



S A I N T
MATTHEW'S
E P I S C O P A L ✦ S C H O O L

STUDENT- PARENT HANDBOOK

Revised 08/01/24

MISSION STATEMENT

...nurturing mind, heart, and soul in a Christian environment.

DAILY RECITATION

“I will always be respectful, while choosing a positive attitude, taking responsibility for my actions, and showing my faith in the Lord, Jesus Christ.”

VISION STATEMENT

Saint Matthew’s Episcopal School provides a nurturing Christian environment that encourages academic excellence and personal creativity. Graduates of Saint Matthew’s Episcopal School are future generations of socially conscious and responsible individuals equipped to reach their highest potential in an ever-changing world.

PHILOSOPHY

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

STATEMENT OF OBJECTIVES

In order to implement our philosophy, SMES is committed to the following objectives:

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

For more than seventy-five years, SMES has been dedicated to academic excellence while, at the same time, making every attempt to provide a Christian environment conducive to that standard.

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

ACCREDITATION

SMES is an approved school by the Louisiana State Department of Education. The Head of School administers the school under the authority of the Rector. All teachers, Pre-K3 to Seventh Grade, hold a bachelor’s degree, and some a master’s degree. The faculty is qualified by Non-Public-School Standards; LA Bulletin 741. In addition to the classroom teachers, the staff includes a music teacher, a STEAM Lab teacher, physical education teacher, computer teacher, art teacher, Spanish facilitator, teaching assistants, receptionist/registrar, aftercare personnel, and custodians. The Head of School, the Associate Head of School, and the Academic Director comprise the Administrative Team.

FAMILY AND SCHOOL RELATIONSHIP

To foster the positive spirit within each child, St. Matthew's believes that a supportive relationship must exist between the family and the school. Because a positive relationship is so important, St. Matthew's will not tolerate parental action that interferes with the rights of others, conduct that subverts the order and discipline of St. Matthew's, behavior that disregards school rules and school decisions, disrespect of school employees, or repeated disruptive or uncooperative behavior.

Parents are expected to support school decisions. When issues arise, we expect them to be addressed through the proper channels. Communications regarding classroom issues should be sent directed to your child's teacher. If the issue is a school policy, please send your concern directly to the Head of School.

The guidelines for parent-school relationships are outlined below.

- Parents are responsible for understanding, accepting, and supporting the mission, direction, and decisions of the school.
- Parents and guests are to *sign in and out* at the school's main entrance, and wear name badges at all times while on campus.
- Parents and guests are asked to support the school's security effort by only entering and exiting through the school's main entrance.
- Parents are expected to follow and model all school safety rules.
- St. Matthew's values input, suggestions, and constructive comments from parents; however, the direction of St. Matthew's rests with the Board of Trustees and the Head of School.
- Encouraging serious student misbehavior off campus is considered to be a violation of the parent/school agreement.
- Parents are encouraged to monitor their child's home usage of the Internet, cell phones, and electronic devices for the purpose of keeping student harassment away from our community and our students.
- Parents may not publicly embarrass or defame a student, family, or school employee, either verbally or in writing.

HONOR CODE

Consistent with high principles and moral behavior, SMES expects that all students are willing and able to accept the duties and responsibilities to maintain the high principles of honorable conduct for the sake of the school community. The Honor Code at SMES expects all students to:

1. Be honest and forthright at all times and under all circumstances.
2. Respect one another.
3. Possess moral integrity at all times.
4. Encourage and exhibit just, right, and true behavior at all times.

ACTS

SMES has adopted ACTS as a way of ensuring that we are nurturing the heart, mind and soul in a Christian environment and fulfill the expectations of our Honor Code. ACTS is an acronym for Always Respectful, Choose Your Attitude, Take Responsibility, and Show Your Faith in the Lord Jesus Christ.

BOARD OF TRUSTEES

St. Matthew's Episcopal School operates as part of the larger St. Matthew's Episcopal Church. It is the responsibility of the Church Vestry to approve any and all amendments to the bylaws of the Board of Trustees.

The Board of Trustees sets the policies that govern the operations and business of the school. The board is comprised of the Rector, six (6) members of the Church, three (3) at large and a liaison from the Parent Association.

CHAPEL / MORNING WORSHIP

The religious program at SMES forms the hub around which the academic programs, social interactions, and community activities revolve. Each day begins with morning announcements and prayers. Each Thursday, the Rector conducts a Eucharist service for all students. Any student in grades 2 – 7 who has been baptized may receive Eucharist with parental consent. Courtesy highlights focus on kindness, good manners, respect, and courteous actions toward others. Each week a new highlight will be discussed with the students in chapel or during morning prayers.

ADMISSIONS POLICY

SMES serves children who are average and above and who can adapt to classroom routines. Decisions regarding admission are made without regard to race, color, religion, handicap, ancestry, sex, or national origin. All admission decisions are made in the best interest of each applicant. The school provides for the educational needs of the students within the limits of the school's instructional program. Enrollment is contingent upon space availability.

Important Requirements for Pre-K3 – Kindergarten

- Pre-K3: the prospective student must be toilet trained and 3 years of age by September 30 of the entrance year.
- Pre-K4: the prospective student must be toilet trained and 4 years of age by September 30 of the entrance year.
- Kindergarten: the prospective student must be 5 years of age by September 30 of the entrance year.

Upon enrollment, all students must have the following documents on file with Saint Matthew's Episcopal School:

1. An official birth certificate.
2. Current immunization record; and
3. Social Security Card.

Children born outside the United States may submit copies of citizenship papers or passports in lieu of a birth certificate.

Admission to SMES is selective and based on standardized test scores, school transcripts (academic and conduct), teacher recommendations (when applicable), school visit, and space availability. School Administration and faculty members may be consulted, but final admissions decisions are made by the Head of School. When classroom space is available, the following priorities are given:

- Priority 1 qualified applicants of families who have other children enrolled.
- Priority 2 qualified applicants of members of St. Matthew's Episcopal Church
(Certified by the church Rector)
- Priority 3 qualified applicants of teachers employed by Saint Matthew's Episcopal School
- Priority 4 qualified applicants of Saint Matthew's alumni
- Priority 5 all other qualified applicants

The online enrollment form is to be completed, including the \$100 *non-refundable* application fee. Upon acceptance, the *non-refundable* registration fee is then due for students who wish to enroll.

Returning Students

Online re-enrollment instructions are emailed during the 3rd quarter to the families of all current students who are in good standing academically and financially with the school. Existing families are given a priority enrollment period; agreements and re-enrollment fees are due by the deadline in order to secure a place for the following

school year. Only students who re-enroll during the priority enrollment period are guaranteed a space in the class for the following year.

Re-Admission of Students

If a student has been dismissed from SMES for disciplinary reasons, the student will not be re-admitted. If the student leaves for academic reasons, prior to re-admission, further testing and evaluation by the Head of School will be required. Re-admission will be contingent upon space availability at the time the student seeks to re-enter SMES.

Families who leave Saint Matthew's with an unpaid balance will not be allowed to enroll in future years unless the unpaid balance is paid in full.

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

ATTENDANCE (Students)

Instructional time is one of the most valuable yet limited resources of a school. It is very important to make the most of each and every minute of instructional time. Please make every effort for your child to attend school regularly. Good attendance benefits everyone and fosters community.

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

Students are expected to be in attendance each day from beginning to end, unless he/she is ill. When a student is absent for any reason, a written excuse must be submitted to the school. When a student misses school, their absence falls under one of the following categories:

- Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
 - AEMD- absent excused with doctor note
 - PA – planned absence
 - SC- School closed
 - HE – Half Day Excused
- Non-Exempted and Excused: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement. An example is personal, or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered.
 - AEPN Absent Excused with a parent note.
- Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
 - AU Absent unexcused
 - AUPN Absent unexcused with a parent note
- Suspensions: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.
 - ISS In-School suspension

- SUSP Suspension
- VL Virtual Students are considered present.

Tardiness is not counted against the attendance requirement.

If a student has an excessive number of non-exempted absences, parents and legal guardians may make a formal appeal in accordance with the due process procedures established by SMES if a waiver of the attendance requirement is granted because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit as long as they complete the missed work and pass the course.

Parental Notification protocol:

After 5 days of unexcused absences, office personnel will send a letter notifying parents of the policy.

After 10 days of unexcused absences, office personnel will send a letter notifying parents of the policy.

After 15 days of unexcused absence, office personnel will set a conference with parents and HOS.

Excused absences are:

- Illness (If a student is absent for three or more consecutive days, a physician’s note is needed for the days to be counted as excused.)
- Death in the Family
- Planned Absence – Pre-Approved by the Head of School and limited to five school days per school year. The sixth day and any future days will be unexcused. Days may be taken consecutively or spread throughout the school year. Students will not be approved for planned absences during nine-weeks exams or standardized testing.

It is the student’s responsibility to:

- Turn in written excuses to his/her teacher on the day he/she returns to school.
- Ask for any work he/she may have missed and needs to make up.
- Turn in work in a timely manner. Students have the number of days of their absence to make up homework, tests, or reports. Since projects/presentations are assigned well in advance of the due date, students do not get additional time to complete projects if they are absent.

It is the parent’s responsibility to:

- Provide a written excuse on the day the student returns to school stating the reason for the absence or tardy.
- Provide a written physician’s excuse for students absent for three or more consecutive days.
- When no excuse is provided, the student may not be allowed to make up any missed tests and assignments resulting in lower grades for that grading period.
- Check FACTS to verify that the teacher has received the excuse and properly recorded your child’s absence within one week of the absence.
- In the event of excessive absences, tardies, or early dismissals, the parents will be asked to meet with the Head of School to discuss the situation.

PLANNED ABSENCES

Students may be excused for up to five days for travel if parents have approval from the Head of School. Approval for travel will not be given during nine-weeks exams, during standardized testing, or for a student with excessive unexcused absences. Parents must complete and submit a Planned Absence Request Form online one week prior to travel. Assignments may not be available until the student returns to school.

TARDY POLICY

The bell rings at 8:00 AM. If a student arrives after the bell rings, the student is considered tardy. (A teacher may still be present at carpool after the bell rings, but the student will be marked tardy after the bell rings.)

- Parents must bring their child to the school office on Barrow St. for a tardy slip in order to be admitted to class.
- Each student will be allowed 5 unexcused tardies for the entire year without penalty. Upon the 6th unexcused tardy, the student’s parent will be fined \$25.00 for each subsequent unexcused tardy for the remainder of the year.

Excused tardies are:

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

CARPOOL PROCEDURES

The safety of ALL of our Saint Matthew’s families is very important to the school. In order to maintain a safe and efficient carpool routine, families must follow the following guidelines during morning drop off and afternoon pick up. Each family and/or carpool group is assigned an SMES carpool sign. This sign is printed on colored cardstock for you and must be visible to the teacher when picking up your child for the entire school year. If anyone other than you or a regularly scheduled driver is to pick up your child, you must alert the school by telephone or a written notice. Please refer to your individual carpool sign for instructions on arrival and dismissal for your child.

ARRIVAL

- All students arrive between 7:30 and 8:00 a.m.

DISMISSAL

- Dismissal times are staggered to alleviate traffic congestion and to ensure safety for all students. **Parents who arrive early MUST park in a legal parking space and wait until dismissal time or return at dismissal time. Parents may NOT line up early for dismissal. The Houma Police Department has asked that cars not park on the streets to wait for dismissal to begin.** Although a little inconvenient, this will help to ensure efficiency and safety during dismissal.
- Carpool signs are color coded for easier identification by the teachers at dismissal.
- The color of your carpool sign designates your child’s pick-up location.
- Pre-K3 2:30-2:45
- Pre-K4 and Kindergarten 2:45-3:00
- Grades 1-2 3:00-3:15
- Grades 3-7 3:15-3:30
- Parents with more than one child attending SMES should wait to pick up the younger child when the older child is dismissed in the designated carpool area.
- Do not park your car in the pick-up area and exit your vehicle.
- Students must be picked up during their dismissal time unless they have been pre-registered for the after-school care programs. If a student is not picked up during their dismissal time, he/she will be sent to After-care, and parents will be assessed the registration fee and charged for Aftercare.

COMMUNICATION

Saint Matthew’s communicates school wide information to our parents via email, FACTS, or the SMES App. The school’s website address is www.StMattsSchool.com

Email addresses are as follows:

Head of School:	thomas.soudelier@stmattshouma.org
Associate Head of School:	kelly.phillips@stmattshouma.org
Director of Academics:	felecia.spiers@stmattshouma.org
Director of Student Programs:	marue.soudelier@stmattshouma.org
Business Manager:	natalie.falgout@stmattshouma.org
Receptionist/Registrar:	victoria.whiteley@stmattshouma.org

Faculty email addresses are modeled the same way: firstname.lastname@stmattshouma.org

Please allow up to 24 hours for a response.

FACTS (formerly RENWEB)

SMES uses a secure online database, FACTS, as a communication tool between school and home *and* as a platform for paying for tuition and other incidental bills throughout the academic year. Families may access FACTS Mgt. by visiting www.FactsMgt.com. Our goal is to help parents and staff members learn all of the fantastic components of FACTS so that we can all work together to stay connected. If you have any questions, or need assistance with FACTS Family Portal, contact Kelly Phillips (kelly.phillips@stmattshouma.org) or FACTS Financial Portal, contact Natalie Falgout (natalie.falgout@stmattshouma.org). Families can also download the SMES app. Use the District Code: SMES-LA and your FACTS login once prompted by the app.

CELL PHONE / TELEPHONE USAGE

Telephone calls from the office are limited to emergencies and calls about illness or injury. Students are encouraged to bring all necessary materials to school with them when they arrive. Forgetting a book or assignment or clothing needed for after-school activities does not constitute an emergency. Please help us teach students to be responsible by making sure they arrive at school with everything they need for the day.

- Students are not allowed to use the school phone or the cell phone of a teacher.
- Students are not allowed to call parents for forgotten projects or homework.
- Students are not allowed to use cell phones on campus or on school-sponsored trips.
- In the event your child needs a cell phone after school, please make arrangements with the Head of School.

POLICY AND PROCEDURES REGARDING COMPLAINTS

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

CONFERENCES

In an effort to promote better communication between parents and teachers, a Parent-Teacher Conference Day is scheduled during the year. The school wants, needs, and expects parents to attend this conference. The scheduled conference day is listed on the school calendar. Optional conferences are encouraged if either the teacher or the parents of a student deem them necessary and helpful. Such conferences must be scheduled during the teacher's planning period or after school.

Unscheduled visits to the classroom or Head of School's office before, during, or after school are not allowed. Please email or phone to schedule a conference. This will help ensure that there is adequate time set aside to address the issues or concerns.

DISCIPLINE

The purpose of the discipline policy at SMES is to ensure that every child is provided a safe, effective learning environment. The intent of the school is to teach the student how to make better choices in the future. It is the responsibility of all members of the learning community to promote a positive learning atmosphere at school. At Saint Matthew's, students are expected to follow the "ACTS" of Saint Matthew's at all times and in all situations. The acronym addresses the following:

- A** – Always Respectful
- C** – Choose Your Attitude
- T** – Take Responsibility
- S** – Show Your Faith

Teachers will monitor classroom behavior and manage their individual classrooms. Redirection will sometimes be necessary and is part of the learning process. If interrupting behaviors continue, teachers will contact parents for a conference. The teacher may also assign recess detention to the student. If the student's behavior does not improve, the Head of School will address the behavior and develop a plan to help the student modify the behavior. Students who consistently have discipline issues or poor grades for weekly conduct may be referred to the Head of School.

Field trips and special events are privileges that the school offers its students. Students who continually misbehave may not be allowed to participate in these privileges. Participation is at the discretion of the teacher and Head of School based on the frequency or severity of the student's inappropriate behavior.

BULLYING

St. Matthews Episcopal School believes all students have a right to a safe and healthy school environment. We have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school policy prohibiting bullying includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Head of School or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the Head of School or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege

- Reassignment of seats in the classroom or other areas.
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion

If necessary, counseling and other interventions may also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians, and other school personnel shall report incidents of bullying as described in the definition, to an administrator, teacher, counselor or other staff member. The statement must be in writing on the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the school handbook.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses, or experiences bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. Investigation: Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day on which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
2. Notification: Parents or legal guardians of the victim and accused student may be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.
3. Discipline: Upon confirming that bullying has occurred, the accused student will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.
4. Follow Up: Complainants will be promptly notified of the findings of the investigation upon completion.
5. Documentation: Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Definition of Bullying from RS 17:416.13

"Bullying" means:

(1) A **pattern** of any one or more of the following:

(a) Gestures, including but not limited to obscene gestures and making faces.

(b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

(c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

(d) Repeatedly and purposefully shunning or excluding from activities.

(2)(a) Where the pattern of behavior as provided in Paragraph (1) of this Subsection is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

(b) The pattern of behavior as provided in Paragraph (1) of this Subsection must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

HARASSMENT POLICY

SMES maintains at all times a high commitment to excellence in all areas of academic, physical, and social education. The school pledges to provide a positive environment that is safe and nurturing for all students, faculty, and staff.

Students at SMES should always feel safe and secure in a nurturing environment. SMES will not tolerate teasing, harassment, or bullying among students. Students who engage in such behaviors will be redirected by the teacher. If the behavior is serious, the student may be referred to the Head of School. Parents will be notified of all incidents and may be asked to conference with the teacher and/or the Head of School. Subsequent incidents may result in further disciplinary action or dismissal from SMES.

SMES acknowledges the rights of administration, faculty, and students to develop and maintain personal relationships without interference, as long as those relationships are ethical, legal, and are not detrimental to or cause interference with, the educational and professional standards of SMES.

The purpose of this policy seeks to establish guidelines for acceptable interactions and/or relationships among members of the administration, faculty, and students and to identify consequences for non-compliance with the established policy.

Harassment, in general, is defined in accordance with EEOC guidelines as "Unwelcome advances, requests for sexual favors and other verbal or physical conduct producing feelings of harassment on the part of the injured party when: 1) submission to such conduct by another is made either explicitly or implicitly a term or condition of an individual's award or evaluation of school performance; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; 3) such conduct has the

purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassing behaviors can include but are not limited to sexually harmful or derogatory jokes, unwelcome flirtations, demeaning comments, and unwanted physical or verbal harassment. None of the aforementioned behaviors are required for the performance of professional or educational services. They will be considered forms of harassment and will not be tolerated.

Sexual harassment is illegal and is forbidden in any form at SMES. Law defines both civil and ecclesiastical, sexual harassment defined through the victim's perspective meaning that it is evaluated from the view of the victim not the perpetrator. In such cases, compliance will be with both the state and church law on the issue of harassment, and immediate action will be taken to protect the victim(s) of the alleged abuse. It will be the responsibility of the administration, teacher, and staff in such cases where the initial complaint is received to report the incident to the Head of School, Rector of Saint Matthew's Episcopal Church, School Board President, or Sr. Warden of the church.

Information concerning sexual harassment complaints will be treated confidentially and consistently with the school's legal obligation, the need to investigate the allegation, and the need to take disciplinary action if it is found that sexual harassment has occurred. Complaints will be investigated in a timely fashion and may consist of personal interviews with alleged victim(s), the alleged perpetrator(s), and others who may have knowledge of the incidents or circumstances that led to the complaint.

OFFICE REFERRALS

Classroom management is the responsibility of the teacher. When classroom management strategies have been exhausted and inappropriate behavior is still occurring, the Head of School will address the problem with the student, the teacher, and the parents.

Some more serious behaviors may need to be addressed immediately. In these circumstances, the students will be referred to the Head of School immediately. Unacceptable behaviors, which warrant an office referral include, but are not limited to, the following:

1. Fighting or aggressive behavior toward another person
2. Willful disrespect for authority (any school employee)
3. Profanity or obscene language or gesture
4. Destruction of school property or the property of another person
5. Harassment or teasing of any kind, including electronically.
6. Stealing, cheating, or lying
7. Continuous and severe disruption in daily routine
8. Substance abuse/ substance possession
9. Possession of weapons on campus
10. Threats of violence in any form against an individual, group, or facility
11. Using personal electronics at school
12. Misuse of school electronics.

Office referrals are serious, and students will have consequences based on the individual infraction and the number of office referrals the student has.

Consequences may include the following at the discretion of the Head of School.

- Office detention (during lunch recess)
- After school detention
- In school suspension
- Out of school suspension

- Probation
- Expulsion

Students who continue to engage in inappropriate behavior will be placed on probation and subsequently asked to leave Saint Matthew's. Some more serious infractions may result in immediate expulsion at the discretion of the Head of School.

The discipline procedures will be enforced whenever a student is on campus or off campus representing SMES. When issues arise that affect the learning process at school, those behaviors may be addressed even if the behaviors did not occur on campus.

CHEATING, PLAGIARISM AND FORGERY

In accordance with the school's honor code, each student has the responsibility to keep academic work free of dishonesty (cheating, plagiarism, forgery). In the unfortunate case of a breach of honor, The Head of School will determine the individual consequence for each case.

DISMISSAL OF A STUDENT

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

RE-ADMISSION OF STUDENTS

If a student has been dismissed from SMES for disciplinary reasons, the student will not be re-admitted. If the student leaves for academic reasons, prior to re-admission, further testing and evaluation by the Head of School will be required. Re-admission will be contingent upon space availability at the time the student seeks to re-enter SMES.

SOCIAL CONTRACTS

SMES has adopted the philosophy that expectations are more fundamental than rules. It is important that children learn to make the right choices in life and understanding and practicing the stated expectation is the key to lifelong success. A social contract is an agreement created by the students and teacher which states classroom principles, expectations, and consequences for classroom behavior. Every class will create a social contract for day-to-day classroom expectations. Once complete, all members of the class, including the teacher will sign off and it will be prominently displayed in the classroom.

DRUG-FREE SCHOOL POLICY

SMES is a Drug Free/Weapon Free School Zone (within 1,000 ft. of any school property or school bus). Present law provides for search with reasonable suspicion. Violators will face severe federal, state, and local criminal penalties.

SMES has a responsibility to our employees, staff, contractors, parents, volunteers, and students to assure that our operations are free from the effects of drug, alcohol, or other substance abuse. The purpose of this policy statement is to re-emphasize the school's policy on the use of drugs, alcohol, and other intoxicating substances and to develop procedures to address and control their use. This policy applies to all employees, staff, contractors, parents, volunteers, and students of SMES on campus or at school sponsored events.

Policy

Saint Matthew's Episcopal School:

Prohibits the possession, sale, distribution and/or use by its employees, parents, volunteers, contractors, and students. Saint Matthew's has a policy regarding serving alcoholic beverages at school and church events. For a copy of the complete policy, please see the Head of School or Rector of Saint Matthew's Episcopal Church.

Definitions

As used in this policy, the word "drug" includes alcoholic beverages, inhalants, or other substances capable of causing intoxication or altering bodily functions regardless of how introduced, illegal drugs and prescription drugs not prescribed for current medical treatment by the employee's, volunteer's or student's physician or taken in amounts exceeding the prescribed dosage. The "illegal drugs" are those substances defined as illegal under federal, state, or local laws including, but not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for current medical treatment by an employee's, contractor's, volunteer's, or student's physician.

Drug Testing

All applicants for a position with the school and incoming students will, if and when requested to do so, submit to a urinalysis for the purpose of detecting any illegal drugs. The school does not presently have a regular testing program but reserves the right to institute such programs at any time.

Consequences

An employee, contractor or student who violates a provision of this policy is subject to disciplinary action up to and including termination. SMES encourages employees, contractors, volunteers, and students who recognize that they have problems with drug addiction, alcoholism, or other substance abuse to resolve those problems voluntarily through pastoral assistance, treatment, counseling, and other means. SMES does not sponsor or make available any employee assistance/rehabilitation programs for alcohol or substance abuse, but it will make reasonable efforts to provide resources to those who seek assistance. Participation in a rehabilitation or treatment program, counseling, or other positive actions by an employee, contractor, volunteer, or student will not, however, excuse non-compliance with the policies of the school

SNACK RECESS (MORNING)

Students bring a snack from home to eat at the morning break; candy or gum is not allowed as snacks. All students must remain seated in the class's designated area while consuming snacks. On Tuesdays, students may bring a snack from home or purchase one from the Snack Shop.

EMERGENCY PROCEDURES

Saint Matthew's has an extensive plan for emergency situations. The plan has been reviewed by emergency personnel and first responders. Additionally, the plans are reviewed on a regular basis, and faculty, staff, and students practice emergency procedures. If a parent wishes to see the emergency procedures, please contact the Head of School.

ENRICHMENT CLASSES (STEAM ACADEMY)

TECHNOLOGY | MUSIC | HEALTH AND PE | SPANISH | ART | STEAM LAB

Saint Matthew's is dedicated to scholarship and an enriched academic environment that strives to help each individual reach his or her full potential. We believe in educating the whole child, with a balanced focus on

academic, spiritual, social, physical, and emotional development. Our enrichment program is designed to move beyond the basics. It offers every child an opportunity to experience other areas to enrich the whole person.

The Enrichment block is fifty-five minutes per day, five days a week. The various disciplines will be rotated through the week. Spanish will be outside of the block 30 minutes per week. When available, teacher assistants remain with the students while in enrichment classes. The STEAM Lab and Computer Lab may be utilized by teachers when available.

FIELD TRIPS

Field trips are an extension of the classroom lesson and are planned by the homeroom teacher. The room parents may assist the teacher with scheduling and chaperones. Students are assessed a field trip fee in the yearly tuition. No field trips will be allowed in the month of May.

Guidelines:

- Students must sit in an approved car seat for their age and weight.
- Students over 60 pounds must be secured in a seat belt alone at all times.
- **Parents driving students on a field trip must provide the school office with a copy of their current insurance card, driver's license, license plate number, and cell phone number one week prior to the trip.**
- To ensure proper supervision of our students, younger siblings may not accompany chaperones on field trips.
- Chaperones will be assigned a group of students for supervision while on the trip.
- Students must walk with the chaperone at all times as a group, use quiet and courteous voices, keep their hands and feet to themselves, and practice appropriate behavior.
- Chaperones are to notify the teacher immediately if a child's behavior is inappropriate.
- Students who have demonstrated habitual and ongoing inappropriate behavior may not be eligible to attend field trips. The teacher and the Head of School will make the final decision on a student's participation.

FINANCIAL INFORMATION AND POLICIES

TUITION ACCOUNTS

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

Pre-K3 – Seventh Grade: \$6,154.00 annually

Tuition is all-inclusive. Pre-K3 – Seventh Grade multiple sibling discount extends a 5% reduction in tuition for the second student enrolled and a 10% reduction in tuition for the third (+) student(s) enrolled. The sibling tuition reduction program cannot be combined with other reductions in tuition.

FACTS MGT.

SMES has partnered with FACTS Mgt., a national organization that works with thousands of tuition-based schools, for tuition management. Partnering with FACTS Mgt. allows SMES to offer **four** different payment options for tuition. Families will also be able to pay for incidental fees such as lunch or event t-shirts. Access to FACTS Mgt. is available 24 hours a day, and families can access their accounts from any device – computer, tablet, or smart phone. Each family is asked to enroll in FACTS Mgt. upon registration. A minimal fee per family is charged by FACTS Mgt. for processing payments. Families are responsible for the fee which is based on the tuition payment option selected.

PAYMENT OPTIONS

FACTS Mgt. encourages families to register at least two payment methods. For example, tuition payments may be drafted from the family's checking account, *and* the family may include a secondary payment method such as a credit card as a back-up. Please note that FACTS Mgt. charges a 3% convenience fee for the use of credit cards. No fee is charged for bank drafts. The following options are available to families. Please note that the payment amounts do not reflect any sibling discounts.

FULL: Due June (\$25 annual FACTS enrollment fee per family)

SEMI-ANNUAL: Due in June and November – payable through FACTS Mgt.
(\$25 annual FACTS enrollment fee per family)

QUARTERLY: Due in June; September; December; and March – payable through FACTS Mgt.
(\$55 annual FACTS enrollment fee per family)

MONTHLY: Due on the 5th of each month beginning June 5, or the first full month after enrollment and ending on April 5 – payable through FACTS Mgt. (\$55 annual FACTS enrollment fee per family)

Pro-rated Tuition

Tuition will be pro-rated by the number of school days in the school year for all students who begin school after the first day. Please contact the Business Manager for this amount.

NSF Checks

- All checks returned due to insufficient funds will be charged a \$35.00 NSF fee.
- Parents will be given 14 days from the date of notice to pay the check amount and the NSF fees. (Payments must be by cash or money order.)
- NSF checks will be considered a delinquent account with the school and the school policy regarding delinquent accounts will apply. Access to FACTS will be turned off and test folders will not be sent home.
- If the school receives two NSF checks from the same person, checks will no longer be accepted as a method of payment from this person for the remainder of the school year.

Delinquent Account Policy

Access to FACTS will be turned off and test folders will not be sent home. Student records, including progress reports and report cards, are withheld if any account with SMES is not current. This includes, but is not limited to: Tuition, Extended Care, Lunch, Pizza, NSF Check and NSF Fees, Late Tuition Payment Fees, Past Due Library Books, or Lost Books.

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

Post-Dated Checks

SMES does not accept post-dated checks.

Tuition Refund Policy

SMES expenses are incurred on an annual basis and the school's budget is based on students remaining the entire year (teacher salaries, maintenance, etc. are based on this). *If a student withdraws from SMES, the Head of School must be notified in writing by the parent or guardian.*

Tuition is refunded according to the following schedule:

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

Families who withdraw before the end of the academic year must continue paying tuition through FACTS Mgt. In addition, all accounts must be paid in full before any official records or transcripts will be sent to another school.

Uncollected Accounts

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

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

After April 30, SMES reserves the right to withhold student records on all accounts paid by check until the check clears the bank. All accounts paid in cash will be immediately released.

Withdrawal Procedures

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

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

ACADEMICS GRADES AND GRADING

Students in grades 1 – 7 will receive letter grades earned in respective subject and content areas. Parents and teachers are encouraged to communicate often about student achievement. Grades are reported on Progress Reports and Report Cards.

Academic Subjects: Reading, Language Arts (Grammar & Writing), Spelling, Math, Social Studies, Science

Grades will be reported as:

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

- Conduct is graded as an academic subject in Grades 1 – 7.
- Music and Handwriting - are reported as follows for all grade levels:
E = Excellent S= Satisfactory N = Needs Improvement U = Unsatisfactory
- P.E. grades are reported as E, S, N, or U for students in grades 1-3.
- Students in grades 4–7 will receive grades for P.E.
- Students who choose not to participate in an activity will receive a lowered grade.

MOBY MAX

Moby Max is an online learning resource that offers math, language, and reading curriculum for second-seventh grade teachers and students at SMES. All of Moby Max's lessons are aligned with Louisiana State Standards. Students choose or teachers assign a math, language, vocabulary, or reading lesson. Every student starts with a placement test with the results being sent straight to the teacher. Moby Max determines which indicators students need and creates assignments based on these indicators to help fill in "knowledge gaps." Moby Max can help differentiate instruction for students by creating an "individualized education plan" for each student. This ensures more advanced students aren't bored and students who need a little extra time won't get left behind.

ACCELERATED READER

Accelerated Reader (AR) is a reading enrichment program used to help students in first through seventh grade master reading skills at his/her own pace. Goals are set based on the STAR Reading test results. Students earn incentives when reaching their quarterly AR goals.

STAR READING AND STAR MATH

Lower School & Middle School students take the STAR Reading test in August, and several times throughout the year to determine reading levels and track progress. AR goals are set based on the STAR Reading test results. Students take the STAR Math test in August, and several times throughout the year to determine math levels and track progress. The results help teachers create concrete, customized action plans for classroom instruction, small group instruction and individualized student instruction.

READING EGGS AND MATH SEEDS

Primary School students use these online programs weekly in the computer lab. Reading Eggs uses the five essential keys to reading success, focusing on a core curriculum of phonics and phonemic awareness, sight words, vocabulary, comprehension, and reading for meaning. Math Seeds helps students build foundational math and problem-solving skills at their own pace. Topics include numbers, shapes, measurement, telling time, money and more. Primary School students take a placement test in August to determine their readiness levels and appropriate lessons within the programs. Students earn certificates as they complete maps within the programs. These programs support the curriculum and skills taught in the classroom. Reading Eggs & Math Seeds can also be accessed from home.

EARLYBIRD

The EarlyBird program uses a game-based, online assessment to identify potential reading challenges, then gives teachers the tools they need to intervene. Early Bird is used to assesses the reading skills of Pre-K4, Kindergarten and First Grade students several times a year. It incorporates the critical components of early reading, identifying students at risk. Then, it helps teachers create concrete, customized action plans for classroom instruction, small group instruction and individualized student instruction.

PROMOTIONS AND RETENTIONS

- Students must meet the state minimum attendance requirements to be promoted. Students who exceed 10 **unexcused** absences may be retained **according to the Louisiana Department of Education**.
- Students in grades 1st – 7th may be retained if they receive a D or F in Reading or Math for the year average.
- Students in Kindergarten may not be promoted if the teacher and the Head of School do not feel that the student is ready for the next grade.
- If a student is not promoted, admission for the following year will be determined by the Head of School.
- Parental requested or teacher requested retention of a student who has passing grades is decided by a joint conference with parents, teacher, and Head of School.

- The school reserves the right not to re-enroll a child for the following year if it is determined by the school that a child's needs cannot be properly served.

CLASSROOM HANDBOOKS

Each teacher will construct a classroom handbook that will be emailed during the summer.

REPORT CARDS/PROGRESS REPORTS

Parents will view report cards in FACTS at the end of each nine-weeks period. In addition, mid-quarter progress reports are also provided for parents via email.

HONOR ROLL GUIDELINES

Academic Subjects: Reading, Language Arts, Spelling, Math, Social Studies, and Science.

Superior Honor Roll

- The student must have an "A" in all academic subjects and an "A" in conduct.
- The student must have an "E" in all enrichment classes.

Excellence Honor Roll

- The student must have "As and/or "Bs" in all academic subjects.
- Students must have at least a "B" in conduct.
- Students must have an "E" or an "S" for enrichment classes.

Academic Award

- The student must have all As and/or Bs in all academic areas with a "C" grade or lower in conduct.

Conduct Award

- The student that stands out for exemplary behavior but doesn't have the academic record may be recognized with this award.

ACHIEVEMENT / STANDARDIZED TESTING

The ACT/Aspire Summative Assessment is scheduled in the spring. Results are given to the parents and will be interpreted by the Head of School at the parent's request. Parents should make every effort to have their child/children at school during testing. Please do not plan doctor appointments and trips during testing. Planned absences will not be approved during testing.

In addition to the Aspire, we will test each child to determine their current level of performance utilizing the STAR Reading/Math Assessments as well as the Early Bird Assessment at the appropriate level. They will be administered at the beginning, middle, and end of the year. The results will be shared with parents in a timely fashion.

IMMUNIZATION SCHEDULE

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

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

- 2 MMR – (Measles, Mumps & Rubella) injections
- 1 Varicella (Chicken Pox) *

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

OPH Immunization Schedule
(For Sanitary code compliance)

<u>Age</u>	<u>Vaccine</u>
Birth	HBV
2 months.....	DTP, Polio, HIB, HBV
4 months.....	DTP, Polio, HIB
6 months.....	DTP, HIB, HBV
1 year.....	Varicella (Chicken Pox)
15 months.....	DTP, Polio, HIB, MMR
4 – 6 years **	DTP, Polio, MMR
11-12 years.....	TD (VAR, MMR, HBV if needed)

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

PCV-7 (Prevnar) will be required by the State of Louisiana for all Pre-K students.

New requirements by the State of Louisiana are as follows:

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

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

MEDICAL/EMERGENCY PROCEDURES
Emergency Care Procedures

The school's emergency care procedure will be followed in the event of illness or injury during school hours. The teacher/staff will attempt to contact one or both parents. If they cannot be reached, the emergency contact or child’s doctor will be contacted. If none of the above can be reached, a doctor selected by the school will be contacted. If any medical expenses occur from the referral by the school, the parents are responsible for any expenses that may be incurred from the referral by the school.

Health Risk Policy

SMES recognizes that many health issues pose special concerns for the school community and that the school must be prepared to respond in a careful and responsible way to the health needs of the community. Students or faculty members may contract diseases that pose a risk of infection to others. The intent of this policy is to address the issue of highly communicable diseases and infections as well as other life-threatening diseases in general.

Members of the faculty, staff, volunteers and parents of students at SMES have the responsibility to inform the Head of School of health problems which pose a potential risk to others, or which put the individual at special risk of contracting opportunistic diseases. Again, this specifically includes, but is not limited to, highly communicable diseases and infections.

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

Medical Policy and Parameters for Administration of Medication

If a child becomes ill during the day, a parent will be notified to pick up the child promptly.

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

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

Students and faculty who are sick should stay home, regardless of the illness and will be sent home if he/she has any of the following symptoms.

- known COVID symptoms including fever higher than 100.4, cough, shortness of breath/difficulty breathing, sore throat, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion, nausea, diarrhea or vomiting or runny nose.
- a heavy nasal discharge
- a sore throat or cough
- an unexplained rash
- an upset stomach, diarrhea or vomiting.
- an infectious condition, i.e., pink eye, impetigo, or open or oozing sores.

The student ***must be fever-free for 24 hours*** (without the use of fever-reducing medication) before returning to school. If a child is well enough to come to school, he/she is considered well enough to go outdoors if the weather permits, and to participate in all school activities. Administrators, faculty, teacher assistants, and any other employee of SMES may not administer medication to any student, including antibiotic cream for scrapes, aspirin, Benadryl, etc. without permission from the parent. Students who must take prescription or over-the-counter medicines and who are able to take it themselves must leave their medication(s) in the school office and take it as prescribed by a physician. All medications must be clearly labeled as to proper use and content. A medication log is kept in the front office noting all medication taken by students at school. Only medication provided by the parent and labeled with the child's name will be administered to that child.

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

LUNCH PROGRAM

Purchase of lunch is optional. Online lunch forms will be emailed to families prior to the beginning of school. Parents must sign up for lunch **BEFORE THE DUE DATE.** Lunch is ordered for the year, and families will be invoiced quarterly through FACTS Mgt. **Students who do not order lunch must bring their lunch to school when reporting to school. Parents may NOT drop fast food for students' lunches.**

Hot Lunch will be served Monday- Thursday, and the Parent Association serves pizza every Friday.

Monthly Family Lunch Fridays are scheduled on the school calendar in FACTS. In addition, parents are invited to eat lunch with their child any day. Parents must call the receptionist by 10 AM to reserve seating for lunch with your child. (985) 872-5573 Due to safety and health regulations, the kitchen will be closed to all visitors while lunch is being prepared and served.

Student Guidelines

- All students must wash their hands before eating.
- Students are to stand while saying the blessing before eating.
- Students are not allowed to have candy, soft drinks (carbonated and those with high sugar content) or glass containers during lunch.

PARENT ASSOCIATION

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

School events hosted by the Parent Association include, but are not limited to, Back-to-School Ice Cream Social, Grandparents' Day, Prospective Parent Open House, and Teacher Appreciation Week.

Funds for the Parent Association events are raised through Board approved fundraising events, with the guidance of the Administration. All parents are invited and encouraged to be a part of the Parent Association.

PARTIES AND BIRTHDAYS

Occasionally classes will celebrate seasonal holidays; detailed information will come from the classroom teachers.

Birthday Celebrations:

- Parents may drop off store bought treats for their child's birthday with permission from the teacher to be shared during lunch or lunch recess.
- No treat bags or gifts will be distributed, and no birthday celebration will be held during regular class time.
- Summer birthdays may be celebrated during the month of May.
- Special gift deliveries **WILL NOT** be accepted at school (balloon bouquets, flowers, etc.).
- Party invitations may be distributed at school if and only if the entire class is invited.

Parents who wish to treat the class to a special lunch (pizza, sandwiches, chicken trays) or dessert, must submit the request via email to the teacher for approval. Your request should be made one week in advance and should state the reason for the class treat.

PRAYERS

PRAYER FOR SAINT MATTHEW'S EPISCOPAL SCHOOL

Almighty God, giver of all good gifts, we pray that you will look with favor upon Saint Matthew's Episcopal School. That knowledge may increase among us, and all good learning may flourish and abound in this place.

Bless all who teach and all who learn, and grant that we may we never forget that you are the fountain of all wisdom and truth. Through Jesus Christ, our Lord. Amen.

THE LORD'S PRAYER

Our Father, who art in heaven, hallowed by thy Name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day, our daily bread, and forgive us for our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil, for thine is the kingdom, and the power, and the glory, now and forever. Amen.

BIRTHDAY BLESSING

Watch over thy child, O Lord, as *his* days increase; bless and guide *him* wherever *he* may be. Strengthen *him* when *he* stands; comfort *him* when discouraged or sorrowful; raise *him* up if *he* falls; and in *his* heart may thy peace which passeth understanding abide all the days of *his* life; through Jesus Christ our Lord. Amen.

CLOSING PRAYER

O God, our Father, help us all through this day to live so that we may bring help to others, credit to ourselves, and joy to those that love us and to Thee. We pray that every prayer and work of ours may begin with You and with You be completed. Through Christ our Lord, Amen.

SHEEP AND SHEPHERD

Older students will be paired with students in the lower grades. Groups will meet once a month throughout the school year to work on projects assigned by the teacher in the lower grades. Older students will not be the shepherd for their siblings.

EXTENDED CARE

Before Care

Parents should park in the Gabasse St. parking lot and escort their child/children into the building for Before Care Ring the doorbell for the entrance. Before Care is open from 7:00 AM – 7:30 AM.

Aftercare

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

Parents should park in the parking lot on Gabasse St. and ring the doorbell for entrance. Aftercare is open until 5:30 PM. The parent/designated person must sign out children in the afternoon. Only persons listed on the emergency form may sign out children. If someone other than the designated person is to pick your child up from aftercare, please send a note with your child that day.

Conduct Policy and Discipline Procedures

Students will be required to be well behaved at all times. Under no circumstances will violent, disruptive and/or abusive behavior be tolerated.

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

- On the first offense, the Aftercare Director shall advise the parent of the situation when he/she picks up the child and ask the parent to sign a written disciplinary report.
- On the second offense, the Aftercare Director will notify the Head of School of the problem. The Aftercare Director will again notify the parents by phone call or in person and advise the parents of

the situation. The possibility of suspension from the program will be discussed. The parents will be required to sign a written disciplinary report.

- On the third offense, the Aftercare Director shall notify the Head of School of the problem. The Head of School will call a conference with the parent(s) to discuss the problem, and termination of program privileges may result. The parents must sign a written disciplinary report.

Any of the above procedures may be waived, depending upon the seriousness of the offense. The Head of School has the ultimate authority for disciplinary action. Parents are responsible for any damage caused by their child to the property of the school.

General Information for Extended Care

- The Before Care Program begins at 7:00 AM and ends when the teachers arrive at 7:30 AM. **STUDENTS MAY NOT BE DROPPED OFF PRIOR TO 7:00 AM.**
- Aftercare begins based upon when the grade class is dismissed and ends at 5:30 PM.
- Extended care operates Monday through Friday on regular full school days. Aftercare will not be provided on days when school dismisses at noon or during school holidays.
- Student Information Form: Registration forms, emergency information, and medical information must be collected on each child and kept on file with the Aftercare Staff. This information must be readily accessible in case of an emergency.
- All students who are not picked up in the designated 15-minute dismissal time will be brought to After care. If a student is sent to Aftercare because their parent was late picking them up from carpool, the Families will be charged accordingly for the time spent in aftercare – not to exceed the drop-in rate.

Registration and Program Fees

Families who use extended care for their children will be invoiced through FACTS during the first week following the month of the services. For example, if a child stays in Aftercare during August, the family will be invoiced during the first week of September.

Registration Fee: \$20.00 per student or \$25.00 per family annually. All children are required to be registered to participate in either program on a regular or drop-in basis.

Fees:	Before School Weekly Tuition	\$15 per child
	After School Weekly Tuition	\$40 per child

DROP-IN RATE FOR BEFORE CARE:

- \$4 for one (1) day a week
- \$7 for two (2) days a week
- 3 + days considered full time - \$15 per week.

DROP –IN RATE FOR AFTER CARE:

- \$12 for one (1) day a week
- \$24 for two (2) days a week
- \$36 for three (3) days a week
- 4+ days considered full time - \$40 per week.

- All fees are non-refundable.
- When students attend school for less than five days per week, due to the school calendar, fees are pro-rated.

Late Pick up Fee

Students picked up after 5:30 PM will be charged \$1 per minute in addition to regular fees. The person picking up the student will be required to sign a late pick-up form with the charges assessed according to the late pick-up fee as stated above. Late payment fees will be assessed to your account by the office.

TECHNOLOGY

Acceptable Use Policy

The use of technology devices and resources and the Internet is a privilege, not a right. Inappropriate use may result in cancellation of those privileges and possible disciplinary action. Students, employees, and volunteers who use technology are expected to exhibit exemplary and responsible behavior that will reflect favorably on themselves, their school, and the entire SMES community. This ***Acceptable Use Policy*** agreement is provided to make students, parents, and faculty aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. A teacher, staff member, or parent/guardian may request the administrator or designer to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

POLICY STATEMENT

SMES intends to maintain an environment that promotes ethical and responsible conduct in all online activities by employees, students, and volunteers. Any employee, student, or volunteer who accesses the network must adhere to the established purpose and rules of the network. SMES technology devices are designed to be utilized to support students in academic excellence. All users are expected to show good judgment and responsibility for use of the device. In addition, the smoother operation of the network relies upon the proper conduct of the users. Guidelines for use are provided here so that you are aware of the responsibilities you accept with its use. In general, this requires efficient, ethical, and legal utilization of network resources. If an employee, student, or volunteer violates any of these provisions, his or her privilege will be terminated, and future access could possibly be denied. In addition, appropriate disciplinary action will be taken according to the student handbook.

Eligibility – Students, faculty, and volunteers at SMES are allowed to have access to the Internet. Students must be trained and demonstrate proficiency. Access for students will be allowed only with a faculty member present.

Acceptable Use - SMES seeks to protect the civil rights of individuals using network-computing resources. All use of the school's network must be in support of education and research and consistent with the educational objectives of the school.

Unacceptable Use - Accessing, processing, or transmitting any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, inappropriate material, copyrighted material, threatening, obscene material or material protected by trade secret.

Invading the privacy of an individual by using electronic means to ascertain confidential information, even if the individual or network inadvertently allows access, is prohibited.

Copying another user's software or data without permission of the owner, even if it is readily accessible by electronic means, is prohibited.

Posting inappropriate comments or files, sending hate mail, or chain letters is strictly prohibited. Use for commercial activity is not acceptable. Use of product advertisement or political lobbying is also prohibited.

Accessing or processing material or files dangerous to the integrity of the local system is strictly prohibited.

Dialing into other networks or bulletin board systems without teacher approval is prohibited. These include the use of any messaging, chat rooms, or other online platforms.

Additional Guidelines:

- The *Technology Acceptable Use Policy* of SMES applies to the use of iPads and all technology devices. Students must not use technology devices or resources for non-academic purposes.
- Students will not access the internet without a teacher's permission and supervision.
- Students will use technology devices in the designated classroom, labs, or other locations as permitted by the instructor. Devices will remain on campus.
- Special care and attention must be taken to keep devices from becoming damaged, dropped, or crushed. Cases must not be removed.
- Technology devices must not be used near foods, liquids, or magnets or exposed to extreme hot or cold temperatures.
- Students are not allowed to download apps/software on devices or sync devices. Students will not delete/remove programs or files from SMES devices.
- Technology devices and equipment must remain free of any writing, drawings, stickers, or labels that are not "Property of SMES" or other school-issued inventory labels.
- Backgrounds/ screensavers and other settings should not be changed by students, and passwords are not to be used.
- Headphones should be used, or sound must be muted at all times unless permission is obtained from the teacher.
- Students will not use SMES devices to access personal email accounts or other online accounts. Students must not access or post on social media sites or send messages.
- Students will not give/share/post personal information when using devices.
- Students should ask for permission and/or assistance before printing.
- Students, employees, and volunteers will not take, use, or distribute pictures or videos with technology devices for non-educational purposes.
- All users must abide by all current copyright laws.
- The school's technology equipment must not be used for any illegal activity.
- Do not use the school's equipment to transmit, download, or receive any materials which could be considered slanderous, sexist, racist, or otherwise inappropriate.
- Students will not order any product or service through the school's equipment.
- All devices used by students are subject to unannounced spot checks at times to be determined by the instructor.
- Teachers may set additional requirements for using technology devices in their classrooms.
- Students/Parents are responsible for full payment of intentional damages to SMES technology devices.

SOCIAL MEDIA AND PICTURES TAKEN ON CAMPUS

The school recognizes that families wish to preserve memories through pictures and video recordings of activities. Certainly, as parents, you have every right to record the memories of your children. Please be aware, however, that some families at SMES do NOT wish for their children to be photographed or video recorded. Please try to limit (when possible) your photography and videography to your children *or* ask the permission of the parents of the students to include pictures and videos. Parents should ALWAYS ask permission before posting pictures of children other than their own on social media sites. Not all families participate in social media sites.

Please be positive in your postings about SMES. The school benefits from positive postings and pictures of school events. School suffers when families use social media to express concerns or complaints about the school, its policies, its faculty/staff, or students. Contacting and working with the Head of School is a much more effective way to express dissatisfaction or problems with the school or its personnel.

ELECTRONIC DEVICES

Students are not allowed to use personal electronics devices on campus or during any school sponsored events without permission from the Administration. Examples include but are not limited to laptop computers, cell phones, iPads, iPods, smart watches, and electronic games. If a teacher notes that a student is in possession of or using such devices, it must be reported to the Head of School. Students are not allowed to use teacher laptops or iPads.

Parents are strongly encouraged to monitor their child's home usage of the Internet, cell phones, and electronic devices for the purpose of keeping student harassment away from our community and our students. While the school does not wish to monitor or control what happens off campus during evenings, weekends, and breaks, the school may intervene when off campus electronic communication directly affects learning and the relationships between students. The school will do this in an effort to maintain a safe, happy learning community.

SCHOOL SUPPLIES

Students are assessed a school supply fee in the yearly tuition. The teacher will purchase all supplies as needed for the class. Students are not allowed to bring additional supplies, such as binders, pens, markers, totes, etc., without prior approval from the homeroom teacher.

TEXTBOOKS

Textbooks may be covered. (NOTE: Contact paper cannot be used to cover textbooks!) Textbooks that are damaged while assigned to the student will be assessed the following fees:

1st or 2nd year – 100% replacement value

3rd or 4th year – 75% replacement value

5th year – 50% replacement value

6th plus years – 25% replacement value

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

DRESS CODE AND GROOMING POLICY

The purpose of requiring uniforms is to create a culture of school pride and to maintain consistency among students. By enrolling your child in SMES, the student and the parent accept the rules and regulations regarding grooming and dress code. It is required that all students conform to this policy in order to attend class, as well as participate in school functions such as field trips. Please review this policy carefully for your child to comply on a daily basis. If a student reports to school groomed or dressed improperly, it is understood that it is the responsibility of the parent to bring a proper uniform to school for the student to change.

Winter outerwear should be purchased prior to the first cold front, and hair cut appointments should be planned so the student is always in compliance with the school policy.

Additionally:

- The official SMES logo must be on all uniform items, including outerwear.
- Jake's is the school's official uniform supplier. It is the responsibility of the parent to inquire with the vendor regarding their return/refund policy, special order policy, and alteration policy.
- Spirit shirts & sweatshirts can be ordered through the SMES Spirit Shop.
- The Parent Association sells used uniforms for \$5.00 per piece. Parents interested in purchasing used uniforms should contact the school receptionist.

- If there is doubt about it being allowed or before purchasing any item which does not conform *exactly* to this policy, don't act without checking with the administration.

FEMALE: PRE-K3 – 3RD GRADE

- Option 1:
 - plaid jumper with SMES logo
 - white button-down blouse with Peter Pan collar; short sleeve, or long sleeve
 - shorts or bloomers
 - solid white long sleeve turtleneck may be worn under the jumper on cold weather days
- Option 2:
 - green knit polo shirt (SMES logo; shirt tucked in)
 - plaid walking shorts or navy walking shorts with button and zipper
 - If the pants have belt loops, 1st – 3rd graders are required to wear a belt.
- Option 3:
 - green knit polo shirt (SMES logo; shirt tucked in)
 - solid navy pants
 - If the pants have belt loops, 1st – 3rd graders are required to wear a belt.
- Option 4: (Pre-K3, Pre-K4, and Kindergarten)
 - plaid dress with SMES logo
 - shorts or bloomers
- Jumpers, dresses, and shorts may not be shorter than 3” from the ground when kneeling.

FEMALE: 4TH – 7TH GRADE

- Option 1:
 - white button-down oxford shirt with SMES logo; short sleeve or long sleeve
 - shirt tucked in
 - plaid skirt
 - shorts under skirt
- Option 2:
 - white button-down oxford shirt with SMES logo; short sleeve or long sleeve
 - shirt tucked in
 - plaid walking shorts or navy walking shorts with a button and zipper
 - If the shorts have belt loops, a belt is required.
- Option 3:
 - white button-down oxford shirt with SMES logo; short sleeve or long sleeve
 - shirt tucked in
 - solid navy pants with belt
- Skirts and shorts may not be shorter than 3” from the ground when kneeling.
- Solid white t-shirts may be worn under the oxford shirt. The sleeve from the t-shirt must not be visible.

MALE: PRE-K3 – 3RD GRADE

- hunter green knit polo shirt with SMES logo; short sleeve or long sleeve
- shirt tucked in
- navy shorts or navy slacks
- If the shorts/pants have belt loops, 1st – 3rd graders are required to wear a belt.
- Solid white t-shirts may be worn under the green shirt. The sleeve of the t-shirt must not be visible.

MALE: 4TH – 7TH GRADE

- white button-down oxford shirt with SMES logo; short sleeve or long sleeve,
- shirt tucked in
- navy shorts or navy slacks with a belt
- Solid white t-shirts may be worn under the oxford shirt. The sleeve of the t-shirt must not be visible.

SHOES

- solid color athletic or leather shoes: white, black, tan, dark brown, grey, or navy
- combination color athletic or leather shoes (no more than two of the following colors): white, black, dark brown, grey, or navy {These are the only colors and color accents allowed.}
- Shoes may be fastened by Velcro, buckles, or laces.
- Shoestrings must be tied at all times.
- It is mandatory for Pre-K3, Pre-K4, and Kindergarten students to wear Velcro or buckle style shoes. Lace up shoes for these grade levels are not allowed.
- Please purchase Velcro or buckle shoes for your child (1st—7th grade) if he/she does not know how to tie his/her own shoe.
- All shoes must be worn in the proper manner.
- The shoe guidelines are the same for Friday attire.

SOCKS

- Socks must be worn at all times.
- solid white, solid black, or solid navy
- Boys/Girls:
 - crew length socks (Crew length socks extend above the ankle to the mid-calf area.)
 - knee-high socks
 - No-show or ankle socks are not allowed.
- Girls: solid white or navy tights or leggings on cold weather days

BELTS

- All students in Grades 1 – 7 are required to wear a belt if the shorts or slacks have belt loops and must be visible when the shirt is tucked in.
- Belts must be solid navy, solid brown, or solid black.
- Belts must be worn Monday – Friday.

HAIR & GROOMING

- Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.
- maintain a naturally occurring hair color
- hair must not cover the eyes; pin back long bangs
- no distracting hair styles, hair coloring, highlights, feathers, etc.
- Accessories: Hair ribbons, head bands, and scrunchies must be uniform plaid, solid white, solid **navy** blue, or solid **hunter** green. (The colors in the SMES uniform.) Stripes and polka dots are allowed if the combination is white, **navy** blue, and/or **hunter** green.
- The administration has the final determination regarding what may be considered a distraction to the learning process.

OUTERWEAR

Outerwear is considered part of the school uniform and must have the SMES school logo on it. All students will need at least one item of outerwear to be worn during the fall and winter months. Outerwear without the SMES logo is not allowed. The following is a list of the approved outerwear for students.

- solid navy sweatshirt with white SMES logo (SMES Spirit Shop item)
- solid hunter green or navy fleece jacket with SMES patch
- solid hunter green or navy V-neck cardigan with SMES patch

WINTER COATS

Heavy winter coats are not part of the school uniform and do not require the SMES patch. The uniform outerwear is sufficient for most winter days here in South Louisiana.

- Heavy winter coats can be any color.
- Coats are to be worn outside on cold winter days (usually with temperatures in the 40s or below) and are removed when inside the building.

FRIDAY ATTIRE

- any SMES t-shirt from the current school year
 - navy SMES spirit shirt, Camp St. Matt's shirt, SMES 2024 Fall Fundraiser shirt, SMES 2025 Art Under the Oaks shirt, 7th Grade Class Shirt – 7th only)
- blue jeans or a regulation school uniform bottom
- blue jean guidelines:
 - plain, not too tight, not too baggy, no frayed edges, no holes, no designs, no graffiti, no pictures/graphics
 - can be long jeans, jean walking shorts, jean skirts, or jean capri pants
 - no jeggings or leggings
- Shorts and skirts cannot be shorter than 3” from ground when kneeling.
- All students in Grades 1 – 7 are required to wear a belt if the shorts or slacks have belt loops and must be visible when the shirt is tucked in.
- Belts must be solid navy, solid brown, or solid black.
- Belts must be worn Monday – Friday.
- Shoe guidelines (as stated previously) must be followed on Friday.
- Note: Club shirts can only be worn on the day the club meets.

FREE DRESS

Dress down days are designated days “earned” by the student or through special opportunities and are approved by the Head of School.

- any school appropriate outfit
- any color or style tennis shoe; safe for recess & PE.
- Sandals, flip flops, crocs, heels, and slippers are examples of improper footwear.
- If in doubt, leave it out.

ADDITIONAL GUIDELINES

- Green Tote Bag: Students in Pre-K3, Pre-K4, and Kindergarten must use the regulation school tote bag; ordered for students by office, billed through FACTS, receive in August.
- Backpacks: Students in grades 1-7 may use any type of backpack, rolling or non-rolling. The backpack must be appropriate for school, must not have any offensive designs on it, and should have a side pocket for a water bottle.

- Jewelry & Accessories:
 - Post earrings may be worn but must be gold, silver, or pearl. Hoops or dangling earrings are not allowed, and only one pair of earrings may be worn at a time.
 - A small, discreet Christian religious medal may be worn if it is tucked in the shirt at all times. No other type of necklace is allowed.
 - No bracelets or rings.
 - No smart watches or any type of personal technology devices may be worn.
 - No makeup, fake fingernails, nail polish, body piercings, visible tattoos, etc.
- White turtleneck shirts or solid white long sleeve undershirts may be worn under the approved uniform shirt on cold weather days.
- All uniforms must be clean, neat, properly mended and should not be too tight or revealing. Torn or ripped clothing is not allowed. The approved patch is required.
- Please label all clothing and outerwear. SMES is not responsible for lost items. All items with no identification will be donated to the uniform shop at the end of the year.
- Students are not to have writings, drawings, or graffiti on any part of their body, shoes, hair, backpacks, lunch boxes, or clothing. If a student draws or writes on these items, the parent will be responsible for replacing or correcting the situation.

UNIFORM CODE ENFORCEMENT

The purpose of requiring uniforms is to create a culture of school pride and to maintain consistency among students. **If a student reports to school dressed improperly, the student will receive a uniform violation. Parents will be charged a \$5 fee for each violation over five. Parents will be notified through email of uniform violations. Violations include but are not limited to non-uniform shoes, outerwear, socks, shirts, pants, skirt, jumper, shorts, no belt, nail polish, hair accessories, hair cut/style, etc.** Parents will be called to bring a change of uniform if deemed necessary.

VISITORS

SMES IS A CLOSED CAMPUS

All visitors must enter the school through the office located at 239 Barrow St. This includes students arriving after the 8:00AM tardy bell.

- The office is located on the first floor of Tucker Hall.
- To enter, park in the shell lot on Barrow St. This is adjacent to Tucker Hall. This is where the faculty parks.
- Ring the buzzer/bell on the gate closest to Barrow St.
- If you need assistance, call 985-872-5573.
- Students **cannot** be dropped off at the gate. Parents must park and accompany the student into the building.
- All visitors to our campus must obtain a visitor's pass from the receptionist's office before entering any of the buildings on campus between the hours of 7:30 AM - 3:30 PM.
- Students must sign in and out when leaving and returning to the campus for an appointment.
- The office will not interrupt a classroom teacher except for dire emergencies, nor will campus visitors be allowed to interrupt the teaching process.
- Visitors should respect classroom routines and procedures and are not allowed to interrupt and/or visit teachers or students during instruction.
- Visitors to campus are expected to be dressed appropriately for the school setting. Short shorts, tank tops, tight and/or low cut and revealing clothing are inappropriate.
- Visitors should be mindful of the environment when attending school/church functions and should be dressed accordingly.

VISITOR PARKING

- All visitors to SMES should attempt to park in the parking lot on Barrow St. or surrounding streets. DO NOT park in our neighbors' parking lots.
- Please do not park your car in the drive-thru areas on Gabasse St. or Belanger St.
- The parking spots facing Tucker Hall on Barrow St. are reserved for church and school employees as well as visitors to the church office.

VOLUNTEERS

SMES welcomes parents who would like to volunteer their services to the school.

- Due to safety and health regulations, the kitchen will be closed to all visitors while lunch is being prepared and served.
- Prior arrangements must be made with the teacher if you plan to volunteer in a classroom.
- Parent volunteers must follow the teacher's procedures, routines, and guidelines.
- Parent volunteers should understand that the teacher is in charge of the classroom and is responsible for the safety and management of ALL the students.
- Parent volunteers should not single out their own children or other children by doing things only with those students. Parent volunteers should include all students.
- If you do not work in a classroom under the teacher's direction, you may use the faculty work room as your workspace.
- Volunteers must complete the online Safeguarding God's Children Course prior to volunteering during school hours.

Volunteer Expectations:

- Arrive on time, sign-in, and report directly to the assigned work area.
- Please remain vigilante and make staff aware of anything you may observe.
- Maintain positive interactions with all of the children.
- If you have a question, ask the staff member in charge.
- Allow the school staff to handle any situation that may arise.
- Respect the Code of Confidentiality regarding your stay and the children of others.
- When your task is complete, please clean up, and move to the office to sign out.

SAINT MATTHEW'S FUND

SMES strives to build support for the school among all community organizations, alumni, parents, students, faculty, churches, businesses, and foundations. The school recognizes the importance of fostering "friends of Saint Matthew's" to help promote the high caliber of SMES.

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

FUNDRAISERS

All sales within the school and/or any sales conducted by the Board of Trustees or student organizations are conducted for the benefit of SMES. The Board must approve requests for permission to conduct a sale. Any and all fundraisers MUST be submitted to the Board prior to the October Board meeting for approval.

BACK TO SCHOOL NIGHT (Open House)

Back to School Night is held shortly after school begins to inform parents of general announcements, classroom procedures, expectations, and activities. Individual conferences with parents must be scheduled at a later time to guarantee confidentiality.

BACK TO SCHOOL ICE CREAM SOCIAL

The Parent Association sponsors the Ice Cream Social. This event provides an opportunity for the parents, students, faculty, and staff to visit before school begins.

EPISCOPAL SCHOOLS CELEBRATION

In October, the school community is recognized and honored by the church members. Students, faculty, and staff attend and/or participate in the morning church service, which is then followed by a luncheon hosted by church members. Special activities are also planned for Episcopal Schools Week.

BOOK FAIR

- This event is held each year and promotes family interest in reading.
- The proceeds benefit Saint Matthew's Literacy Lab and school.
- Parents may come to the school during the Book Fair to select books for their children.

TOYS AND PERSONAL ITEMS

Toys and other personal items are not allowed at school unless prior approval has been given by the teacher. The teacher will provide the guidelines.

BOOKS AND OTHER READING MATERIAL

Students are allowed to bring personal reading material to campus for recreational reading. Teachers have the authority to confiscate any inappropriate reading material from a student and turn it in to the Head of School.

ASBESTOS MANAGEMENT PLAN

The Louisiana Department of Environmental Quality requires ALL public and private schools to maintain an Asbestos Management Plan and to have two or more people on campus trained to recognize potential hazards. Saint Matthew's has such a plan and trained employees to recognize potential hazards. The plan is stored in the school office and is available to parents upon request.

DISCLAIMER

The information contained in this handbook is the most accurate information available and applies to the entire school unless otherwise noted. While every effort was made to ensure that this is a complete document, there may be omissions or mistakes. The Head of School reserves the right to add new school rules and information whenever circumstances require it, and Board policies may be changed or added whenever necessary. The Board Policies, School Rules and Information Handbook contains the most up-to-date information. The Head of School will make final interpretations of all school documents.