. Chastity education is not synonymous with “sex education.” Chastity education is an overall education in virtuous behavior which the Catholic school has traditionally integrated into its total curriculum.

**Catholic Schools Week**
The last Sunday of January begins Catholic Schools Week, which is a national celebration. Liturgy is offered and parents, grandparents, parish, and community are invited.

Non-Catholic students must participate and are expected to learn materials covered in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school’s religious education classes. They will cooperate with all liturgical schedules during the school day and not detract from prayers, liturgies, and other Catholic practices.

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**Academics**

**Academic Achievement**
St. Matthew offers a school-wide support system to try to meet all students’ academic needs. To ensure that our students succeed, a high-quality, research-based curriculum and instruction is provided through differentiated instruction that is matched to student needs. The use of research-based interventions and strategies, problem solving, ongoing progress monitoring, and evaluation of outcomes will ensure that all students will be provided the opportunity to succeed to their full potential. It is important that all students and parents realize that all students are expected to complete assignments, cooperate in the school environment, and work to the best of their abilities.

Special Services are available to students needing additional support in the areas of speech therapy and learning disabilities. To receive services, a student has to be found eligible to criteria established by Unit 4 – Champaign Public Schools.

**Academic Testing**

**MAP Assessments**
The MAP Assessment is a growth assessment administered to all students in Kindergarten – 8th Grades. Students will take the MAP Assessment three times a year – beginning, middle, and end. Students will take an assessment in Reading and Math each time. The Office of Catholic Schools has established the dates for each testing window. Results of the assessments will be shared with parents at the end of each assessment window.

**Curriculum**
St. Matthew follows the Diocese of Peoria curriculum guidelines and follow the Illinois Professional Teaching Standards.
St. Matthew School offers a curriculum which includes:

- Religion
- Reading
- Phonics
- Math
- Science
- Social Studies
- Spelling
- Handwriting
- English
- STEM
- Art
- Music
- Physical Education
- Spanish
- Library Media

At the Junior High level:

- Literature
- English
- Spelling
- Vocabulary
- 7th & 8th Math
- Algebra
- Life Science
- Physical Science
- Geography
- American History
- STEM
- Art
- Music
- Physical Education
- Spanish
- Library Media

Grading and Report Cards

Report Cards

Report Cards will be available on Teacher Ease at the end of each quarter for students in Grades K-8. A printed copy of the report card will be distributed to each student at the end of the year. The grades on the report card will represent the average quality of the work done, such as written assignments, recitation, daily quizzes, extra credit work, and the quarterly tests.

Kindergarten Academic Marking Code:

- S+  Exceeds basic requirements
- S   Satisfactory progress; consistent with ability
- S - Having difficulty meeting basic requirements
- U   Unsatisfactory
- *   Modified

Grades 1-3 maintain a separate marking system using:

- S+  Exceeds basic requirements
- S   Satisfactory progress; consistent with ability
- S - Having difficulty meeting basic requirements
- U   Unsatisfactory
- P   Makes sufficient progress for students’ aptitude but below grade level
- *   Modified

The Saint Matthew School grading system for grades 4-8 is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>95-99</td>
</tr>
<tr>
<td>A-</td>
<td>94</td>
</tr>
<tr>
<td>B+</td>
<td>93</td>
</tr>
<tr>
<td>B</td>
<td>87-92</td>
</tr>
<tr>
<td>B-</td>
<td>86</td>
</tr>
<tr>
<td>C+</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>77-84</td>
</tr>
<tr>
<td>C-</td>
<td>76</td>
</tr>
<tr>
<td>D+</td>
<td>75</td>
</tr>
<tr>
<td>D</td>
<td>69-74</td>
</tr>
<tr>
<td>D-</td>
<td>68</td>
</tr>
<tr>
<td>F</td>
<td>Below 68</td>
</tr>
<tr>
<td>*</td>
<td>Modified</td>
</tr>
</tbody>
</table>

Honor Roll Recognition

Students in sixth, seventh and eighth grades will have the opportunity to be placed on the honor roll for academic achievement. The following subjects will be honored: Religion, Math, English/Literature, Science, Social Studies, Vocabulary/Spelling, Spanish, Music, Art, Library Media and P.E. The honor roll will be divided into three categories:
• **Highest Honors**: Grade Point Average of 4.0 in above subjects with no D's or F's in any subject.
• **High Honors**: Grade Point Average between 3.5 – 3.99 in above subjects with no D’s or F’s in any subject.
• **Honors**: Grade Point Average between 3.0 - 3.49 in above subjects with no D's or F's in any subject.

**Classroom Placement**
Each year St. Matthew staff spend a great deal of time placing students appropriately in the next grade. Many factors are considered when we do so, such as instructional level, gender, personality dynamics, teaching/learning styles, and numbers. We try to create a balanced classroom for the best possible environment for students and teachers. Honoring parental requests could possibly create classrooms which would not be in the best interest of all our students and teachers. It has been, and will continue to be, our policy not to grant parental requests for specific teachers.

**Promotion and Retention**
St. Matthew places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student’s needs. Retentions are made only after thoughtful consideration and possible alternatives have been explored by the teacher, parent(s), and Principal. Determination of a student being promoted or retained is a function of the teacher(s) and the Principal after consultation with the parent(s). The Principal assumes final responsibility for grade placement.

There are a variety of factors and guidelines that are considered in promotion and retention. These factors include but are not limited to: academic performance (performance data, work completed, effort and purpose), chronological age, mental age, social growth, physical development, emotional status and student attendance. Chronic student absence may be cause for retention.

It is the teacher’s responsibility to keep parents informed of student progress throughout the year. The teacher will inform the Principal and parents of the possible need for retention prior to the beginning of the second semester, providing both parents and Principal with student data indicating a need for retention. To support the struggling student, the teacher will offer a variety of remedial work including diagnostic testing. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration, or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the Principal meets in joint conference with them. The Pastor is kept fully informed during this process. The Principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher.

Academic performance indicators guide decisions about retention. However, because each student is looked at individually, a student could fail to meet the academic guidelines for promotion yet not be retained if the teacher(s) and Principal, after consulting with the parents, feel that retention would not be in the best interest of the student. Conversely, a student could meet the guidelines for promotion but if the teacher(s) and Principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.

Promotion grade level and date of promotion for all St. Matthew students will be noted on the fourth quarter report card. Students will be promoted in June of each year.

Eighth grade graduation is celebrated with a Mass for St. Matthew students. Parent Club sponsors a reception following the Mass. Any additional activities are organized by 8th grade parents and not sponsored by the school.
Homework Philosophy and Purpose
Homework is a crucial aspect of the learning process for St. Matthew students, as it is a natural extension of the curricular program. Expectations for homework will be distributed by each teacher. Homework is given in order to:
• Practice newly taught skills
• Review previously mastered skills
• Develop independent study habits
• Extend and enrich the curriculum

Homework Responsibilities
The following defines the responsibilities of students, parents, teachers and the Administration concerning homework at St. Matthew School.

Students’ Responsibilities
• Get the assignment and ask for help if the assignment is not clear.
• Copy all assignments into planner (grades 3-8) carefully recording due dates and important information. Junior high students will utilize Edmodo site in addition to their planner.
• Set a time each day to do homework.
• Make use of time provided to do homework during the school day.
• Check work and, if possible, explain it to an adult.
• Maintain the highest quality work on homework assignments.
• Take home all necessary resources, such as packets, textbooks, notes and study guides.
• Bring the completed homework to school when it is due.
• Be responsible for getting assignments when absent from school.
• Be responsible for taking care of, and returning, any borrowed resource materials.

Parents’ Responsibilities
• Promote a positive attitude toward homework as part of the learning process.
• Understand and reinforce expectations for the quality of student work.
• Provide structure, a site and tools needed to help the child organize and complete homework.
• Be available to provide supervision and support, but do not do the assignment.
• Understand the amount of assistance appropriate for homework assignments.
• Communicate first with your student’s teacher, giving feedback to the teacher when there is a homework concern. It is requested that this correspondence be via e-mail with the school principal copied.

Teachers’ Responsibilities
• Identify the purpose of homework assignments for students.
• Establish objectives and guidelines for special projects, including any expectations for parent participation.
• Communicate expectations to students.
• Post all assignment (Grades 6-8) and provide time for the students to record them in their planners.
• Model homework strategies and provide models as appropriate throughout the school year.
• Review, return and record homework in a timely manner.
• Ensure that resources and material required for the homework are easily obtained by the students.
• Communicate with parents when concerns are expressed.
• Communicate with parents regarding homework problems and/or missing assignments.
Administration Responsibilities

- Ensure that homework is consistent with school goals.
- Encourage teachers to use homework as a tool to reinforce learning.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

Parents support their child with their homework when they:

- Check each day to see if your child has homework and if they understand how to complete it.
- Set aside a time for doing homework and provide them with a quiet place to study.
- Let your child do his/her own work.
- Ask your child what they are learning about and studying.

Parents hinder their children when they:

- Do their child’s homework for them.
- Leave homework for the last minute at the end of the day when children are tired and less likely to be able to focus on academics.
- Disagree with or criticize their child’s teacher in front of their child.

Mid-Quarter Progress Reports (Grades 4-8 Only)

Notices are sent home midway between the four grading periods for each subject in which a student is not progressing satisfactorily. This notice serves to keep the home informed of a student's progress and to stimulate those who might fail unless they put forth a greater effort. Be aware a student can still receive a poor grade at the quarter grading period without receiving a notice at mid-quarter if the student does poorly in the class after the mid-quarter point.

Educational Programs

All programs/speakers brought in to enhance the curriculum are in keeping with diocesan policy and St. Matthew School mission statement and philosophy. If parents choose to have their children not participate in a specific program or listen to a certain speaker, St. Matthew School respects the parents’ decision. In such a circumstance, students will be sent to the library or another classroom with work from the teacher. Students may not be taken from school during such programs or events.

Academic Integrity/Plagiarism

It is the policy of St. Matthew that cheating by students in any form will not be tolerated and that work submitted for grading must be the independent work of the student (or the students in a collaborative learning situation).

Plagiarism, or the copying and use of someone else’s work without proper acknowledgment, is not permitted nor is it permissible for any student to allow another student to copy their work. Assignments or projects found to be plagiarized will earn a grade of zero (0). At the discretion of the teacher, these assignments might be made up and accepted for partial credit. Students are reminded that if they allow another student to copy their work, they will receive the same penalty.

Books

All textbooks must be covered. Students are responsible for good care of their schoolbooks. Any damage or loss should be reported to the teacher immediately. Books lost must be replaced at current market cost by parent or student.
Educational Field Trips
Field trips are well planned and correlated to learning activities and approved by Administration. Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Permission Forms with parent signatures shall be required for students to attend any trip. The Peoria Diocese liability insurance plan does not cover vehicles of any kind. Students who are transported in a vehicle are covered under the vehicle owner’s personal insurance. The Peoria Diocese policy mandates that volunteer drivers must provide proof of a valid driver’s license and insurance each school year. Also, the diocese requires drivers on field trips to complete the Catholic Mutual, Drive Safe, Drive Smart program. Additional information regarding this policy can be found at the Catholic Diocese of Peoria website: www.cdop.org. A driver or a chaperone must have completed a Safe Environment class and completion certificates must be on file at the school office. If the field trip creates a personal financial hardship, parents may contact the teacher and/or principal to discuss possible financial assistance.

Messages for Students
Any call made to notify a student of dismissal plan changes must be made by 2:30 p.m. We cannot guarantee that a message received after 2:30 p.m. will reach your student.

Student Phone Calls
A free access phone, paid for by Parents’ Club, is available in the school lobby for student use. Permission must be granted by office or staff prior to using the phone. All students should know or carry copies of the phone numbers needed to contact their parents. We encourage all students to be responsible. Consistent phone usage may result in denial of privilege.

Cell Phones and Portable Electronic Devices
Unauthorized use of personal electronic devices by students during the school day, including lunch and recess, is strictly prohibited. Personal electronic devices include, but are not limited to: cell phones, Smart phones, MP3 players, iPod, video cameras, digital cameras, handheld game systems, laser pointer, or other electronic devices. Unless otherwise given notice by the principal, all electronic devices must be kept powered off and in students backpack or locker until dismissal. Failure to adhere to this policy will result in confiscation of the electronic device. This electronic device must be retrieved by a parent or guardian.

Parties and Treats
Holiday
The Room Parents of the St. Matthew Parents Club sponsor general seasonal parties throughout the school year. Any other parties must be approved by the principal.

Birthday
Students may bring treats on their birthdays for the boys and girls in their homeroom if they like. These will be eaten at lunchtime or at a time arranged with the homeroom teacher. Please know that these treats are optional. Treats should be kept simple and easy to distribute. Private birthday party invitations may only be passed out in the classroom if all the students are invited or all students of the same gender are invited.
Arrival and Dismissal

Arrival: The school doors open at 7:35 a.m. Students may begin arriving at school at 7:35 a.m. when teachers begin morning duty. Students will not be allowed in school before 7:35 a.m. without proper authorization. In inclement weather, the students may enter earlier.

Student Drop-Off

• The driveway in front of the school should be used for dropping students off in the morning.
• Drivers should travel in a northbound direction on Mayfair and enter the driveway directly in front of the school by turning right.
• Drivers will proceed all the way down to the end of the driveway and students will unload from the cars from the right.
• Students will use the sidewalk until they arrive at their designated entrance door.
• Cars will proceed around the circle drive and return to Mayfair moving west on the driveway in front of the school. Cars should exit with a right turn onto Mayfair and proceed moving northbound.
• Please note the signs in the drop off lane. *Pull All the Way Forward, One Drop Off Stop Per Car, Students Must Exit On The Right*

Walking Students into the Building

Parents who choose to walk their students into the school should enter the Church parking lot from Lincolnshire. Cars should enter and exit the parking lot using the first driveway. For the safety of all, drive slowly in and out of the parking lot. Pedestrians walking into school should follow the sidewalk in front of the church, around the circle drive in front of the parish center and continue to walk down the sidewalk until reaching their designated entrance door. *For safety purposes, no pedestrian will be allowed to cross the line of traffic in the driveway in front of the school.*

Bicycles

Students may ride bikes to school with permission of parents. The school requires that all bikes be locked and placed in the bike racks. Students may lose the privilege of riding bikes to school if there are reports of unsafe riding or trespassing on private property. Parents are encouraged to have their children wear safety helmets.

Bus Students

In compliance with Illinois Code, St. Matthew students who meet Unit 4 designated criteria are eligible to ride Unit 4 buses. Bus services for eligible students are available at dismissal time only. There are no morning bus services available. All bus requests must go through the school office. *NO UNAUTHORIZED student may ride Unit 4 buses.* Furthermore, Champaign-Urbana Mass Transit lines do serve several areas where St. Matthew school children live.

The new gymnasium parking lot will be reserved for Unit 4 bus traffic only.

Designated Entrance Doors:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK-4</td>
<td>Main entrance</td>
</tr>
<tr>
<td>5-6</td>
<td>West door (North)</td>
</tr>
<tr>
<td>7-8</td>
<td>West door (South)</td>
</tr>
</tbody>
</table>

Dismissal: Students will be dismissed by their teacher at 3:00 p.m.
Dismissal Procedures:

- There is NO parking on Mayfair and in the school drive during dismissal.
- Parents will park in the main church parking lot. Please enter the lot from the west at the Mayfair entrance and exit through the north at the Lincolnshire exit. Please back into parking spaces upon arriving to keep backing out to a minimum when students are walking with parents in the parking lot.
- For the safety of all, drive slowly in and out of the parking lot. Please Note and Observe School Pick-Up Signs.
- Students will be taken by their classroom teachers to the following areas in front of the school:
  - Pre-K and Kindergarten: Circle Drive
  - First and Second Grade: Circle Drive
  - Third – Fifth Grades: Main Door
  - Sixth – Eighth Grades: Furthest west door
- All parents should meet their children at the door of their assigned class.
- No student will be released from school during the day, at dismissal or from the Extend Care Program to a person other than the custodial parent without the authorization of the custodial parent. Authorized person will need to show identification before the child is released.
- Parents will be responsible for escorting their children to their parked cars.
- All bike-riding or walking students will be dismissed with their classes.
- Students not picked up by 3:10 will be taken to Extended Care Program.
- Please keep pets in the car.

Absences and Appointments

Students are expected to be present daily unless illness prevents attendance. A call to the office, between 7:45-9:30 a.m., is required on each day of the student's illness. All student illnesses must be reported to the office. Homework may be requested when notifying school of student illness. Students will have one (1) day to make-up work for each day absent.

Any student arriving after 10:00 am or leaving after 10:00 am will be marked a half-day absent with the exception of a doctor’s appointment. A student who arrives late or leaves early for a doctor’s appointment will not be counted as absent or tardy as long as the student brings a doctor’s note. Students who stay home from school past 10:00 a.m. due to illness are not allowed to practice or compete that day in co-curricular activities. If a student is absent from class due to a previously scheduled medical appointment, he/she may practice or compete. Absences due to funeral attendance or family obligations do not affect participation in co-curricular activities.

Every effort should be made to avoid scheduling appointments during school hours, particularly during times of school Mass, except in case of extreme necessity. A parent or guardian will be expected to come and check out the child. Upon return, the student should check back in at the office.

Except in cases of injury, illness or other emergency, students will not be released from school during the school day without the prior written request of the parent and approval by the principal. Requests of this nature should be brought to the main office at the beginning of the school day.

Please arrange family vacations around school holidays and summer vacation. Vacations during the school year are strongly discouraged. Class discussions, labs, group work, projects, and demonstrations are examples of frequent instructional opportunities available in our classrooms that are incredibly important but are difficult if not impossible to replicate for students who have been absent. Any family planning a pre-arranged absence must notify the office and complete a Pre-Arranged Absence Verification Form. These forms are
available on our website and in the office. Teachers are not required to give out assignments ahead of the planned absences. Students will be given make up work upon their return from the trip/vacation.

**Truancy**
A student subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof is truant. For any student found to be truant, a conference with the parent will be held. Other consequences may be administered.

**Late Arrivals (Tardies)**
St. Matthew students are expected to report to school on time. Students will be issued a tardy when they arrive after 8:00 a.m. and must report to the office to obtain a pass before going to their classroom. Extreme situations are taken into consideration.

Tardies are tracked and reported through Teacher Ease. If tardiness is frequent or habitual, students will be required to have a parent/teacher/administrator conference to determine a plan for improvement of on time attendance.

*Important: Students who arrive at school after 10:00 AM will not be allowed to participate in any school extra-curricular activities that day.*

**Lunch and Recess**

**Lunch**
St. Matthew School does not have a hot lunch program. Milk tickets are available and may be purchased in the school office. Price information will be available from Parent Club in August. Students must bring their lunch daily to school except for Thursday. Thursday’s are St. Matthew ”Hot Lunch Thursday’s”. Students will be given the opportunity to select a meal for the school year from the following restaurants:

- Papa Johns
- El Toro
- Culver’s
- Jimmy Johns
- TCBY – once a month

All students are required to stay on campus unless other arrangements have been made through the principal.

**St. Matthew Lunchroom Rules**
- Quiet, mannerly conduct is expected of all students.
- All food must be eaten in the cafeteria.
- Obey lunchroom supervisors.
- Be courteous and mannerly always.
- When finished, clean up your area before being dismissed and deposit all waste into the proper receptacle.
- Sit in assigned areas only. Remain seated. Raise hand to be dismissed by the lunchroom monitor.

**Lunch and Recess Monitors**
St. Matthew faculty and staff help with lunchroom and recess supervision. There are three lunch periods from 11:00 a.m. to 1:00 p.m.

**Grade Level Lunch and Recess Times**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Lunch Time</th>
<th>Recess Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd, 3rd, 4th</td>
<td>11:00 – 11:20</td>
<td>11:20 – 11:40</td>
</tr>
<tr>
<td>5th, 6th</td>
<td>11:40 – 12:00</td>
<td>12:00 – 12:20</td>
</tr>
</tbody>
</table>
Playground and Recess Rules – Morning and Lunch
1. When being dismissed for morning and lunch recess, students use the south gym doors.
2. Students should immediately report to these doors when the recess bell sounds, and staff members will allow you in.
3. During inclement weather, morning recess may be held in the homeroom or the old gym if available.
4. No food, gum, or candy is allowed on the playground or in the school.
5. During inclement weather at noon recess, all students will return to their homeroom upon dismissal from the lunchroom.
6. Inappropriate language, disrespect to supervisors or classmates, tackling, wrestling, tripping, rough games; throwing rocks or sticks and fighting are prohibited and subject to school disciplinary action. Violators will be sent to the principal.
7. All students must report to and remain on the playground unless given permission by the playground supervisor.
8. Students must stay in designated play areas.
9. Students should report injuries immediately to the nearest staff member.
10. During the winter months, students should bring hats, gloves, and scarves to school as they will go outside for recess if it is above freezing. All outerwear should have the child’s name on it.

St. Matthew After School Program ~ Raider Kids Club
Raider Kids Club is available to Pre-K – 8th grade students. Students may attend our after-school program from 3:00 – 5:30 and are only charged for days of attendance. The after-school program operates on days when school is in session and on a few days (determined by the coordinator) when school is not in session. Those who register for this program will receive a St. Matthew After School Program handbook providing more details about the program. Please see the chart for after school program costs.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00 per family</td>
<td></td>
</tr>
<tr>
<td>1 child</td>
<td>$11</td>
</tr>
<tr>
<td>2 children</td>
<td>$18</td>
</tr>
<tr>
<td>3+ children</td>
<td>$22</td>
</tr>
</tbody>
</table>

Communication between School and Home

Chain of Communication: Academic or Policy Concerns
A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. All faculty members may be contacted through school e-mail or by a message left with the school office.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties. The chain of communication regarding concerns begins with the classroom teacher, followed by the Principal, and finally, the Pastor if needed.

Emergency Notification System
Emergency closing is a rare occurrence. In the case of severe weather, the principal will make the decision to close school. You will be notified of closings via the messaging app Remind and via email through Teacher
Ease. Please make sure phone numbers and email addresses are updated in the school office. You may also check local radio and television stations.

**Parent-Teacher Conferences**
Parent-teacher conferences are an important step in building the bridge between home and school to ensure the highest quality of education for children. St. Matthew conferences are scheduled twice a year. All parents have an opportunity to schedule a conference with their child’s teacher in October. Only parent and/or teacher requested conferences will be held in March. Detailed information regarding the conferences will be sent out prior to the conferences by the teacher and through Teacher Ease.

**Website Information**
The St. Matthew Website is found on-line at https://stmatt.net/school/. Parents can find out information about school-related matters; it is a one-stop information resource.

**Teacher Ease**
St. Matthew uses a web-based school Administration system called Teacher Ease to enhance communication among teachers, parents, and students. Teacher Ease is a fully integrated information system, and can be accessed 24/7 from work, home, school or on the road. Teacher Ease is the source for school information and must be checked by all school families on a regular basis.

**Faculty Websites**
Many St. Matthew teachers have their own websites where they post additional information about lessons, homework, class projects, fieldtrips, and photos. These websites can be located through the Faculty section of the St. Matthew website.

**Parish Website**
The St. Matthew Parish website is found at stmatt.net/parish/. This resource contains Parish related information including the weekly bulletin, event announcements, missions and more.

**Confidentiality in Communications**
Faculty/staff will keep confidential information entrusted to them so long as no one’s life, health, or safety is compromised. Parents will be notified of teacher concerns if the above conditions exist.

**Publicity**
**Policy:** This policy applies to photographs or other visual images of students taken or created by St. Matthew faculty, staff, parents, university students, or classmates. Students may be involved in school-sponsored activities which may result in photographs being taken of students engaged in those activities. These activities may include classroom instruction, participation in school events or athletic contests, the display of student work, or the representation of an instructional program. These visual images may take the form of videos, photographic (film or digital) displays, or pictures in newspapers, magazines, reports, or school-sponsored Internet sites. Students may or may not be identified. No individual identification of student’s last name with photos will be permitted on school-sponsored Internet sites, Facebook or Twitter. In order to protect the privacy of students who may or may not be identified in photographs/visual images, parents/guardians will be given the opportunity to complete a permission slip allowing the taking/making of photographs/visual images by St. Matthew faculty, staff, parents, university students, or classmates. Completed permission slips will be kept on record in the school office.
The St. Matthew School administration shall permit student photographs to be taken on school premises by commercial photographers or members of the media when there is a school-related purpose for the photographs. School employees may not profit from such photographs.

**Use of Student Information/Pictures**
St. Matthew strives to insure the privacy and safety of our children. Parents give permission for their child to have their picture taken by St. Matthew faculty, staff, parents, university students, or classmates while involved in a school-sponsored activity and/or to use samples of his/her work. The permission allows students to be photographed or videotaped and possible identification of the student in the photographs and/or videotapes. It is understood that such pictures/student work is to be used for educational purposes.

*In the event a mistake is made, please notify the appropriate staff member and the problem will be rectified as soon as possible.*

**School Pictures**
School pictures are taken each year. They are usually taken in early fall. School Pictures are taken by Inter-State Studio of Illinois, Inc. Students do not have to wear their uniforms on picture day, but must dress appropriately. Blouses / shirts must be long enough to meet the shirt / pants.

Order forms will be sent home with each student prior to picture day. All picture orders must be PREPAID. Please use the envelope provided and return your prepaid order to your child’s homeroom. Please make checks payable to **INTERSTATE STUDIO OF ILLINOIS, INC.**

**Student Records**

**Examination of Records**
Information about students is kept confidential. A parent who requests to examine records of their child(ren) may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal sign a form indicating that such a review has taken place. This form is then placed on file. A student and his/her record will only be discussed with that particular student’s parents.

Under the Family Educational Rights and Privacy Act, parents and eligible students have the right to inspect and review their student’s education record. Those wishing to view the records must provide written notice at least 24 hours in advance. Parents or eligible students have the right to seek amendment of the student’s education records that is believed to be inaccurate, misleading or otherwise in violation of the student’s privacy rights. Request for a hearing as prescribed in 99.21 of the Act must be given to the school. See Withdrawal/Transfer Student Records for record transfer information.

In the event that St. Matthew School closes, the student records will be maintained by the Diocese of Peoria.

**Transfer of Student Records**
St. Matthew parents are asked to notify the school office when students are transferring to a different school, whether it be during the summer months or the school year. When students transfer schools, their records are sent to the new school upon receipt of a written request by the parents(s) or if the requesting school has permission from the parent(s) to have the records sent. **Academic records for transferring students will not be forwarded until all financial obligations have been met.**

A *Request for Records* form is given to all newly enrolled students. St. Matthew School will send the request form to the previous school requesting the specified students’ records.
Rights of Non-Custodial Parents

Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Any changes made in custody agreements should be promptly reported in writing to the Principal. The school reserves the right to request that parents provide a copy of the custodial agreement in the divorce decree which will be on file in the school office.

Uniform Dress Code

All students are required to wear uniforms. The importance of proper dress for St. Matthew students and the demonstrated commitment to it by parents and school cannot be over-emphasized. The uniforms and the traditions they convey demonstrate our commitment to quality in Catholic education. It is an expression of unity that eliminates materialistic competition and strengthens our academic focus and discipline.

Students are to dress and groom themselves in a manner that is modest, clean, and appropriate to a Catholic School academic environment. While parents and students have the primary responsibility for personal appearance, the Administration is responsible for interpreting dress code standards. Uniforms will be worn during the entire school year, unless students are otherwise notified. The administration reserves the right to require students not dressed according to uniform regulations to call home and have proper clothes brought to school before admittance to class.

A student may be excluded from school for excessive dress, make-up, nail polish, jewelry, hairstyles, etc., which deviate from the uniform dress code and school philosophy. Parents are encouraged to be aware of these regulations and see that their children dress accordingly. Students not dressed in the proper uniform will receive a uniform notice. Five uniform notices will result in a detention and each additional notice will result in a detention. The principal has the final decision on uniform compliance.

Uniform Policy and Requirements

<table>
<thead>
<tr>
<th>Girls: PreK – 4th Grades</th>
<th>Boys: PreK – 6th Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Plaid uniform jumper</td>
<td>• Navy uniform pants</td>
</tr>
<tr>
<td>• Navy uniform pants</td>
<td>• Navy uniform shorts worn during 1st &amp; 4th Quarters</td>
</tr>
<tr>
<td>• Navy uniform shorts worn during 1st &amp; 4th Quarters</td>
<td>• Solid white or hunter green, long or short sleeve collared polo, oxford shirt, or turtleneck</td>
</tr>
<tr>
<td>• Plain navy leggings or tights</td>
<td>• No color on collar/sleeve inside or out</td>
</tr>
<tr>
<td>• Solid white or hunter green, long or short sleeve collared polo, Peter Pan Blouse or turtleneck</td>
<td></td>
</tr>
<tr>
<td>• No ruffles, lace, embellishments, or color on collar/sleeve inside or out</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls: 5th – 6th Grades</th>
<th>Boys: 7th – 8th Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Plaid uniform jumper (5th) and/or skirt (5th &amp; 6th) - no shorter than one inch above knee</td>
<td>• Khaki uniform pants</td>
</tr>
<tr>
<td>• Navy uniform pants</td>
<td>• Khaki uniform shorts worn during 1st &amp; 4th Quarters</td>
</tr>
<tr>
<td>• Navy uniform shorts worn during 1st &amp; 4th Quarters</td>
<td>• Solid white or hunter green, long or short sleeve collared polo, oxford shirt or turtleneck</td>
</tr>
<tr>
<td>• Plain navy leggings or tights</td>
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</tr>
</tbody>
</table>
- Solid white or hunter green, long or short sleeve collared polo, Peter Pan blouse, or turtleneck
- No ruffles, lace, embellishments, or color on collar/sleeve inside or out

**Girls: 7th – 8th Grades**
- Plaid uniform skirt - no shorter than one inch above knee
- Khaki uniform pants
- Khaki uniform shorts worn during 1st & 4th Quarters
- Plain navy leggings or tights
- Solid white or hunter green, long or short sleeve collared polo, Peter Pan blouse, or turtleneck
- No ruffles, lace, embellishments, or color on collar/sleeve inside or out

**Boys: 8th Grade**
- Solid navy, long or short sleeve collared polo

**Girls: 8th Grade**
- Solid navy, long or short sleeve collared polo

**St. Matthew Parent Club Apparel PreK – 8th Grades**
- Crewneck sweatshirts & pullovers may be worn any day.
- Uniform shirt is to be worn under sweatshirt.
- St. Matthew Spirit Wear, hooded sweatshirts, team sports gear and other items purchased from Parent Club, are to be worn on Thursday Spirit Day and other approved days.

**Sweaters and Vests PreK – 8th Grades**
- Plain navy or hunter green
- No logos

**Shoes PreK – 8th Grades**
- Closed toe and heel
- No sandals or boots
- All students need special gym shoes for physical education, which will be kept at school for gym use only. No black-soled shoes are allowed.

**Socks PreK – 8th Grades**
- Visible navy, black, or white socks are required.
- Knee socks – Girls
- All socks must be calf length or shorter – 7th – 8th Grade Boys
- No logos are permitted

**Belt**
- Dark colored belt with shorts or pants
- 3rd – 8th Grade students

**Hair**
- Conservative hairstyles only are permitted.
- Boy’s hair must not touch the eyebrows, ears or shirt collar.

**Tattoos and Body Piercing**
- No body-art or piercing of any kind

**Jewelry**
- For safety reasons girls may wear earrings with no more than one small stud earring per earlobe.
- Earrings must not hang down.
- Boys may not wear earrings.

**Other General Requirements**
- Shirts are to be worn tucked in throughout the school day.
- Plain white undershirts/t-shirts may be worn under uniform shirts.

**Places to Purchase Uniforms**
All uniform jumpers, skirts, shorts and pants can be purchased at:
- Lands’ End – [www.landsend.com](http://www.landsend.com)
- St. Matthew Used Uniform Store
**Physical Education Uniforms**

In order to protect our new gym floor, we ask for your cooperation with our procedure. All students need special gym shoes for physical education and white-soled shoes are recommended. PE shoes will be kept at school for gym use only. It is highly recommended that PreK and Kindergarten students bring Velcro gym shoes.

- St. Matthew students in grades Pre-Kindergarten – 5th grades will wear regular school clothes for P.E.
- Students in 6th, 7th and 8th grades will have a required P.E. uniform which are sold by the P.E. Department at Fee Day. Names must be written on the space provided on the shirts and shorts. Students must wear white soled athletic shoes and white socks. All students should have deodorant in their P.E. locker. Aerosols and sprays of any kind (perfume, cologne, body spray) are not permitted. Students will be asked to take their uniform home to be washed.

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**Student Discipline Policy**

Discipline guarantees the full measure of the educational process. The St. Matthew Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion. St. Matthew School strives to work with all families to build a faith community marked by mutual respect and concern for one another’s needs.

The person primarily responsible for maintaining discipline is the classroom teacher. Classroom teachers at each grade level determine specific behavioral expectations appropriate to their grade level. All discipline issues will be taken care of by the classroom teacher at the time of the occurrence. If necessary, the principal will get involved in discipline matters.

St. Matthew discipline plan addresses two general categories of behavior and utilizes a progressive plan of implementing discipline.

**Inappropriate Behavior by Students:** This behavior will be dealt with using various methods such as detentions, written work, behavior modification, loss of privileges, etc. “Inappropriate behaviors” are those contrary to the day-to-day expectations set forth by the teachers including: class rules, social behavior, and school rules. When a pattern of chronic inappropriate behavior has been established, it will be brought to the principal's attention for further action. This action may include but is not limited to: detaining the student, parent phone calls, assigning ineligibility status, or in-school or out-of-school suspension. When school detentions (see Detention) are assigned, students and parents will be notified in a reasonable amount of time prior to the scheduled detention. This may necessitate a phone call on the day of detention.

**Unacceptable Behavior by Students:** Students involved in any of the behaviors outlined in this handbook under "Suspension and Expulsion" would receive an immediate conduct referral to the principal's office and possible suspension or expulsion from school. Please refer to the violations in the In-School Violations section.

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

**Classroom Violations (including playground, cafeteria, and hallways)**

Classroom violations are less serious infractions that will be handled by faculty or staff as the incident(s)
occurs. The teacher will correct the situation, which may require a punitive action. The teacher/supervisor will furnish rules and consequences at the beginning of the school year. Examples of classroom violations include, but are not limited to: annoying others, disrespect, failure to follow classroom, cafeteria, and playground rules, misconduct in halls, cheating, lying, chewing gum, missing assignments, and dress code violations. Consequences for Classroom Violations could be but are not limited to: take a break in the classroom, denial of privileges, after school detention, (see Detention), conference with parents, and referral to the Principal for disciplinary action. Recurring infractions of any type may result in referral to the Principal for disciplinary action.

**In-School Violations**

School violations are *serious rule violations* or serious patterns of behavior that must be corrected for the benefit of the student and the benefit of St. Matthew. Such offenses may occur in the school building, or on school or parish property. Parents will be responsible for paying any repair or replacement of school property made necessary due to the actions of their children. These rules will be handled by the Principal’s Office where a disciplinary file will be kept. All of the following acts are to be considered equally serious. All are prohibited on school property or during any school-sponsored activity regardless of time or location. Order of appearance on the list sets no precedence as to importance. School violations include, but are not limited to:

- Fighting
- Disobedience, disrespect, or insubordination toward teachers
- Repeated antagonism or harassment (including but not limited to verbal, physical, sexual, or racial) directed toward student, teacher, or any other school personnel.
- Use or possession of guns, knives, or any other potentially dangerous items, including but not limited to explosives, sheaths, carrying cases, or look-alikes or any weapon.
- Assault on a student, a teacher, or any school personnel.
- Verbal abuse or profanity or threats directed toward a student, a teacher, or any other school personnel.
- Arson – possession and/or use of flammable materials (fireworks, etc.)
- Willful destruction of property
- Sexual misconduct
- Theft during or after school hours on school property
- Acts which seriously obstruct or interrupt the instruction process in the classroom
- Participation in premeditated acts willfully designed to disrupt school (strikes, walkouts, etc.)
- Truancy – student being absent from school without parental permission, a partial day or full day
- Smoking
- Possession or use of alcohol, marijuana, or other drugs (controlled substances)
- Use of cell phones, cameras, or iPods during school
- Gambling
- Any other acts that endanger the well-being of the individual, other students, teachers, or any school employee
- Dishonesty or cheating
- Refusal to follow orders or direction or stated school rules (insubordination)
- Repeated failure to follow stated rules
- Written or electronic material which is inappropriate, harasses or bullies another student or staff member, or disrupts school day/activities

Any student found in violation may be suspended or expelled in accordance with the school’s Discipline Procedures.
Out-of-School Violations
Students will be accountable for their action both on and off school property. For any public act or police involvement that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion. This will include degrading remarks about St. Matthew students or staff on internet pages, blogs or other websites.

Note: The Administration reserves the right to abridge, supplement or by-pass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student’s attitude and conduct cannot reconcile with St. Matthew philosophy, the administrator reserves the right to remove the student from St. Matthew after having consulted the pastor.

Discipline Procedures
Corporal Punishment
Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but it is not limited to, slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm. (D-146, P-CDOP) St. Matthew complies with diocesan policy and forbids the use of corporal punishment.

Detention
Detention is a form of discipline that is a consequence of unusual, repeated, excessive or extreme misbehavior. The student issued a detention will be given a Detention Slip. The student will fully identify his/her misbehavior and have the form signed by the teacher giving the detention. The form will also be sent home to parents by the teacher. The student’s parents will sign the form and return it the next day. This signature affirms that the parents are aware that their child will be detained on the assigned detention day.

Suspension and Expulsion
The Principal has been given the authority to suspend students upon notification of his/her parents for a period not to exceed three (3) school days. The Principal has the legal authority, with the approval of the Pastor, to expel students or to levy a suspension of more than three (3) school days but not more than ten (10) consecutive school days. The suspension will be internal or external in nature, depending upon the circumstances. A student on suspension, whether internal or external, receives no credit for class work missed. A student on suspension may not participate in any after school activities during the period of suspension.

So that all students and parents of St. Matthew may know what might be considered "gross disobedience or misconduct", the Education Commission has established that any or all of the following acts, (see above violations) but not to be limited to these acts only, may be considered as evidence of "gross disobedience or misconduct" and may be cause for suspension or expulsion. Any behavior that detracts from our Christian values, whether in school or out of school, can have a detrimental effect on the reputation of St. Matthew School and will be considered. At any time, a student, whose inappropriate behavior is judged by the pastor or principal to not be in accord with Catholic teachings and results in disgrace or embarrassment on the name of St. Matthew School, may be liable to suspension or expulsion.

Substance Abuse
The consumption of alcoholic beverages and/or non-medical use of drugs are illegal and hazardous to the health of students. Student consumption, possession, or distribution of alcoholic beverages, illicit drugs, and/or look-alikes, is not tolerated. This drug policy extends to all school-sponsored and school-related
activities including, but not limited to, field trips and athletic events. Behavior involving consumption or use of these items shall not be tolerated in any form at school or school-sponsored programs and activities. Any student found in violation may be suspended or expelled, according to the school’s discipline policy.

**Pastor’s Jurisdiction**

The pastor is the final local recourse in all disciplinary situations, and may waive any disciplinary rule or step for just cause at his discretion. The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations, or to be in good standing with the parish.
- Following a determination by the Principal that a student’s education needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

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**Anti-Bullying Policy**

**Bullying**

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to act when they are aware of it happening.
2. An anti-bullying program will be conducted with each class annually. This will be supported by school-wide messages on the issue and, when appropriate, a parent information meeting.
3. All faculty and staff shall treat any report of bullying seriously and act. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to
find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of the students who
are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded
and penalized in accordance with the school’s disciplinary code.

The complete Diocesan Policy (D-147, AR-OCS) may be found on the Catholic Diocese of Peoria website.

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Co-Curricular Activities

There are a variety of co-curricular activities available for students. The mission of the co-curricular
activities program at St. Matthew is to serve as an extension of the academic learning process within our
classrooms. Co-curricular activities teach the attributes of Christian attitudes, teamwork, sportsmanship,
diligence, and accepting loss and winning graciously, while building self-esteem, school pride, and respect
for others. Our program offers all interested students the opportunity to participate. For each activity, the
Activity Participation Agreement must be signed by each custodial parent and student. For sports, the
Concussion Information Sheet must be signed by each custodial parent and student. For more specific
details, the Co-Curricular Handbook is located on the school’s website.

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School Organizations

Education Commission
The St. Matthew Education Commission is an advisory board to the principal and pastor. The School Education
Commission is an integral part of St. Matthew School. The membership, functions, and duties are outlined in
the Policy Manual of the Education Commission. Copies of the policy handbook are kept in the school and
parish offices. The Policy Book is revised yearly. Attendance at Commission meetings is welcome. The
Commission meets four times during the school year.

Parent Club and Involvement
All St. Matthew parents are members of the Parent Club. Dues are paid on Fee Day in August. Parent Club
provides resources for the educational and safety benefit of all the students in the school. All parents are
encouraged to become involved in this organization by attending meetings and volunteering for Parent Club
functions.

Parents are the primary educators and role models for their children. St. Matthew School, therefore,
welcomes and expects parents to be involved in their child’s education, both at home and at school. Parents
are encouraged to volunteer in the school if at all possible. For the safety of the children, all volunteers have
gone through DCFS and Illinois State Police Screening as well as being trained in the Safe Environment program.

If parents have questions or concerns, they should talk to their child’s teacher. If there are additional concerns
or questions after talking to the teacher, parents may talk to the principal at the school office, 359-4114.

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Request for Appeal and Review

The St. Matthew Education Commission provides a process for resolution of conflicts, disputes, and
disagreements between any person or group in conflict with any person or group or institution exercising a
function in the Education ministry of St. Matthew Parish. Student and/or Parent should proceed as follows regarding any concern, conflict, disagreement, or dispute:

*Step 1:* Consult teacher or supervisor  
*IF NO RESOLUTION*  
*Step 2:* Consult Principal  
*IF NO RESOLUTION*  
*Step 3:* Consult Pastor  
*IF NO RESOLUTION*  
*Step 4:* Consult Bishop

The Conflict Appeal and Review Process is available after all resolution efforts have been made at the lowest possible administrative levels.

The following information is from the Diocesan Policy G-111, AR-OCS which can be found on the Catholic Diocese of Peoria website.

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church; or
2. The decision violates or is in conflict with an applicable diocesan policy;
3. The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or,
4. The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

**Appeal Letter**

The individual or group desiring the appeal or the review must make that known to the governing pastor or pastors' board responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above, and,
3. The proposed resolution.

The pastor, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.
Diocese of Peoria Harassment Policy

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

The complete Diocesan Policy may be found on the Catholic Diocese of Peoria website.

Diocese of Peoria Sexual Abuse Policy

In accord with the “Charter for the Protection of Children and Young People”, the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers).

The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families. In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals.

The complete Diocesan Policy (C-402, P-CDOP) may be found on the Catholic Diocese of Peoria website.
ASBESTOS INSPECTION  
Notification to Parents and Employees

Saint Matthew School authorized Ideal and Associates Bloomington, Illinois to conduct an asbestos inspection of all buildings owned and in use by the Local Educational Agency (LEA) to comply with Federal and State Regulations.

The inspection reports document the asbestos-containing materials found in the facility(ies), their extent, condition, and location. While no immediate action is required by Federal or State guidelines, management plans have been developed to assist the LEA in implementing a monitoring program to insure the protection of human health and the environment at each facility. These documents have been submitted to the Illinois Department of Public Health for approval as is required by Federal and State Regulations. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the offices of each school in the LEA, as well as the LEA administrative offices. Additional information including response actions, post response action activities, reinspection’s, and periodic surveillance are also included in the report.

Questions regarding the inspection reports or management plans should be submitted for review and response by the LEA Designated Person.

Michelle Biggs  
Authorized Signature
Principal  
Title
August 2020  
Date
We attest that we have read the Parent-Student Handbook. We agree to abide by its policies and guidelines. We have reviewed it with our child(ren).

Please PRINT the name of your child(ren) and their grade.

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*Return this Acknowledgement Form via email or in person to the school office.*

On behalf of our family, I attest we have read the Parent-Student Handbook.

Parent/Guardian Signature: 

Printed Name: Date: