

**Contents**

1. INTRODUCTION..... 6

    1.1. Mission Statement..... 6

    1.2. Beliefs ..... 6

        1.2.1. Non-Discrimination Policy ..... 6

    1.3. Parents’/Guardians’ Responsibilities to the School..... 7

    1.4. Accreditation..... 7

    1.5. Compliance..... 7

2. ADMISSIONS/ENROLLMENT POLICY ..... 7

    2.1. Criteria ..... 7

    2.2. Priority..... 7

    2.3. Catholic Discounted Tuition Rate Requirements ..... 7

    2.4. Religious Participation Requirement..... 8

    2.5. Required Items From Parents/Guardians..... 8

        2.5.1. Applicants for Grades Pre-K-8..... 8

    2.6. Notification of Acceptance/Non-acceptance..... 9

    2.7. Parental Verification ..... 9

    2.8. Probation for New Students..... 9

    2.9. Re-registration..... 9

3. TUITION AND FEES ..... 9

    3.1. Adherence to Financial Policies..... 9

    3.2. Setting Tuition Rates and Other Fees..... 9

    3.3. Tuition Payments ..... 9

    3.4. Financial Contract Agreements ..... 9

    3.5. Books/Supplies/Technology Fee..... 9

    3.6. Processing Fee-..... 9

    3.7. Returned Checks ..... 9

    3.8. Failure to Pay Tuition and Fees ..... 9

        3.8.1. Collection of Unpaid Tuition and Fees ..... 10

    3.9. Refunds\* ..... 10

        3.9.1. Refund for Tuition Payments in Full, Transfers Before School Year ..... 10

        3.9.2. Payments in Full, Transfer During the School Year ..... 10

## The Academy of Saint Matthias the Apostle Policies and Procedures

3.9.3.	Transfers During a Month.....	10
3.9.4.	Application and Re-registration Fees.....	10
3.9.5	Pastor Letter.....	10
3.9.6	Withdrawal fee.....	10
3.10.	Late Pickup Fee.....	11
3.11.	Service Hours.....	11
3.12.	Fundraising.....	11
4.	ACADEMIC POLICIES/PROCEDURES.....	11
4.1.	Spiritual Life Program.....	11
4.2.	Academic Program.....	12
4.2.1.	Special Needs.....	12
4.2.2.	Inclusion Program.....	12
4.2.3.	Homework.....	12
4.2.4.	Classroom Work.....	12
4.2.5.	Work Missed Due to Absence.....	13
4.2.6.	Progress of Grades.....	13
4.2.7.	Report Cards.....	13
4.2.8.	Academic Honors.....	14
4.3.	Promotion to Next Grade Level.....	14
4.3.1	Philosophy on Promotion-.....	14
4.3.2	Kindergarten Admissions and Promotion.....	14
4.4.	Summer School.....	14
4.5.	Textbooks/Workbooks.....	15
4.5.1.	Textbooks Rented From the School.....	15
4.5.2.	Consumable Books.....	15
4.6.	Technology and the Internet.....	15
4.6.1	Electronic Devices.....	16
4.7.	Instrumental Music Program.....	16
4.8.	Testing.....	16
4.9.	Counseling Opportunities and Expectations.....	16
4.10.	Evaluations by Out-of-School Agency/Person.....	16
5.	OPERATING PROCEDURES.....	17
5.1.	Hours of Operation.....	17
5.1.1.	School Office Hours.....	17

## The Academy of Saint Matthias the Apostle Policies and Procedures

5.1.2.	Classroom Hours for Grades Pre-K-8 .....	17
5.1.3.	School Supervision .....	17
5.1.4.	Pickup After 3:00 p.m.....	17
5.2.	After-School Activities.....	17
5.3.	Inclement Weather Schedule Changes .....	17
5.3.2.	Early Closings .....	17
5.4.	Absence/Tardiness.....	18
5.4.1.	Absence .....	18
5.4.2.	Tardiness.....	18
5.4.3.	Attendance.....	18
5.5.	Leaving School Premises During School Hours .....	19
5.6.	Field Trips.....	19
5.7.	Visitors .....	19
5.8.	Recess and Lunch Rules.....	20
5.9.	In-School Passes.....	20
5.10.	Phone .....	20
5.11.	Health/Health Room .....	20
5.11.1.	Health Room Records.....	20
5.11.2.	Medical Restrictions on School Activities .....	20
5.11.3.	Use of Health Room.....	21
5.11.4.	Unavailability of Parent/Guardian .....	21
5.11.5.	Administration of Medication.....	21
5.11.6.	Student Medical Conditions.....	21
5.11.7.	Dismissal of an Ill Student.....	21
5.11.8.	Notification of Parent/Guardian.....	22
5.12.	Traffic Patterns and Parking .....	22
5.12.1.	General .....	22
5.12.2.	Morning Arrival (See traffic diagram on page 46.).....	22
5.12.3.	Afternoon Dismissal ( See traffic diagram on page 48) .....	22
5.12.4.	Parking During School Hours.....	22
5.13.	Communications .....	23
5.13.1.	Calendar.....	23
5.13.2.	Orientation for New Parents .....	23
5.13.3.	Back-to-School Night.....	23

## The Academy of Saint Matthias the Apostle Policies and Procedures

5.13.4.	Bridges Newsletter.....	23
5.13.5.	Weekly Brown Envelope.....	23
5.13.6.	Thursday Academic Folder.....	23
5.13.6.	Cornerstone Information System.....	23
5.13.8.	Report Cards.....	23
5.13.9.	Principal's Availability.....	23
5.13.10.	Mandatory Conference.....	23
5.13.11.	Other Parent/Teacher Conferences.....	23
5.13.12.	Order of Communication.....	23
5.13.13.	E-mail.....	24
5.14.	Lost and Found.....	24
5.15.	School-sponsored Events or Other Events.....	24
6.	SCHOOL UNIFORMS.....	24
6.1.	Tag Day/Picture Day/Out of Uniform.....	24
6.2.	Scout Uniforms.....	24
6.3.	Warm Weather Uniforms.....	24
6.4.	Pre-K students.....	25
6.5.	Girls Regulation Uniforms.....	25
6.5.1.	Girls, Grades K-5.....	25
6.5.2.	Girls, Grades 6-8.....	25
6.6.	Boys Regulation Uniforms.....	25
6.6.1.	Boys, Grades K-5.....	25
6.6.2.	Boys, Grades 6-8.....	26
6.7.	P.E. Uniforms and Uniform for 4 Year Olds Pre-K.....	26
6.8.	Uniform Shoes - All Grades - Girls and Boys.....	26
6.9.	Hair Styles and Grooming.....	26
7.	DISCIPLINE POLICIES and PROCEDURES.....	27
7.1.	Overview.....	27
7.2.	Restriction of Privileges and School Attendance.....	27
7.2.1.	Offenses Subject to Procedures in Section 7.5.....	28
7.2.2.	Other Reasons for Termination of Enrollment.....	28
7.2.3.	Threats.....	28
7.3.	Defacing or Destruction of School Property.....	29
7.4.	Maternity/Paternity.....	29

The Academy of Saint Matthias the Apostle Policies and Procedures

8.	ADMINISTRATIVE POLICIES AND PROCEDURES.....	29
8.1.	Prevention Programming.....	29
8.2.	Child Protection Policy.....	29
8.2.1.	Child Abuse Policy.....	30
8.3.	Security.....	30
8.4.	Safety Plan.....	30
8.4.1.	Daily Safety Plan.....	30
8.5.	Change of Address or Phone Number.....	31
8.6.	Separated or Divorced Parents/Guardians.....	31
8.7.	Student Records.....	31
8.7.1.	General.....	31
8.7.2.	Categories of Records Maintained.....	32
8.7.3.	Access to Records.....	32
8.7.4.	Publication Release.....	32
8.7.5.	Transfer of a Student.....	32
8.8.	Parent Organizations.....	33
8.9.	Amendments to the Policies and Procedures Manual.....	33

## 1. INTRODUCTION

### 1.1. Mission Statement

The Academy of Saint Matthias the Apostle is a learning community of faith and service rooted in the values and beliefs of the Catholic Church, and dedicated to promoting educational excellence for all students.

### 1.2. Beliefs

We believe that:

- Jesus is the best model for teachers and students.
- Parents are the primary educators of their children.
- The responsibility of educating children and teaching them the beliefs of the Catholic Church is shared with parents, teachers, administrators, the parish, and the community.
- Teachers and parents work together best when they communicate frequently in a spirit of cooperation.
- Parents, teachers, administrators, and members of the school community work together to create an atmosphere in which children grow in faith and develop their God-given gifts, their self-esteem, and the ability to make responsible decisions.
- The parish and school work together to meet the needs of both communities.
- All decisions are made based on the best interests of the students.
- Students thrive best in an environment in which their spiritual, emotional, intellectual, physical and cultural welfare is nurtured.
- Social justice, appreciation of diversity, and concern for others are important aspects of students' education.
- All children can learn and succeed.
- A safe, secure learning environment fosters student achievement and excellence.
- A rigorous and challenging academic program promotes student growth and academic achievement.
- Differentiated instruction is essential for effective learning.
- The administration and faculty maintain the educational standards required by the Archdiocese of Washington and the State of Maryland.
- Excellence is the result of commitment to continuous improvement and life-long learning.

**The Academy of Saint Matthias the Apostle is a Responsive Classroom School. We strongly believe in the need for emotional and social growth and support to be present for academic growth to occur.**

#### 1.2.1. Non-Discrimination Policy

The Academy of Saint Matthias the Apostle does not discriminate on the basis of race, national or ethnic origin, age, religious affiliation or gender in the administration of admissions procedures, educational programs, personnel policies, financial aid, athletics, or any other school-administered program. In accordance with Archdiocesan Policy #2520, the school does not discriminate against any applicant, employee or student because of sex.

### 1.3. Parents'/Guardians' Responsibilities to the School

All parents are required to:

1. Understand and support the religious nature of the school
2. Partner with the school in the education of their children
3. Promote the school and speak well of it to others
4. Keep current with all the communications from the school
5. Establish a good working relationship with their child/ren's teachers
6. Attend parent meetings and conferences
7. Support the fundraising efforts of the Home/School Association
8. Participate in the Service Hours Program
9. Meet all financial obligations in a timely manner.

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

### 1.4. Accreditation

The Academy of Saint Matthias the Apostle is fully accredited by AdvancEd, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

### 1.5. Compliance

The policies and procedures in this manual are in conformity with the policies in the Archdiocesan Policies and Regulations book. An agreement must be signed yearly by parents in support of the policies.

## 2. ADMISSIONS/ENROLLMENT POLICY

**2.1. Criteria** - Admission to The Academy of Saint Matthias the Apostle shall be considered for students who meet the criteria listed below.

1. Satisfactory progress in academic grades
2. Standardized test scores that reflect at or above grade level achievement
3. Satisfactory conduct reports
4. Satisfactory performance on screening test administered by The Academy of Saint Matthias the Apostle
5. Satisfactory attendance records
6. Age requirement guidelines.

This information is reviewed by the principal, and the final acceptance determination is made by the principal.

**2.2. Priority** - Qualified students who apply for admission to the School for Grades Pre-K-8 are admitted in the following priority sequence, on a space available basis:

1. Faculty/Staff children and siblings of current students
2. Children of registered, practicing and participating members of Saint Matthias Apostle Parish
3. Children of registered members of other Catholic parishes
4. Non-Catholics.

### 2.3. Catholic Discounted Tuition Rate Requirements

Qualification for the discounted tuition rate is reviewed at the time of registration or re-registration

## The Academy of Saint Matthias the Apostle Policies and Procedures

for each new academic year. A family will qualify for the reduced tuition rate based on the following criteria and principles:

1. Parents must apply EACH SCHOOL YEAR for the Catholic discounted rate. This is done by completing the VERIFICATION FORM. The pastor of Saint Matthias Parish will review each application and give final approval of the Catholic discounted rate. The deadline for the application process is strictly enforced.
2. A family must be registered parishioners of a Catholic Church in the Archdiocese of Washington.
3. The family (parent/s and child/ren) must be actively practicing their faith by weekly attendance at Sunday Mass or services.
4. The family must express in a consistent manner the sharing of time, talent and treasure with the parish community. Note: This may be manifested in volunteering, organization involvement/membership, offertory contributions of \$25.00 minimum weekly and \$20.00 minimum monthly in building and maintenance fund and/or other suitable means.
5. A regular and consistent manner in which they meet their obligations (financial or otherwise) to the school during the previous year, unless extenuating circumstance exist and are made known to the principal and/or Pastor.
6. Parents must notify the principal and the Pastor of a financial need.

The family understands that payments toward tuition do not constitute a charitable contribution to the church since goods and services are received for tuition payments, namely, the education of the child. Tuition payments are not tax deductible.

### 2.4. Religious Participation Requirement

To conform with Archdiocesan policy 3620, Parent/Guardian Cooperation: Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of The Academy of Saint Matthias the Apostle. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that The Academy of Saint Matthias the Apostle derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of The Academy of Saint Matthias the Apostle. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and The Academy of Saint Matthias the Apostle.

### 2.5. Required Items from Parents/Guardians - Parents who are seeking admission to The Academy of Saint Matthias the Apostle for their children must submit **an application through TADS, including** the following items:

#### 2.5.1. Applicants for Grades Pre-K-8

- a. A completed Application for Admission
- b. A non-refundable Application Fee
- c. A copy of the student's current report card and a copy of the previous year's report card
- d. A copy of the student's latest standardized test scores
- e. Baptismal Certificate (if Catholic)
- f. Birth Certificate
- g. Books/Technology/Supply Fee
- h. Service Hours Fee if you are unable to volunteer (See Section 3.11.)
- i. Immunization Policy Acknowledgement and Health Assessment & Health Evaluation Forms



**All forms are required before the student begins school.**

- 2.6. **Notification of Acceptance/Non-acceptance** - All applicants will be notified within three (3) weeks of testing as to their admittance status.
- 2.7. **Parental Verification** - Parents are required to notify the school, within one week of receiving the financial contract, of the acceptance of the space for the coming year. This is done by signing and returning the financial contract **through TADS**.
- 2.8. **Probation for New Students** - All students are given a one year probation period. If a student fails to comply with the school's philosophy, code of behavior, or academic expectations, the parents will be asked to withdraw their child from school. This request will occur at a conference with the parents. Probation may be extended into the next year.
- 2.9. **Re-registration** - Parents are required to re-register their child for each school year and pay the re-registration fee. Re-registration is accepted on the basis of academics, discipline, financial records and parent support.

### 3. TUITION AND FEES

- 3.1. **Adherence to Financial Policies** - All policies regarding finances are strictly enforced.
- 3.2. **Setting Tuition Rates and Other Fees** - Tuition rates, registration fees, book fees, and all other fees are determined on a yearly basis. Tuition rates are proposed annually by principal. **The rates are reviewed by the Parish Finance Council for the final approval of the Pastor.**
- 3.3. **Tuition Payments** - Tuition is processed through **TADS**. You must notify the school in writing of any changes in your banking arrangements a minimum of 10 days before the due date. **Failure to notify the school will result in the assessment of an Administrative Fee of \$100 and may result in the expulsion of the student(s) from the school.**
- 3.4. **Financial Contract Agreements** - All parents are required to sign a Financial Contract Agreement through TADS for tuition payments for each school year. This contract may not be edited or altered in any way by the parents.
- 3.5. **Books/Supplies/Technology Fee** - This fee is due June 1st for the following school year. Students whose fees are not received by June 5th are removed from the class list for the coming school year. This fee is non-refundable.
- 3.6. **Processing Fee-** A Processing Fee of \$35 will be charged for any changes in financial arrangements made with the school.
- 3.7. **Returned Checks** - The fee for returned checks is \$35.00. After two returned checks per school year, all payments must be paid in certified funds.
- 3.8. **Failure to Pay Tuition and Fees** - Report cards and conferences will be withheld each marking period until all debts are paid. In addition, no student transcripts or recommendations will be forwarded to other schools. Students will not be eligible for honor roll awards. Debts are defined as follows:
  - Tuition
  - Late fees
  - Late pickup fees
  - returned checks and fees

## The Academy of Saint Matthias the Apostle Policies and Procedures

- ESP payments
- HSA debts
- Library books and materials
- CYO fees
- Fundraising fees
- Volunteer service hours
- lost or damaged textbooks and other school-issued materials
- Damage to school property

Students may be suspended five (5) days after quarterly report cards are distributed if debts are not paid. The school reserves the right to cancel the registration of any student whose family fails to satisfactorily meet financial obligations during the preceding semester. All debts must be paid in full before a student can be re-registered for the following school year. Eighth grade diplomas will be withheld until all fees are paid in full. Additionally, students may not participate in graduation exercises.

**3.8.1. Collection of Unpaid Tuition and Fees** - Any outstanding debts will be referred to a collection agency determined by the Pastor. A surcharge of up to 30% will be assessed to cover the cost of the agency's services. In addition, the school reserves the right to impose other penalties, up to and including any and all legal fees and/or costs associated with said collection. All such debts defined herein, as well as those not specifically delineated, will be paid by the guarantor of the outstanding bill.

### 3.9. Refunds\*

**3.9.1. Refund for Tuition Payments in Full, Transfers Before School Year** - Students whose families have made tuition payments in full, but wish to withdraw their child(ren) prior to August 10th, will receive a tuition refund, minus a five percent (5%) penalty.

**3.9.2. Payments in Full, Transfer During the School Year** - Families who pay tuition in full and transfer their child(ren) out during the school year will receive refunds as follows:

- After August 10th, but before November 1st, 80%;
- After November 1st, but before January 31st, 60% refund;
- After January 31st, but before March 1st, 40% refund; and
- After March 1st, no refund.\*

**3.9.3. Transfers During a Month** - Parents who are making monthly payments through TADS or the school and decide to transfer students out during a particular month will NOT be refunded any tuition or Extended School Program (ESP) fees. Any and all other fees will not be prorated or refunded. Written notification of withdrawal must be given to the Principal.

**3.9.4. Application and Re-registration Fees** - Re-registration and application fees are non-refundable.

**3.9.5. Pastor Letter** - A letter from the Pastor will not be given until the school is officially notified in writing of withdrawal from school.

**3.9.6. Withdrawal fee** - Families who choose to withdraw a student or students prior to the start of school and have completed enrollment and set-up for admission to the Academy of Saint Matthias are required to pay a \$1,000 withdrawal fee per student and are required to pay the required fundraising fee as well as the volunteer service hour fee.

**\*All requests for tuition refunds must be submitted in writing and acknowledged by the Principal, by the appropriate deadline. E-mails are not acceptable.**

- 3.10. Late Pickup Fee** - A fee of \$1.00 a minute per child is charged for late pickup at dismissal time, beginning at 3:00 p.m. on full days, and at 12:00 p.m. on half days.
- 3.11. Service Hours** – The Academy of Saint Matthias the Apostle families are REQUIRED to complete 24 hours of service in any of the following areas: school activities, Home & School Association activities, CYO, or Scouts. These activities are divided into two categories: those that require Child Protection Clearance and those that do not require Child Protection Clearance. Parents are given an opportunity to sign up for areas of service at the start of each school year. Families who choose not to complete the 24 hours of service are assessed a fee of \$400. Extra service hours completed by one family may not be transferred to another school family. **All service hours must be completed by May 1st. Service hour fee is assessed for families who have not completed their hours, even if they withdraw from the school before the end of the year.**

**Parents who withdraw a student prior to the end of the year are still required to complete the hours by the date of withdrawal or pay the \$400 fee.**

- 3.12. Fundraising** - In order to raise funds for the school, the Home/School Association conducts one major fundraiser each year. This is held at the start of the school year. Parents are REQUIRED to participate in the Subscription Raffle Program. Each family is given 14 tickets to sell at \$25 each. If parents choose not to participate, they are assessed a fee of \$350. The school supports this fundraiser. Financial debts to Home/School are enforced as stated in this policy manual.

Parents who withdraw a student prior to the due date for raffle ticket monies are still required to pay the \$350 for the raffle tickets.

## **4. ACADEMIC POLICIES/PROCEDURES**

- 4.1. Spiritual Life Program** - The Academy of Saint Matthias the Apostle follows the mission to teach as Jesus did. This is a four-fold mission: message, worship, community and service.
- A. **Message**  
Religious education at The Academy of Saint Matthias the Apostle is directed toward enabling the students' faith to "become living, conscious, and active through the light of instruction" (To Teach As Jesus Did, p. 102). The religious education program reflects the content of all sources of Church documents. Only approved textbooks are used.
  - B. **Community**  
The Academy of Saint Matthias the Apostle is a faith community that lives, prays, works and plays together. A family atmosphere is created where students flourish. Positive peer, parent and staff relationships are formed and extend beyond the walls of the school to the entire faith community. Students are closely linked to the life of the parishes.
  - C. **Worship**  
The Academy of Saint Matthias the Apostle is a community of faith. To this end, students and faculty participate in Eucharistic liturgies and other forms of prayer.
  - D. **Service**  
At The Academy of Saint Matthias the Apostle students learn about human needs, justice, mercy and peace. They are given opportunities to respond to the needs of others by working together on numerous service projects.

**4.2. Academic Program** - The curriculum at The Academy of Saint Matthias the Apostle is in accordance with Archdiocesan regulations and guidelines set forth by the Catholic Schools Office. The curriculum is implemented by the principal and faculty to meet the needs of the students.

**4.2.1. Special Needs** - The Academy of Saint Matthias the Apostle strives to meet the individual needs of each student to the extent that resources are available. The school cooperates with various school districts, as well as private evaluators, to assist in assessing students' educational needs.

**4.2.2. Inclusion Program** - In collaboration with the Student Assistance Team (SAT), the resource teacher provides support and accommodations in and out of the classrooms for students with identified needs. The resource teacher works with teachers and parents in the development and implementation of educational plans.

**4.2.3. Homework**

1. Homework assignments are required of all students. The general guidelines are as follows:

Grades K-2	1/2 hour
Grades 3-5	1 hour
Grades 6-8	1 1/2 hours

Parents/guardians are expected to support and comply with these homework guidelines and additional guidelines specified by their child's teachers.

2. Homework assignments are to be completed by the assigned date and in the manner required by the teachers.

3. Students are responsible for all homework assignments. Absences from school, tardiness, vacation, suspension, early dismissals, band lessons, rehearsals, etc., are not acceptable as reasons for not having the required homework assignments.

4. Teachers are not required to give homework assignments before extended vacations, but may do so at their discretion.

5. It is the responsibility of the parents/guardians to check tests and other school work handed back by the teacher. Please check **both work coming home and grades posted on the Cornerstone website.**

6. In the interest of safety and to foster responsibility, students are not permitted to return to their classrooms or lockers after dismissal. Students have ample time before dismissal to pack the materials they need to complete assignments.

**4.2.4. Classroom Work**

1. Tests that have been missed for a valid reason are required to be made up. Failure on the part of a student to make up required tests **may** result in the student receiving a zero for the grade.

2. Classroom assignments are to be completed as required by the teachers.

3. Students are responsible for all classroom assignments. Absence from school, tardiness, vacation, suspension, early dismissal, band lessons, rehearsals, etc., are not acceptable reasons for not having the required classroom assignments.

#### 4.2.5. Work Missed Due to Absence

- A. Homework and classroom work for any student who is absent may be obtained by the parents/guardians by calling the School Office and requesting assignments. Calls for requests must be made by **8:15 a.m.** Assignments and materials will be available for pickup between **3:00 and 3:15 p.m.**
- B. It is the responsibility of the student and parent/guardians to obtain from the teacher(s) all assignments and tests required to be made up because of absence.
- C. It is the responsibility of the student to hand in all completed make-up work to the appropriate teacher(s).
- D. Students are permitted no more than 2 times the number of days absent (up to 10 calendar days) to complete all required assignments (class work, homework, tests, and quizzes). Example:

If a student misses 4 consecutive days, the student will have 8 calendar days in which to complete all assignments.

#### 4.2.6. Progress of Grades

- A. **Student progress can be measured online using Cornerstone and by tracking student progress in assessments and work sent home.**
- B. **Families are encouraged to set up conferences or otherwise contact teachers if any questions arise about a student's progress.**

#### 4.2.7. Report Cards

- A. The Academy of Saint Matthias the Apostle utilizes the required report card of the Archdiocese of Washington. Multiple assessments are used when determining grades such as: tests, quizzes, classwork, homework, projects, and participation.

The grading scale for students is as follows:

**Grades preK-3: use a skill-based report card, with achievement marked in different categories.**

**Grades 4-8:**

A = 93-100

B = 85-92

C = 77-84

D = 70-76

F = Below 70

Students receive a grade from the **Related Arts** subjects: art, music, physical education:

E = Excellent

I = Improvement Needed

G = Good

U = Unsatisfactory

S = Satisfactory

- B. Report cards are distributed four times a year for Grades 1-8 and two times a year for Pre-Kindergarten and Kindergarten.
- C. **In November**, parent/guardian-teacher conferences are required for students in Grades Pre-K-8.
- D. Failure of parent/guardian to attend the mandatory conference will result in no report card being issued to a student until a conference has been held.
- E. A report card will not be distributed to a student if tuition and fee payments are

not current. This includes home/school and CYO debts.

#### 4.2.8. Academic Honors

An Honor Roll and a Principal's List for Grades 4-8 will be published at the end of each quarter marking period. Students are eligible for academic honors only if all financial obligations have been satisfied and the academic requirements listed below have been met. The requirements for the Honor Roll and the Principal's List are as follows:

- A. Principal's List  
Minimum Requirements:
  - Grade of A in Reading, Religion, Math, English, Social Studies, Science, Vocabulary and Spanish for the marking period
  - E in Music, Art and P.E. for the marking period
  
- B. Honor Roll  
Minimum Requirements:
  - Grade of B in the following subjects: Reading, Religion, Math, English, Social Studies, Science, Vocabulary and Spanish for the marking period
  - S in Music, Art and P.E. for the quarter marking period

### 4.3. Promotion to Next Grade Level

#### 4.3.1 Philosophy on Promotion-

**Promotion to the next grade is dependent on many variables, including academic levels, and social/emotional development. The need to retain student is a decision made over the course of the year by the classroom teacher(s), resource teacher and principal.**

#### 4.3.2 Kindergarten Admissions and Promotion

**In accordance with the Archdiocese of Washington Policy 3513: Students seeking admission into an Archdiocesan school shall follow age admission guidelines of the local jurisdiction in which the school is located. Early admission may be considered if a child has been identified as eligible by his/her local public school. Documentation of early admission eligibility shall be on file at the school. Students' ages shall be verified by a birth certificate, Baptismal certificate of U.S. government-issued identification.**

### 4.4. Summer School

- A. If a student has received a D or F average for the year on the report card, at its discretion may require the student to attend an approved summer school or be tutored by an approved tutor. The student will also be required to provide written proof of attendance and a passing grade during the summer session to the School before going on to the next grade level.
  
- B. Failure of a student to attend required summer school/tutoring may result in the student not being allowed to return to The Academy of Saint Matthias the Apostle the following year.
  
- C. Failure to successfully complete the course may result in a student not being promoted to the next grade or the student may be required to attain additional requirements during the school year.

## 4.5. Textbooks/Workbooks

### 4.5.1. Textbooks Rented From the School

- a. Textbooks are to be covered at all times with covers which will protect the books and not cause damage when applied or removed.
- b. The name of the student using the book is to be written in the appropriate space.
- c. Any textbook lost or damaged is to be paid for by parent/guardian before a final report card is issued to the student.
- d. At the end of the school year, the textbooks must be returned to the school before a final report card is issued to the student.
- e. Pictures, drawings and graffiti are not to appear on books or covers.

### 4.5.2. Consumable Books

- a. Purchased consumable books belong to the student, but may be collected by the teacher at the end of the school year.
- b. The name of the student must be written in the appropriate space.
- c. The teacher may require that consumable books be covered with clear contact paper.
- d. Workbooks that are lost or no longer usable must be replaced at parent/guardian expense.
- e. Pictures, drawings and graffiti are not to appear on any consumable books.

## 4.6. Technology and the Internet

To conform with Archdiocesan Policy 3212, Acceptable Use of Technology and Internet by Students in Catholic Schools:

Students shall use all Technology Equipment, including, but not limited to, computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state, or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School’s Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher’s permission; shall only use the Internet for school-related projects and shall visit only the sites assigned



## The Academy of Saint Matthias the Apostle Policies and Procedures

by the teacher; shall not ‘surf’ the Internet or visit ‘Facebook’ or any other social networking websites while at school; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers, or the name and location of the school.

Each student’s parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

**4.6.1 Electronic Devices** - Students may bring electronic readers to school after parents and students have completed and submitted the The Academy of Saint Matthias the Apostle E-Reader Acceptable Use Policy and Agreement Form. Projects that require the use of personal electronic devices such as laptop computers, notebooks, iPads may be brought to school for the duration of the project. Parents and teachers must give permission by completing the appropriate form.

**4.7. Instrumental Music Program** - The Academy of Saint Matthias the Apostle participates in the Archdiocesan Instrumental Music Program for students in Grades 4 to 8. The Archdiocesan Program assigns a qualified music instructor. All financial arrangements, lessons and rental/purchase of instruments are handled privately between parents and the Band Director. The school permits students in the band to be released from classes for a half hour lesson each week. The schedule is set up on a rotating basis so that the same academic classes are not always missed. It is the responsibility of the student to make up the work from a missed class.

**Libraries** - The Academy of Saint Matthias the Apostle has two libraries. The lower level library is for students in Pre-K to 3. The upper level library is for students in Grades 4-8. Each library is staffed by a librarian who is responsible for assisting students with checking out books and reading to the classes. Students who check out library books must have them returned by the proper time set by the school’s librarians. Fines are assessed for late returns and lost materials.

**4.8. Testing** - Students are required to participate in the Archdiocesan Standardized Testing Program. These tests are held in the fall, winter and spring of each school year. Results of these tests are shared with the parents.

**4.9. Counseling Opportunities and Expectations** - St. Matthias is committed to providing a safe and supportive environment for each of its students. Students or parents who request the assistance of a counselor will be directed to the resource teacher for help and/or referral. If the school identifies a student who needs counseling services, it will provide such referral to the parents/custodial parent(s)/legal guardian(s)/social services. Should the child’s parents/custodial parent(s)/legal guardian(s)/social services decide to refrain from acting upon the referral, the school may not be able to meet the needs of the child(ren).

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to The Academy of Saint Matthias the Apostle. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency

**4.10. Evaluations by Out-of-School Agency/Person**

- A. If the School determines that it is necessary to request an evaluation (medical, academic and/or psychological) of a student, it is the responsibility of the parent/guardian to have the evaluation completed by a licensed professional and the results provided to the school.
- B. Failure of parent/guardian to have the evaluation done can result in the student not being permitted to remain in the school.



## 5. OPERATING PROCEDURES

### 5.1. Hours of Operation

#### 5.1.1. School Office Hours

- a. Monday through Friday: **7:45 a.m.-3:15 p.m.**
- b. Saturday, Sunday and Holidays: Closed

Please check with the school office for summer hours.

#### 5.1.2. Classroom Hours for Grades Pre-K-8

- a. Monday through Friday: **8:00 a.m.-3:00 p.m.**
- b. Early dismissal dates specified on the school calendar: **8:00 a.m.-12:00 p.m.**

#### 5.1.3. School Supervision - The School does not provide supervision **before 8:00 a.m. or after 3:00 p.m.** The School does not accept responsibility for the children who arrive before 8:00 a.m. and who do not leave after 3:00 p.m. unless enrolled in the Extended School Program.

Students dropped off before 8:00 a.m. will be charged a child care fee.

#### 5.1.4. Pickup After 3:00 p.m. - All students are to be picked up from school no later than 15 minutes after dismissal; that is, 3:00 p.m. on normal days and 12:00 p.m. on half-days. If a child is not picked up on time, a parent must come into the building to pick up the child. See Section 3.10. After 3:20 p.m., students will be sent to after care. Late fees and drop-in fees will be charged.

### 5.2. After-School Activities

Parents are responsible for picking up children who are involved in school-related activities that occur after school dismissal. Children must be picked up at the designated time.

### 5.3. Inclement Weather Schedule Changes

#### 5.3.1. Delayed Openings and Emergency Situations - In case of inclement weather, parents/guardians are asked to listen to the radio, check their e-mail/voice mail, and to follow the procedures listed below:

- a. The School follows the same policy as the Prince George's County Public Schools.
- b. TV stations and radio stations carry delayed opening of schools for Prince George's County. Parents will be notified via school email if they have registered on the school's website.
- c. In the event of inclement weather or emergency on a day that Prince George's County Schools are previously scheduled to be closed, parents/guardians should follow the directives provided by the Archdiocese of Washington.
- d. The Pre-Kindergarten and Kindergarten follow the same hours as the rest of the school.
- e. The scheduled early dismissal days will result in the closing of school for that day.

#### 5.3.2. Early Closings - If school is already in session and for reasons of weather or emergency it becomes advisable to close early, parents/guardians are asked to listen to the radio, check their e-mail/voice mail, and to follow these procedures:

## The Academy of Saint Matthias the Apostle Policies and Procedures

- a. The school follows the same policy as Prince George's County Public Schools.
- b. TV stations and radio stations will broadcast the closing. Parents will be notified via school email if they have registered on the school's website.
- c. If school is dismissed early due to weather or emergency, there will be no after-school activities, including after care (ESP).
- d. If Prince George's County schools close at the regular time, but cancel after-school activities, **ESP will close at 4:00 p.m.**

### 5.4. Absence/Tardiness

#### 5.4.1. Absence - If a child is absent from school:

- a. Parents/guardians are to call the School Office between 8:00 and 9:00 a.m. the day of the absence and provide a written excuse the day the child returns to school. The written excuse is mandatory.
- b. When requesting homework and missed assignments, parents are to call the office by 8:30 a.m.
- c. In instances where a parent/guardian does not notify the school about a student's absence, the school will make a reasonable effort to contact the parent.
- d. Personal vacations during school time are strongly discouraged. When a child misses school because of family vacations or other reasons other than a child's illness or family emergency, the parent is responsible for requesting all missed assignments. **TEACHERS WILL NOT BE EXPECTED TO PROVIDE ASSIGNMENTS IN ADVANCE.**

#### 5.4.2. Tardiness

- a. Students who are not in their homeroom by **8:00 a.m.** are tardy for school.
- b. Tardy students **must be signed in by a parent/guardian in the front office before students are admitted to the school.**
- c. Excessive tardiness (9 or more) will disqualify the child's eligibility for a Perfect Attendance Award.
- d. Repeated and/or unexcused tardiness can affect a student's performance in school. Chronic lateness and/or absence may jeopardize re-registration in The Academy of Saint Matthias the Apostle.

#### 5.4.3. Attendance

To conform with Archdiocesan Policy 3535:

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer;
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes;
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian.

Any absence that does not fall into one of the above categories, or is not properly

## The Academy of Saint Matthias the Apostle Policies and Procedures

documented by the student's parent/guardian, is an unexcused absence.

### 5.5. Leaving School Premises During School Hours

- A. Students are not permitted to leave the school grounds without permission from the Principal.
- B. A student needs written permission, a phone call, a fax with parent signature, or the on-site presence of a parent/guardian in order to be released for early dismissal. All requests are subject to the approval of the Principal. E-mail requests will not be accepted. Due to traffic congestion and barricades on the parking lot, students will not be allowed to leave **after 2:30pm.**
- C. A parent/guardian picking up a student during school hours **must** report to the School Office and sign out the student. No parent/guardian is permitted to go directly to a classroom, health room, or the playground to get a student.
- D. Students may only be released to parents, guardians and those listed on the emergency card. If the pickup person's name is not on the emergency card, the parent must give a physical description and the driver's license must be presented at time of pickup. The office administrator will make a copy of the driver's license. If these regulations are not met, the student will not be released.
- E. If a change is made in the usual pickup, a written note must be sent to the school.

### 5.6. Field Trips

- A. The Field Trip Permission Form must be signed and returned to school before a student will be permitted to go on any school sponsored field trip.
- B. Parents/guardians with more than one child must submit a separate Field Trip Permission Form for each child attending.
- C. Field trip payments made by check should be made payable to The Academy of Saint Matthias the Apostle.
- D. Written notes will NOT be accepted in place of the standard field trip form.
- E. **Field trips are academic extensions of the classroom instruction. If a student is unable to attend a field trip, the fee is still assessed.**
- F. **If social/emotional/behavioral concerns arise, a student's parent or guardian may be required to attend as a chaperone with the student on the trip. Support and partnership of the parents may be required for attendance on class trips.**
- G. Parents may attend a field trip if chaperones are needed. The classroom teacher determines the number of chaperones needed.
- H. Chaperones must have child protection clearance and be approved by the teacher and **School Office.**
- I. Parents may not bring siblings or other children on field trips.
- J. If a parent does not allow a child to go on a field trip, then the student may not be in school for the duration of the trip.

### 5.7. Visitors

- A. Any person (including parents) coming to the school at any time is to report to the School Office. Before going anywhere in the school, visitors are required to register by signing in and must wear an identification badge during their stay.
- B. Parents shall not enter classrooms without reporting to the School Office first. Parents may not remove a student from class unless it is an emergency. The principal must give permission for a student to be called out of class.
- C. Parents/guardians must have permission from the principal and teacher before

visiting/observing a class.

## 5.8. Recess and Lunch Rules

- A. Since the children will usually be going out to recess, it is required that they come to school with proper attire.
- B. The students will not go out to recess if it is raining, snowing, bitterly cold, windy, or extremely hot. The recess duty teacher will monitor both the children and the weather and bring them in early if the situation warrants.
- C. Students are to obey the directions of the playground supervisors whether they are teachers or volunteer parents/guardians.
- D. Students must be polite, kind and caring with all classmates.
- E. Once a student leaves the building for recess, the student can only re-enter the building in case of emergency, i.e., to go to the Health Room or to go to the bathroom. Permission from the recess duty teacher is required for a student to re-enter the building.
- F. No student may be in a classroom during recess without a teacher present.
- G. Students must bring healthy snacks to be eaten during morning recess. All trash must be placed in the receptacles.
- H. Students are not allowed to bring sodas to school for snack or lunch.
- I. Students are not allowed to bring beverages in glass bottles/containers.

**5.9. In-School Passes** - During school hours a student is not permitted to be outside of the assigned classroom without permission.

**5.10. Phone** - It is requested that personal calls between parents and students be kept to an absolute minimum. Only emergency messages will be forwarded to a child.

Student outgoing messages will also be limited to emergency messages. Students may only use the phone in the front office. Students may not use the phone to ask parents to bring forgotten homework, band instruments, etc.

Teachers are not available for calls during the school day. It is school policy that teachers' home phone numbers are not released to the school community. Parents wishing to contact teachers may do so by sending a note with their child, calling the school office or contacting the teacher by e-mail. The teacher will respond as soon as possible.

Students may not use cell phones on school property. Cell phones **will** be confiscated if seen or heard **and a parent/guardian must come and pick up the cellphone in order for it to be returned to the family.**

## 5.11. Health/Health Room

### 5.11.1. Health Room Records

- A. A complete record of immunizations and vaccinations is required by state law. A student is not permitted to remain in school if a current record of required vaccinations is not on file in the school office.
- B. Health Assessment and Health Evaluation forms are **REQUIRED** for each student. Once the forms are on file at the school, parents are required to update the forms as needed.
- C. Health Room Family Cards are to be completed on both sides and signed by the student's parent/guardian.

### 5.11.2. Medical Restrictions on School Activities

All students are expected to participate in outdoor activities. If a student is ill, the student

## The Academy of Saint Matthias the Apostle Policies and Procedures

should remain at home. If there are other medical reasons for a student to remain indoors, a note from the doctor must be sent to the teacher and the nurse/med. tech. with the medical explanation and the date the student can return to physical activity.

### 5.11.3. Use of Health Room

The Health Room is to be used for emergencies only. Parents/guardians of students visiting the Health Room too often with no evidence of injury or serious illness will be notified by the nurse/med. tech. If parents are called to pick up a sick child, they must do so within one hour. Please have a back-up person available if you are unable to pick up within one hour.

### 5.11.4. Unavailability of Parent/Guardian

It is the responsibility of parent/guardian to notify the school into whose custody a student can be released in case of illness or injury if the parent/guardian is going to be out of town or unavailable. No student will be released into the custody of anyone less than 18 years of age.

### 5.11.5. Administration of Medication

Students taking a prescription or over-the-counter medication:

- a. A medical permission form is required for students who require any medication. (The medication must be clearly marked with Student's name and be brought to the nurse/med. tech. by the parent along with the medication authorization form from the doctor. See also the sample medication administration forms at the end of this book or contact school nurse/med. tech.)
- b. The medication in its original container and instructions for its use, in writing, are to be hand delivered to the school nurse/med. tech.
- c. The student must report to the Health Room to receive the medication.
- d. No student is allowed to administer medication of any kind to himself or another student including: cough drops, Tylenol, Advil or ANY over-the-counter medication.
- e. Students are NOT allowed to have medication of any type in their desks, book bags, or otherwise in their possession.

### 5.11.6. Student Medical Conditions

It is the parent/guardian's responsibility to inform the school of any medical condition that may relate to their child's health and safety or affect the health and safety of any other child while at school.

### 5.11.7. Dismissal of an Ill Student

Any child with a temperature of 100 degrees or above, or who has vomiting, diarrhea, or a suspicious rash, must be picked up promptly. A child who is sent home with a temperature of 100° or higher, is vomiting or has diarrhea may not return to school for 24 hours, or until he/she is symptom free for 24 hours without the use of medication (e.g., Tylenol for fever).

Any child who displays symptoms of, or is suspected of having, a contagious disease, such as (but not limited to) conjunctivitis, impetigo, or ringworm may not return to school

## The Academy of Saint Matthias the Apostle Policies and Procedures

without a written statement of treatment from a doctor. If it is suspected that a child has head lice, he/she may not return to school until he/she has been treated and has been checked by the school nurse/med. tech.

If a child is on an antibiotic, he/she needs to be home for the first 24 hours before returning to school.

### 5.11.8. Notification of Parent/Guardian

The nurse/med. tech. will notify parents by phone of any injury or symptoms of illness that are an emergency or may need further evaluation. A daily log documenting illnesses, injuries and administration of medications is kept.

## 5.12. Traffic Patterns and Parking

### 5.12.1. General

1. Enter The Academy of Saint Matthias the Apostle property at the Route 450 / Seabrook Road entrance and drive around the back or front of the School as directed by school personnel and/or patrols.
2. Obey all Stop signs and arrival/dismissal policies.
3. Obey Safety Patrols.

### 5.12.2. Morning Arrival

1. Students are to be dropped off no earlier than **7:45am**
2. Students who are dropped off behind the building must exit their vehicle from the right side only. Drivers are to stay in a single line and fill in the entire space between classrooms 3 and K before letting children out of cars. Children should not be left off at their individual classroom doors.
3. Parents of students in grades K-8 are not to park cars and walk their children to the classrooms. Parents who have a compelling reason to **enter the school** must enter through the front door of the school and talk to the office administrator. **Teachers are not available for unscheduled meetings.**
4. Students are to report to homeroom immediately.
5. Students arriving late for school (after **8:00 a.m.**) are to be **escorted by a parent/guardian and signed into at the front office as they are school late.**
6. Pre-school students must be escorted by parents to their classroom. Parents may only travel through the building in a direct path to and from the preschool classroom.

### 5.12.3. Afternoon Dismissal

- a. Cars must be stopped in a designated line before children are released to cars.
- b. Teachers will direct students to their cars after the hand-bell rings.
- c. **Only those adults authorized are allowed to pick up a student, as indicated on the student's emergency card.** In the event that a parent requests that someone who is not on the emergency card to pick up, parents must direct that person to park in front of the church and go to the school office with proper identification. **Written notification from the parent is required ahead of time, or the parents will be contacted prior to the student being released.**

### 5.12.4. Parking During School Hours

No parking is permitted behind the school or in the lot in front of the Convent. These areas are used by the students for recess.

### 5.13. Communications

**Strong** communication between the home and school is essential for student success. The following is the communication system established by the School.

- 5.13.1. **Calendar** - A tentative yearly calendar is posted on the school Web site.
- 5.13.2. **Orientation for New Parents** – New parents are required to attend an orientation meeting. Each class also has “classroom parents” who help to provide information and coordinate activities.
- 5.13.3. **Back-to-School Night** - held in September, provides all parents an opportunity to meet the teachers and learn procedures and expectations for the school year. This is a required meeting.
- 5.13.4. **Bridges Newsletter** - A weekly newsletter is sent home to keep **families** informed of calendar dates, new developments, accomplishments, and events. **Bridges is also emailed to families.**
- 5.13.5. **Weekly Brown Envelope** - The School Office sends home a weekly envelope with the oldest child. This contains information about the school and the School’s organizations. Parents are to read the contents and respond as directed. All items that need to be returned should be placed in the envelope. The envelope is to be dated, signed and returned the next day, even if it is empty.
- 5.13.6. **Thursday Academic Folder** – **Many of our teachers** send home the students’ academic work for the parents to review **in a weekly folder**. It may also include other information from the child’s teachers. Each teacher will provide directions at the beginning of the year regarding what is to be signed and/or returned. Academic folders are to be returned the next day.
- 5.13.6. **Cornerstone Information System**– **Student progress can be tracked online using the Cornerstone system.**
- 5.13.8. **Report Cards** - The report card is a means of communicating the progress of students to their parents/guardians each quarter. **Once report cards are released, they are available through the Cornerstone program.**
- 5.13.9. **Principal’s Availability** - Parents/guardians may call the School Office during school hours to make an appointment or leave a message for the principal. The principal may also be e-mailed directly at **agreer@stmatthias.org**.
- 5.13.10. **Mandatory Conference** - A mandatory conference between a parent/guardian and teacher is required **in the fall** for Grades Pre-K-8.
- 5.13.11. **Other Parent/Teacher Conferences** - A parent/guardian wishing to speak to a teacher or set a conference **should e-mail the teachers directly. All conferences must be scheduled ahead of time.**
- 5.13.12. **Order of Communication** - The order of communication with the school concerning a particular classroom situation is as follows:
  - 1. First-conference between parent/guardian and teacher.
  - 2. Second-conference between parent/guardian, teacher and Principal.
  - 3. Third-conference between parent/guardian, teacher, Principal and Pastor.



## The Academy of Saint Matthias the Apostle Policies and Procedures

- 5.13.13. E-mail** - The principal, teachers, and the school office staff may be contacted via e-mail. E-mail is not appropriate for extensive concerns or negative comments.

### 5.14. Lost and Found

- A. Articles which are found will be kept by the Health Room for a 30-day period. After 30 days, unclaimed items will be donated to a local charity.
- B. All personal items (clothing, supplies, etc.) are to be marked with the student's name.

### 5.15. School-sponsored Events or Other Events

- A. The distribution and/or consumption of alcoholic beverages is not permitted at any school sponsored event where individuals under the age of twenty-one are present.
- B. While attending and/or participating in after school events, students are subject to the same rules and consequences as they are during school hours, whether or not their parents/guardians are present. This includes our Extended School Program and any school-sponsored clubs and activities.
- C. When both the parent/guardian and child attend a school function (e.g., HSA meeting, Science Fair, etc.), parents are expected to supervise their child at all times. When the parent fails to adequately supervise his/her child, the school may implement appropriate corrective measures to ensure both the safety of the child, others and school property, in addition to assuring proper behavior.
- D. Student birthday party invitations may only be distributed with the teacher's permission through school, if the entire class (or all boys or all girls) are invited.
- E. Students may not be picked up in limousines on school property or anywhere within a 3 mile radius of the school.

## 6. SCHOOL UNIFORMS

All school uniforms are to be purchased from an approved uniform company. The school reserves the right to reject any apparel that is inconsistent with the approved uniform. The approved vendor is The Carousel Clothing Company, 2939 Festival Way, Waldorf, MD 20601 (301-843-8884).

Complete uniforms are to be worn every school day except Tag Days or when specifically instructed otherwise (e.g., for field trips, spirit days, etc.). See Section 7.3.3. Uniform Reminders.

### 6.1. Tag Day/Picture Day/Out of Uniform

On days that the school has scheduled a tag day, spirit day, picture day, or in the event that a student is out of uniform for any other reason, students should dress in clothes appropriate for the learning environment. Should a teacher, along with the assent of the principal, determine that a student's attire is inappropriate and disruptive, parents will be called to bring a change of clothing and the student will be asked to change.

### 6.2. Scout Uniforms

Students who are in Scouts may wear their Scout uniforms on the day of their meeting.

### 6.3. Warm Weather Uniforms

The warm weather uniform for all boys and girls in grades kindergarten to 8 during August, September, May and June:



## The Academy of Saint Matthias the Apostle Policies and Procedures

Navy blue dress shorts and black belt; dress shorts may not extend below the knees or more than 3 inches above the knees for both boys and girls. Girls may wear navy blue uniform skorts that do not extend below the knees or more than 3 inches above the knees.

White short sleeve polo style shirt with school logo; shirt must be tucked in at all times. Belt must be fastened at the natural waistline.

White ankle socks

Uniform shoes or P.E. sneakers that are clean and in good condition.

If a student does not wish to wear a warm weather uniform, the entire regulation uniform must be worn. Students may not mix winter uniform with warm weather uniform.

**6.4. Pre-K students** wear only P.E. uniform (see 6.7.).

### **6.5. Girls Regulation Uniforms**

#### **6.5.1. Girls, Grades K-5**

The Academy of Saint Matthias the Apostle plaid jumper (burgundy and gray plaid), hemline to be no more than 1"-2" above the knee

OR

Gray uniform pants (pants cannot be worn with jumper)

Blouse - White, Peter Pan collar, short or long sleeves

White plain ankle socks, white knee socks, or burgundy or black tights only - no lettering or logos (no leggings or pants allowed in school).

Burgundy cardigan sweater (OPTIONAL).

Black shoes

#### **6.5.2. Girls, Grades 6-8**

The Academy of Saint Matthias the Apostle pleated heather gray kilt, hemline to be 1"-2" above the knee

OR

Gray uniform pants (pants cannot be worn with kilt)

Blouse - White Oxford button-down collar, short or long sleeves

Navy blue V neck sweater - no monograms or emblems - required October through April

OR

Navy blue V neck sweater vest - REQUIRED October through April

White plain ankle socks, white knee socks, or black tights only (no leggings or pants allowed in school).

Black shoes

### **6.6. Boys Regulation Uniforms**

#### **6.6.1. Boys, Grades K-5**

Oxford gray dress pants and black belt

White polo-style shirt (short or long sleeves) with school logo

Navy blue sweater (cardigan or V neck) (OPTIONAL)

Dark socks

Black shoes

**6.6.2. Boys, Grades 6-8**

Oxford gray dress pants and black belt

Oxford white dress shirt, short or long sleeves

Navy blue and red and white striped tie

Navy blue V neck sweater - no monograms or emblems - required October through April  
OR

Navy blue V neck sweater vest - REQUIRED October through April

Dark socks

Black shoes

**6.7. P.E. Uniforms and Uniform for 4 Year Olds Pre-K**

Uniforms must be purchased through the Carousel Clothing Company. Pre-Kindergarten students wear the P.E. uniform every day. Students in grades K-8 wear the P.E. uniform only on the days that they have physical education.

Gray St. Matthias sweat shirt and black pants

Gray St. Matthias T-shirt and black shorts

Plain white and/or black athletic shoes

White ankle socks

**6.8. Uniform Shoes - All Grades - Girls and Boys**

Regulation Uniform – Students must wear black dress shoes or all-black athletic shoes with black laces. No other colors are permitted on the shoes. No boot-type shoes, heels, or sandals may be worn.

Warm-weather Uniform – Black shoes or P.E. shoes may be worn. No other colors are permissible.

Physical Education Shoes – Students must wear athletic shoes on P.E. days. They must be either plain white, plain black, or black and white, and in good condition. No other colors are permitted on the shoes.

**6.9. Hair Styles and Grooming**

Hair styles must conform to good grooming. Fad cuts are not acceptable. Nail polish, makeup and jewelry (except watches) are not part of the school uniform. Girls may wear only one pair of small post earrings. Boys may not wear earrings.

**All hair accessories must be neutral in color, or match the school uniform. This included, but is not limited to, hair beads, ties, and bows. Hair accessories deemed distracting must be removed.**

Shirt tails are to be tucked in, all buttons buttoned, ties up, and belts worn at the natural waist line.

All uniforms are to be clean, mended and neat at all times.

All uniform pieces must be labeled with child's name.

In the event a student reports to school out of uniform, the student must bring a written note from parent/guardian as to the reason for being out of uniform.

## **7. DISCIPLINE POLICIES and PROCEDURES**

### **7.1. Overview**

**The Academy of Saint Matthias the Apostle follows the Responsive School Discipline Approach. The goals of this approach are to ensure that students feel safe at school, physically and emotionally and learn the skills for working and living cooperatively.**

**The adults of The Academy of Saint Matthias the Apostle take time to model and teach children how to translate rules into action in different situations. At the beginning of the year, we introduce rules and behavior expectations and guide students in practicing them. Using respectful words and tones of voice, we remind children of these expectations. When children behave positively, we let them know that we noticed. These actions let children know what the expectations are and help them stay motivated to meet those expectations.**

**When children misbehave, the adults at school handle this misbehavior firmly while preserving the child's dignity. Our first step is to stop the misbehavior quickly and simply (for example, with a brief word or gesture). If needed, we take further steps to help the child regain self-control, fix and problems caused by his or her mistake, and get back to productive learning.**

**In deciding how to handle students' misbehavior, we take into account how sever the misbehavior is and how likely it is to happen again. We may**

**Remind or tell the student to do something different**

**Have the child sit closer to the teacher or other adult. Often being closer to an adult helps children remember what they are supposed to be doing.**

**Use "take-a-break."**

**Limit child's choice of activities for a period of time**

**Guide the child in fixing the problems caused by his or her mistake**

**When a child needs additional support, we may:**

**Use a buddy teacher take-a break, where the child moves to a distraction-free space in another classroom**

**Use private take-a break, by moving to a non-instructional, distraction-free space**

**Have the child stay for a longer period of time in a supervised space (in school suspension)**

**Have the student spend a period of time at home (at-home suspension)**

**Meet with the child and/or parents to find other solutions**

**We at The Academy of Saint Matthias the Apostle strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well in school and feel good about going to school.**

### **7.2. Restriction of Privileges and School Attendance**

**In addition to the standards for student behavior previously described whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health or safety of others, action may be taken to restrict privileges and the rights of**

## The Academy of Saint Matthias the Apostle Policies and Procedures

school attendance. Such action may be any one of the following:

1. Probation: A conditional enrollment during a trial period. Responsibility of placing a student on probation rests with the principal.
2. In-School Suspension: A temporary restriction of activities, privileges, and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-house suspension resides with the principal.
3. Out-of-School Suspension: A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal. Parents must have a conference with the principal before the student returns.
4. Expulsion: A permanent termination of enrollment. Expulsion is exercised only through procedures designated by the Archdiocesan Department of Education Policies.

### 7.2.1. Offenses Subject to Procedures in Section 7.5.

1. Consistent lack of respect
2. Consistent lack of responsibility
3. Possession of weapons
4. Physical assault or violent fighting
5. Continued or willful defiance, disobedience, or disrespect of authority
6. Possession, sale, use, distribution and/or intent to distribute any illegal, controlled, mood-altering medication, chemical or alcohol. This includes school hours as well as school-sponsored events.
7. Serious theft
8. Acts which threaten the health and/or safety of others
9. Trafficking in pornographic materials
10. Verbal assault
11. Threatening physical harm, either verbal or written
12. Sexual harassment
13. Truancy
14. Possession of firecrackers, matches, lighters, smoke bombs, stink bombs
15. Arson, extortion or other criminal activity
16. Serious defacing or destruction of school property.
17. Bullying, which includes, but is not limited to, verbal abuse, name calling, derogatory remarks, racial slurs, taunting intended to provoke, physical assault and intimidation.

### 7.2.2. Other Reasons for Termination of Enrollment

1. Poor academic achievement or a learning disability that cannot be properly addressed by the school.
2. Parental non-compliance with the teachers' and/or principal's recommendation regarding referrals or need for testing and evaluation.
3. Parental non-compliance with school policies.
4. Parental falsification of records or withholding pertinent information regarding the child's past physical, emotional or academic problems.
5. Parents not meeting financial obligations with the school.

### 7.2.3: Threats

**In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, The Academy of Saint Matthias the Apostle reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the**

**individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.**

### **7.3. Defacing or Destruction of School Property**

- A. In cases of minor or major acts of vandalism, whether accidental or non-accidental, students and their parents/guardians are responsible for all repairs/replacement for all damages. This includes all mechanical and electrical devices, building, grounds, books, supplies, lockers and the possessions of other students.
- B. Besides the responsibility for all repairs/replacement for damages, the student may be subject to disciplinary action, including suspension or expulsion from the School.

### **7.4. Maternity/Paternity**

In the event that a student is found to be pregnant or known to be the father of an expected child, this circumstance alone will not be a reason for expulsion from school. The leadership of St. Matthias is committed to doing everything in its power to continue to provide educational resources to the child(ren) in question as is consistent with the Catholic faith and life ethic.

## **8. ADMINISTRATIVE POLICIES AND PROCEDURES**

### **8.1. Prevention Programming**

To conform with Archdiocesan Policy 3543:

As a Catholic school, The Academy of Saint Matthias the Apostle believes and teaches that each of us is called to love our neighbors and to treat them with respect. The Academy of Saint Matthias the Apostle is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

### **8.2. Child Protection Policy**

All children have the right to be safe and protected from harm in any and all environments - home, school, religious institutions, sports programs, and neighborhoods. To ensure a safe environment and

## The Academy of Saint Matthias the Apostle Policies and Procedures

to prevent children's physical, sexual abuse and neglect, The Academy of Saint Matthias the Apostle strictly enforces the requirements given by the Archdiocese of Washington. All parents who wish to volunteer in ANY capacity where the students are present MUST comply with the Archdiocese Child Protection Policy. The following is the list of requirements to receive child protection clearance:

1. Request a Volunteer Application Form from the School Office.
2. Complete the Volunteer Application Form and return it to the School Office.
3. Register on-line at [www.virtus.org](http://www.virtus.org), and attend Child Protection Policy Training.
4. Make an appointment for fingerprinting with the Archdiocese, and take the completed application form with you, photo ID and fee. (Fingerprint clearance from any other place of business is not accepted.) Return certificate of completion to the Principal.

### 8.2.1. Child Abuse Policy

The school is required by law to report any suspected case of abuse or neglect to the Department of Social Services, Child Protective Services.

### 8.3. Security

For the safety of the students, faculty and staff, all outside doors are locked at all times. All parents and visitors are required to enter the school building by way of the main office, sign in, and receive a visitor's badge. Students may not open an exterior door for anyone without permission from the teacher.

### 8.4. Safety Plan

The Academy of Saint Matthias the Apostle has a detailed safety plan in the event of a major crisis taking place during the school day. The faculty and staff exercise the greatest care and concern in the supervision of the students. Depending on the circumstances of the event, careful and sound decisions are made regarding the safety of all the students and staff.

The following are the plans that are in place and practiced the school year:

- Sheltered in place (building lock-down)
  - Classroom lock-down
  - Building evacuation
- If the students need to be evacuated from the school campus, they will walk to:  
Thomas Johnson Middle School  
5401 Barker Place  
Lanham, Maryland 20706  
Phone: 301-918-8680
- Parents will be called after the students arrive safely at the school.
- Fire
  - Tornadoes and other weather related emergencies
  - Accident, serious injury or illness
  - Intruder/hostage situation
  - Bioterrorism attack
  - Bomb or bomb threat

#### 8.4.1. Daily Safety Plan

- All exterior doors are to be kept locked at all times.
- Students may not open an exterior door for anyone without permission from a teacher.
- All visitors, including parents, must report to the front office upon arrival. Each visitor must ring the bell and wait to be buzzed in by school staff. Each visitor must sign in and wear an identification badge while on school premises.

## The Academy of Saint Matthias the Apostle Policies and Procedures

- All visitors who have business within the school, such as repairmen, delivery men, or salesmen, must be accompanied by school staff at all times.
- Students are not allowed outside the school building without permission except at recess. No student may leave school property without permission from the principal.
- A student needs written permission, a phone call, a fax with parent signature, or the on-site presence of a parent/guardian in order to be released for early dismissal. E-mail requests will not be accepted. All requests are subject to the approval of the principal. A parent/guardian must sign out a student for early dismissal. Parents/guardians may not go directly to the classroom, health room, or playground to get a student.
- Students may only be released to parents, guardians, and those listed on the emergency card. If the pickup person's name is not on the emergency card, students will not be released until verification of identification and authorization by parents is completed. If these regulations are not met, the student will not be released.
- Volunteers may not work inside the school, chaperone field trips, or monitor recess unless they have acquired child protection clearance.

### 8.5. Change of Address or Phone Number

Any changes of home address, home or business telephone numbers, e-mail, or emergency contact numbers must be reported in writing to the School Office, Nurse's Room and Before/After Care immediately.

### 8.6. Separated or Divorced Parents/Guardians

- A. It is the responsibility of separated/divorced parents/guardians to have on file in the School Office a copy of the legal document indicating custodial/non-custodial parent and the rights, privileges, and prohibition of the other parent.
- B. The Family Education Rights and Privacy Act grant non-custodial parents the right to obtain school records. This act also states that it is the obligation of the custodial parent to show proof of a prohibition in cases where the rights of the non-custodial parent are limited.
- C. If a statement is requested of the school because of a custody suit, the request:
  1. Must be presented in writing by the attorney of concerned party
  2. Will be forwarded to the Archdiocesan attorney for legal processing.

### 8.7. Student Records

#### 8.7.1. General

The Academy of Saint Matthias the Apostle fully complies with Policy #5139 as stipulated by the Archdiocese of Washington. This policy addresses the provisions of the Family Education Rights and Privacy Act. This Act gives the parents of a student and in certain cases the student, the right to examine the student's official records and guarantees the confidentiality of such records. Information concerning the Archdiocesan school implementation of this federal law is available at the Catholic Schools Office in Washington, D.C.

The school recognizes the importance of confidentiality and accuracy in the maintenance of records relating to students in the school. As provided more fully below, the accuracy, privacy, and confidentiality of all student records shall be preserved.

In addition, with regard to information shared in confidence by a student with faculty



## The Academy of Saint Matthias the Apostle Policies and Procedures

and/or staff of the school, such information shall remain confidential so long as no one's life, health or safety is at stake. Should a faculty and/or staff member of the school have concerns regarding the information shared, he/she shall promptly notify the principal and the child(ren)'s parents/custodial parent(s)/legal guardian(s)/social services.

### 8.7.2. Categories of Records Maintained

Directory Information - This category includes the names and address of parents/guardians and students, and contact information that parents agree to include.

Official Academic Records - This category includes completed registration forms, records of grades, averages, scores on standardized intelligence, readiness and aptitude tests, academic work completed, attendance data, and other documents relating directly to academic progress.

Confidential File (Professional Records) - This category includes records given by a physician, psychologist, or any other professional which are used for the treatment of the student.

### 8.7.3. Access to Records

School Directory - All parents have the option of being included in the School Directory that is created each year and distributed to each family. A form will be available to each family to complete as to the information the family wishes to include in the Directory.

Official Academic Record - Subject only to reasonable regulation as to time, place and supervision, parents of a student shall have access to that student's Official Academic Record. Such access shall include the right to inspect and to review the content of those records; the right to obtain copies of these records, at the expense of the parent; the right to a response from the school to a reasonable request for an explanation or interpretation of these records; the right to an opportunity for a hearing to challenge the content of those records.

Recommendation Forms and Release of Records - It is the school's policy to forward forms and records directly to the agency, school, or program that requests student information. **There is a processing and mailing fee of \$5 for each student and each record request that is sent.**

### 8.7.4. Publication Release

The school uses student pictures and may use names in its publications, news stories, TV, print and electronic media. Parents are required to complete a Publicity Release Form each school year, giving the school written consent to use the voice/audio recordings, photographs, video and quotations of their child/ren.

### 8.7.5. Transfer of a Student

- A. Parents who transfer their children during the school year must notify the principal in writing.
- B. Parents must sign a consent form to release records.
- C. All textbooks, library books, etc., must be returned.
- D. All requests for transfer records will be sent through the U.S. mail after the form is received from the requesting school, and after all financial obligations to **The Academy of Saint Matthias the Apostle** have been met.
- E. **If a student does transfer by parental choice during the school year, there is a withdrawal fee of \$1000 before the end of the first quarter, \$750 before the end of the second quarter, and \$500 before the end of the third**



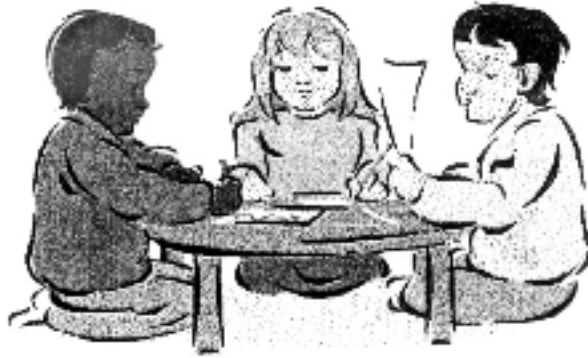
**quarter.**

### **8.8. Parent Organizations**

- A. The role of the School Advisory Board is to provide advice and assistance to the Administrative Team (the Pastor and the Principal).
- B. The role of the Home School Association (HSA) is to foster communication between the school and parents and to assist in providing needed resources for the school. Service hours are required.
- C. Parents who want to contact the School Advisory Board or the Home & School Association should call the School Office for contact information.

### **8.9. Amendments to the Policies and Procedures Manual**

- A. The school reserves the rights to amend or revise this Policy and Procedures Manual at any time by decision of the School Administrative Team. Notification of amendments or revisions to these policies when made during the school year and requiring immediate implementation will be transmitted to parents by letter in the “Weekly Brown Envelope.” All transmittals will contain the effective date of change.
- B. Periodic complete revision and publication of the policy manual shall be done by the School Advisory Board and will be distributed to parents at or before the opening of the next school year.



# **POLICY HANDBOOK**

**The Academy of Saint Matthias the Apostle**

**Extended School Program**

**(ESP)**

**2013 - 2014 School Year**

The Academy of Saint Matthias the Apostle Policies and Procedures

Dear Parents:

The enclosed material is an explanation of the Extended School Program (ESP). Please read the entire handbook so that you will become familiar with the rules for the program. You are responsible for the enclosed information.

Please Note: The Director, in association with the Principal and Pastor, reserves the right to cancel an enrollment in ESP at any time due to...

REPEATED LATE PICKUPS

LATE PAYMENTS

BEHAVIORAL PROBLEMS

RETURNED CHECKS/NO PAYMENT

The Federal Tax I.D. number for the ESP is 52-0780-162.

You will need this for your taxes.

The ESP telephone is located in the first grade classroom. The number is 301-577-9412, the same as the school office. Please refer to the menu for voice mail options, if necessary.

Thank you,

Mrs. Reedy

Director, ESP

# The Academy of Saint Matthias the Apostle Policies and Procedures

## OVERVIEW

Enrollment - The Academy of Saint Matthias the Apostle children are the only participants in the program.

Staff - The staff consists of the school's teachers along with other qualified personnel.

Registration - Registration takes place each year in March and April.

Time - The program is open on the days that school is in session, unless otherwise stated.

Before Care: 7:00 - 8:00 a.m.

After Care: Dismissal - 6:00 p.m.

After Care Schedule (Grades K - 8)

2:45 - 3:15 Roll call, change clothes (Pre-K does not change clothes)

3:15 - 4:30 Recess, snack in small groups

4:30 - 6:00 Homework/quiet play; movies on Fridays

## WEATHER-RELATED DELAYS & CLOSINGS

The program follows P.G. Co. schools decisions for delayed openings. For example, a one hour delay results in an 8:00 a.m. before care opening. When P.G. County schools close early due to weather or emergency situations there will be NO ESP. If school closes at the regular time and after-school activities are cancelled, then ESP will close at 4:00 p.m. It is your responsibility to be informed.

## ARRIVALS/DISMISSALS FROM ESP

### Sign-In/Sign-Out Procedure

Parents must sign the attendance book when bringing their child to Before Care and sign the attendance book when picking up the child from After Care. Only the designated persons listed on the Emergency Forms will be allowed to pick up your child from ESP. If there is a change on a particular day, a note or phone call to ESP is required in order to release the student.

Once your child is signed out, he/she may not return until the following day.

If your child participates in CYO sports or Scouts, please complete the letter of permission form found in this handbook.

### Parking

Children are dropped off and picked up behind the school. When parking, parents need to stay outside the coned area near the classrooms downstairs so as to leave an area of safe passage for those exiting the rooms. No child is permitted to enter or leave the building alone at any time.

## ATTENDANCE

### Regular School Day Absences

A child cannot be absent for the entire school day and then be dropped off for ESP.

### Excused Absences from ESP

If a student is not going to attend ESP for a particular day, a note signed by the parent or a phone call to the office will be expected in order to release your child from ESP to a carpool.

## HEALTH

### Accident or Illness

If an accident occurs in ESP the Director will call the parent according to the severity of the injury. Head injuries will be reported to the parent no matter what the severity so that you can observe your

## The Academy of Saint Matthias the Apostle Policies and Procedures

child for the next 24 hours. The Director and staff maintain CPR and First Aid certification, as required by Maryland Child Care Administration.

If a child becomes ill in ESP, the parent will be notified and asked to have the child picked up PROMPTLY if the Director deems it necessary.

No child will be allowed to stay inside due to allergies or illness during our outdoor play hour since the staff is required to be on duty outside.

### Head Lice

A child may return when she/he is free of lice and nits. She/he will be examined discretely by the Director upon the child's return if there is no physician's note.

### Chickenpox, Ringworm, etc.

A child may not attend ESP until a physician's certificate (stating that the condition is not contagious) is received.

### Medicine

A student may not possess, administer, or distribute medication, prescription or non-prescription. If medication must be given during ESP hours, an authorization form must be signed by the parent before medication will be administered. Medicine will be administered by the Director of ESP.

### Asthma/Allergies

Medication, inhalers, etc., must be supplied to the school health room with the physician's medication authorization forms.

## CLOTHING FOR ESP

### Play Clothes and Shoes (Grades K - 8)

It is recommended that the children change clothes for ESP so that the uniforms do not get ruined. Play clothes should include tennis shoes (no sandals) and appropriate clothing for the weather.

### Appropriate Clothing

Midriffs tops, tank tops, T-shirts with inappropriate logos, and skimpy clothing may not be worn to school. Tight Lycra/spandex pants are permitted only if worn with a shirt long enough to reach the thighs. Younger children should wear clothing that is easy to put on by themselves. Please label uniforms, play clothes, jackets and sweaters with child's name. Please make sure clothes fit comfortably.

## PAYMENTS AND FEES

The Extended School Program (ESP) payments are due on the 30th of each month, beginning July 30th and ending April 30th. Late fees will be assessed the day following the due date and every 7 days thereafter. (See Policy 3.3.)

Withdrawal of a child from the ESP program will require written notification with a specific date mentioned in the letter for termination of services. The letter of withdrawal is to be sent to the business office of the rectory and a copy to the ESP Director. Any refund due will be given based upon the day the letter is received in the business office of the rectory. There will be a \$25 processing fee assessed for withdrawal from the ESP Program. All school policies referring to Tuition and Fees are also applied to the ESP Program. A re-registration fee of \$50.00 will be assessed to re-instate a student into the program during the school year.

A financial statement will be sent home in January to be used for tax purposes.

### LATE PICKUPS (After Care)

## The Academy of Saint Matthias the Apostle Policies and Procedures

If a child is picked up after closing time for any reason, the parent is required to pay a late fee. The time will be noted in the sign-out book, and the late fee will be collected at that time. Remember to have someone in reserve in case there is an occasion when you cannot arrive on time. Chronic late pickups will result in the expulsion of your child from the program.

After closing time, the late fee is \$1.00 per minute per child. Checks may be made payable to The Academy of Saint Matthias the Apostle/ESP. Please remember that although a late arrival is not intentional, a late fee is still required. You should have a back-up plan in place for unexpected situations.

### HOMEWORK

#### Overview

The children begin their homework at 4:30.

#### Early Homework Room

Children may take advantage of the early homework room ONLY on days when they are participating in an after school activity (soccer, Scouts, etc.). A note must be provided.

#### Checking Homework

In grades 1 - 2, homework is checked for accuracy when shown to the teacher on duty. In grades 3 - 8, homework is checked for completion when shown to the teacher on duty.

It is still the parent's obligation to recheck homework at night and sign it, if required. If there is a problem with your child not getting homework done in ESP, please speak to the Director.

### BEHAVIOR

#### Expected Behavior

The program follows the same rules that apply during the school day, and the children are expected to follow these same rules after school.

### DISCIPLINE POLICY

#### Minor Infractions

These would include actions such as using a bad word when playing, saying inappropriate things to others, being mean to playmates, not following directions, etc. These actions will result in a conversation with the teacher about why the behavior was unnecessary and how to change it. The student will then be given a warning. If the behavior continues, the child will receive a timeout for no more than 10 minutes. During this time, the student will complete a behavioral reflection. The parent will then be told upon arrival. If the same behavior continues after the parent has been informed, then the behavior will become a major infraction. The Director reserves the right to issue a Conduct Referral to the child.

#### Major Infractions

These would include actions such as threatening a student or staff member, showing blatant disrespect to a staff member or student, physical or verbal assaults on a student or staff member, defiance of a reasonable request as directed by a staff member, rude or obscene conduct, or continued minor infractions, as stated above.

All major infractions will be referred to the Director. In the Director's absence, a senior staff member will handle the situation and then refer it to the Director for further action.

Major infractions will result in a conference with the Director and parent/child. An ESP suspension or detention will occur. If deemed serious enough by the Director, a parent may be called at work to pick up a student immediately. If major infractions continue, the student will be expelled from the program.

## The Academy of Saint Matthias the Apostle Policies and Procedures

### TEACHER CONFERENCES

There should not be informal or scheduled conferences with a teacher while working in the ESP. The teacher has other responsibilities at that time and will have to make an appointment with you.

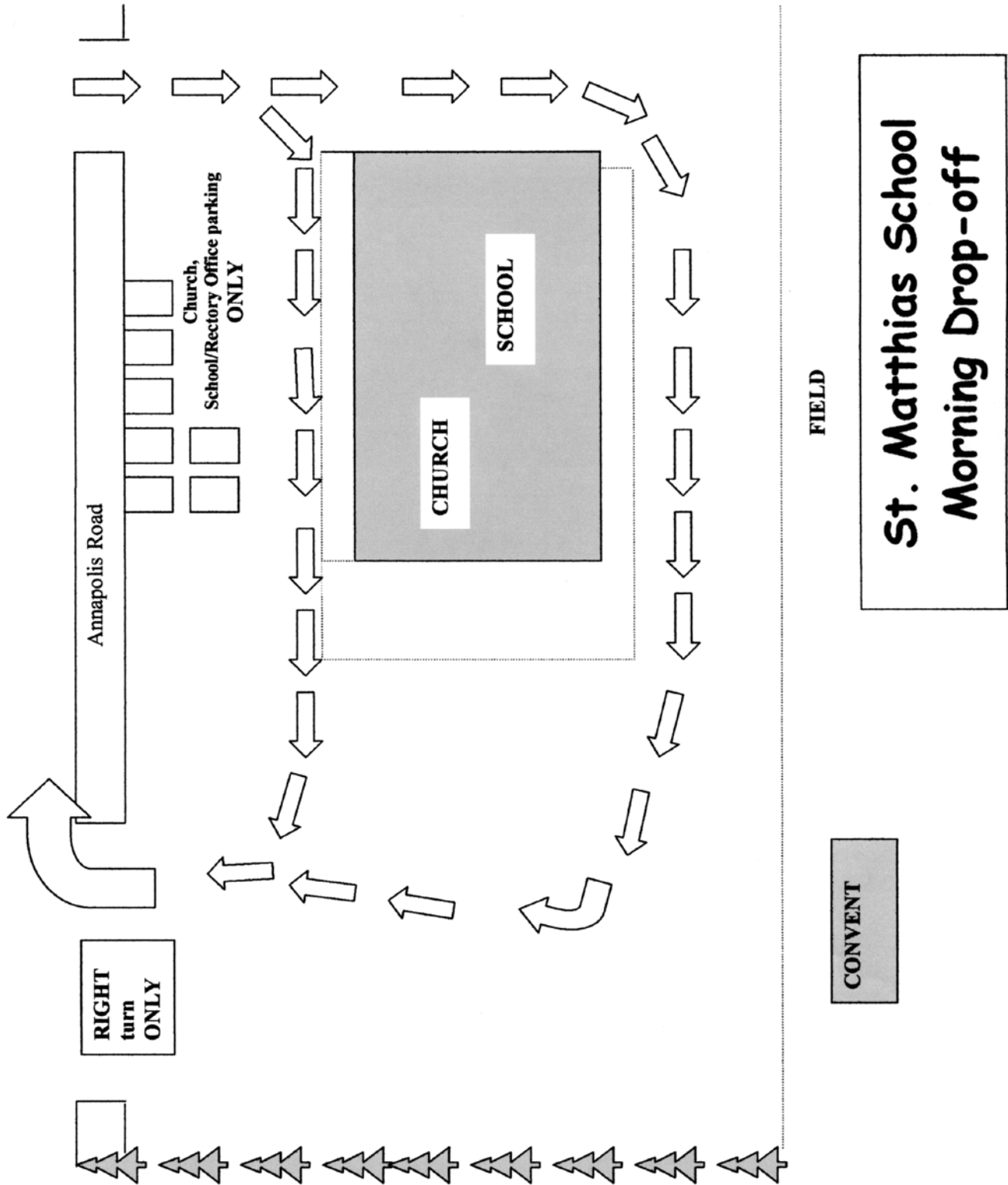
### REQUIRED FORMS

Because ESP is licensed by the State of Maryland, certain documents are required to be kept on file. These are:

- Health Inventory (requires physician's signature)
- Emergency Form
- All about My Child

These documents are separate from the forms that you complete for the school office or health room. Your child may not attend ESP until all forms have been completed.

Please notify the Director of any changes regarding the health of your child, as well as changes that need to be made on the emergency form. It is imperative that you can be reached immediately in case of emergency.



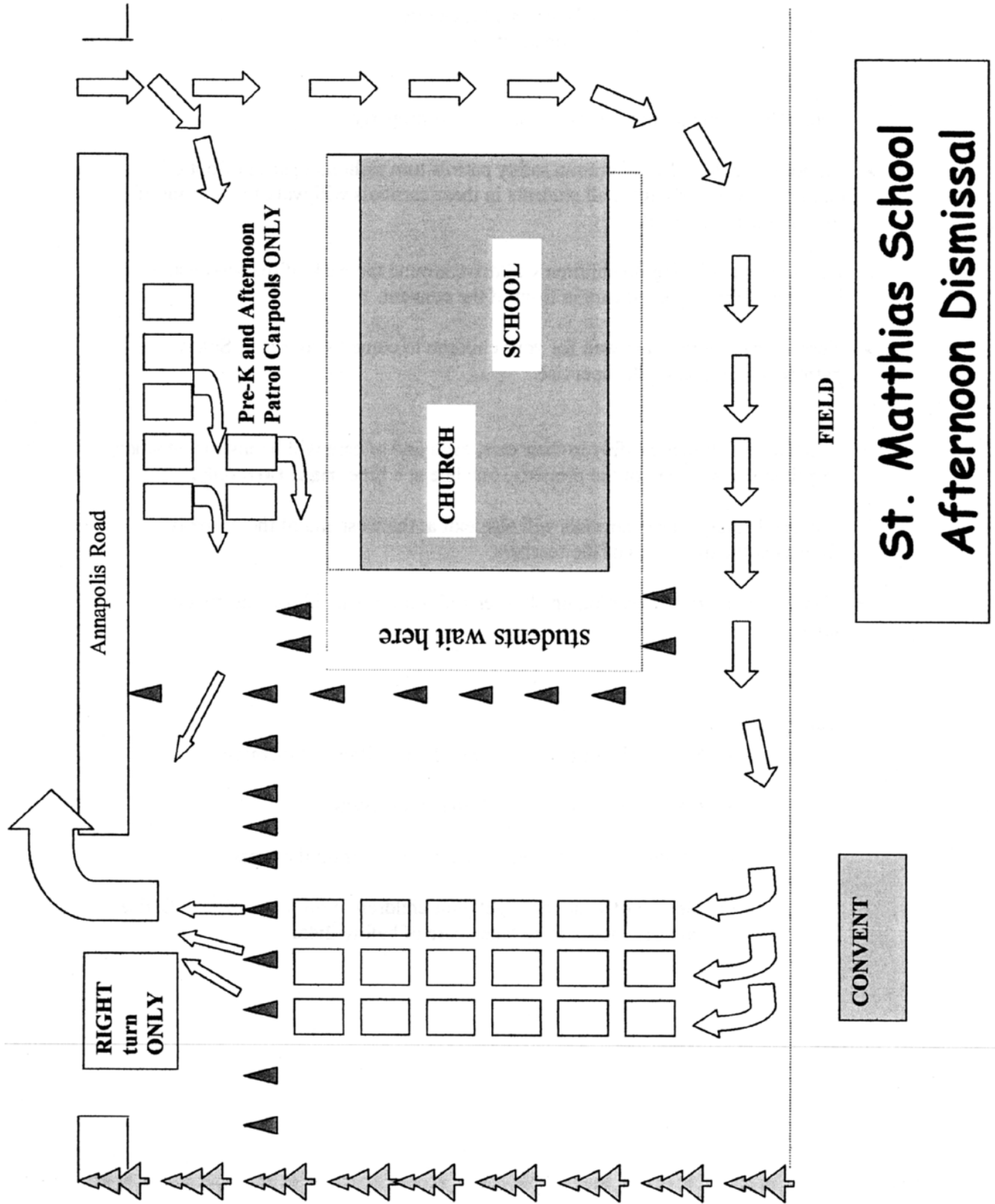


Dismissal Procedure  
Grades PreK-8

- Enter the parking lot at the east entrance of the property.
- Carpools for PreK and afternoon safety patrols turn right and park in front of church. Except for PreK , all students in these carpools will walk to the front of the church at dismissal.
- All other cars picking up children will drive around the back of the school and join one of three lines of cars in front of the convent.
- Turn off car engines and wait for your children to come to your car. Safety patrols and teachers will supervise.
- When all children are safely in their cars, each line of cars will be instructed when to exit at the west end of the property, one line at a time, **right turn only**.
- PreK and safety patrol carpools will also exit at the west end of the property, following the directions of the teachers.
- Carpools that are late picking up children (after 3:00) should park in front of church.

**\*\*Please do NOT**

- Send children back into the school building at dismissal.
- Get out of your car to talk to other drivers.
- Allow children to run around your car or on the grass.
- Get out of your car to get your children or go to the office. Office business needs to be taken care of before 2:45.





## Parents’/Guardians’ Responsibilities to the School

All parents are required to:

1. Understand and support the religious nature of the school
2. Partner with the school in the education of their children
3. Promote the school and speak well of it to others
4. Keep current with all the communications from the school
5. Establish a good working relationship with their child/ren’s teachers
6. Attend parent meetings and conferences
7. Support the fundraising efforts of the Home/School Association
8. Participate in the Service Hours Program
9. Meet all financial obligations in a timely manner

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

## PARENT and SCHOOL AGREEMENT

I \_\_\_\_\_, as parent/guardian of a student(s) of The Academy of Saint Matthias the Apostle, have read and agree to be governed by the School’s Policies and Procedures Manual. I also specifically acknowledge that I am aware of, and agree with, the procedures and policies governing the Health Room section of this manual.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date