



Student/Parent Handbook 2021-2022



*I am the vine; you are the branches. If you **remain in me** and I in you, you will bear much fruit; apart from me you can do nothing. John 15: 5*

St. Matthias Parish School
9300 W. Beloit Road
Milwaukee, WI 53227
(414) 321-0894
www.stmatthias-milw.org/school

***Educating children while building a Catholic foundation that instills
Christian values***

Revised September 2021

Welcome to St. Matthias Parish School!

Choosing a school for your child/children is one of the most important decisions parents make. As parents and guardians, you have made a commitment to raise your children in the Catholic faith and that commitment has led you here to St. Matthias Parish School. Sending your child(ren) to St. Matthias ensures that he or she will be educated in a faith-filled environment and will learn to live as Jesus did – with love and compassion for everyone.

St. Matthias Parish School is built on a foundation of Christian faith and high educational standards. Each student is respected and guided with personal relationships to God, family, and school. We are committed to a strong academic curriculum that integrates Christian values and Catholic traditions. To accomplish this vision, we encourage a strong partnership among staff, parents, and the St. Matthias School and Parish community.

You as parents/guardians serve as the foundation for the spiritual and academic growth of your child. We, the St. Matthias Parish School community, are here to support you in all efforts to instill Christian values and nurture the talents and gifts of your children.

This handbook is meant to inform parents/guardians and students of the philosophy, policies, and procedures of Saint Matthias Parish School guided by the Milwaukee Archdiocese. It is not meant to be definitive. When necessary, all final decisions are made at the discretion of the principal.

We ask that each family read and discuss this handbook with your child/children.

We welcome all and look forward to the many blessings this school year will bring!

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St. Matthias Parish School Foundational Statements

Mission Statement

Faith First - Educating children while building a Catholic foundation that instills Christian values

Vision Statement

St. Matthias Parish School values and promotes:

- **M**otivating each student to reach their God-given potential
- **A**chieving excellence in education
- **T**ransforming students to become faith-filled Christians
- **T**eaching and modeling the Gospel in everyday actions
- **H**elping the students recognize the needs of the larger community
- **I**ntegrating the curriculum with 21st century technology
- **A**ccepting each other as a unique child of God
- **S**haring our time, talent and treasure

We do all of this in an environment of faith, respect, and love.

Core Beliefs Statement

In recognizing that each individual is a special gift from God, the St. Matthias Parish School Community believes in:

- Instilling God's Word, moral values, and Christian behavior
- Teaching the importance of involvement in the larger church community
- Meeting the academic needs of individual students
- Fostering independent life-long learning
- Challenging each student to reach their full potential
- Educating students through a challenging and robust curriculum
- Preparing our students for success in all aspects of life
- Promoting social responsibility through service to the local and global community
- Providing a positive, safe, and nurturing environment
- Creating a partnership with families and the parish community

ST. MATTHIAS PARISH SCHOOL STAFF 2021-2022 SCHOOL YEAR

Principal

Mrs. Alissa Turner
aturner@stmatthiasmilw.org

Administrative Assistant

Ms. Susan Blaha
sblaha@stmatthias-milw.org

K4

Mrs. Michelle Bublitz – Room 120
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K5

Mrs. Keri Thompson – Room 117
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Grade 1

Ms. Sarah Faust– Room 115
dburss@stmatthiasmilw.org

Grade 2

Ms. Mary Duhn – Room 116
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Grade 3

Mrs. Veronica Ibarra – Room 202
vibarra2@stmatthiasmilw.org

Grade 4

Mrs. Rachele Wehr – Room 203
rwehr@stmatthiasmilw.org

Grade 5

Mrs. Laura Stachnik – Room 204
lstachnik@stmatthiasmilw.org

Grade 6

Ms. Elle Teubert - Room 205
eteubert@stmatthiasmilw.org

Grade 7

Mrs. Jeanne Cottreau – Room 104
jklescewski@stmatthiasmilw.org

Grade 8

Ms. Charlene Riese-Hattori– Room 102
criese-hattori@stmatthiasmilw.org

Curriculum and Resource Teacher

Mrs. Deanna Burss

dburss@stmatthiasmilw.org

Art

Ms. Danielle Burrows- Room 210
lmushall@stmatthiasmilw.org

Music

Mr. Steven Joyal - Room 208
sjoyal@stmatthiasmilw.org

Physical Education and Athletic Director

Mr. Chris Rodriguez
crodriguez@stmatthiasmilw.org

Spanish

Ms. Julie Moore - Room 207
jmoore@stmatthiasmilw.org

Project Lead the Way (PLTW)

Mr. Dalen Heinzen – Rooms 108/105
dheinzen@stmatthiasmilw.org

Librarian

Mrs. Jackie Hilber
jhilber@stmatthiasmilw.org

Educational Assistants

Mrs. Cindy Naumann
cnaumann@stmatthiasmilw.org

Coordinator MEC/Lunch/Safeguarding Programs

Mrs. Teresa Czerwinski
tczerwinski@stmatthias-milw.org

Lunchroom

Mrs. Celia Ruiz

Mrs. Connie Wachowicz
cwachowicz@stmatthiasmilw.org

ST. MATTHIAS PARISH STAFF

Deacon Stan Lowe– Parish Director
Mr. Brian Jens – Director of Lifelong Faith Formation
Mr. Peter Morello – Coordinator of Faith Formation
Mrs. Maureen Ocasio – Human Resources and Finance
Mrs. Charmine Pfeier – Administrative Assistant
Mrs. Kathy Shields – Administrative Assistant
Ms. Francine Micklus – Director of Liturgy & Music
Mr. Jim Burss - Maintenance

ACADEMIC STANDARDS

St. Matthias Parish School provides a standards-based academic program guided by the course of instruction set forth by the Superintendent of the Archdiocese of Milwaukee as well as the Wisconsin Department of Public Instruction. The sequential curriculum offers the basic core subjects of Religion, Language Arts (includes Reading, and English), Math, Science, and Social Studies. The teachings of the Catholic Church are integrated into lessons whenever possible and appropriate. The academic program is enhanced with Physical Education, Music, Art, PLTW, Library, and Spanish classes. Parents and guardians may visit the school website to view the curriculum, or they can access the archdiocesan curriculum and exit expectations at: <https://www.archmil.org/Education/Curriculum.htm>

ACCREDITATION

St. Matthias Parish School shall be accredited through the Archdiocese of Milwaukee and WRISA, Wisconsin Religious and Independent Schools Association, upon demonstration that specific standards have been met.

The standards of the Office for Schools reflect the requirements for Catholic schools as stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, the policies and regulation for the Office for Schools, Child, and Youth Ministries, and the Wisconsin Department of Public Instruction.

The School Accreditation Program is a seven-year program with the specific purpose of helping the schools in the Archdiocese of Milwaukee provide developmental and sequential instructional programs for all students. St. Matthias Parish School was last accredited in the spring of 2021.

ADMISSION/ENROLLMENT POLICY

St. Matthias Parish School respects the dignity of the child. Neither race, sex, nor national origin will prevent a child from being accepted at St. Matthias Parish School.

Students entering St. Matthias Parish School in K4 must be 4 years old by September 1st.
Students entering K5 must be 5 years old by September 1st.

All students must be potty trained and able to use the bathroom independently.

All students who meet the eligibility criteria, and when there is space available, will be admitted into St. Matthias Parish School. Families seeking enrollment in St. Matthias Parish School will be registered, or placed on the appropriate grade waiting list(s) if applicable, upon completion of all registration materials. Families enrolling through the Milwaukee Parental School Choice Program are registered in accordance with the regulations established by the Department of Public Instruction. Families are encouraged to register during the February Priority Registration Period. A grade level must be stipulated at the time of enrollment, to ensure grade placement. on probation Eligible families may also apply for enrollment in the Wisconsin Parental Choice Program. An addendum with more detailed information including application deadlines can be found at the back of this handbook.

Once enrolled, all students are placed on probation during their first year of attendance. During that time, it will be determined if the placement is beneficial for both the student and the school or if

additional measures need to be put into place for the success of the student. Prior to the conclusion of the first trimester, school personnel will review student academic and behavioral performance, in order to determine if the school has the ability to meet the needs of a student. If it is determined that a student requires greater assistance to meet his/her academic or behavioral needs than can be reasonably accommodated, the parents/guardians of the student will be asked to withdraw their child's enrollment from the school. Families will be advised to contact the local public school district to obtain information on the services they provide for children with special academic or behavioral needs.

ASBESTOS

A State Certified Asbestos Inspector has inspected St. Matthias Parish School for asbestos-containing building materials. A written Management Plan including the Inspection Report has been submitted to the State of Wisconsin Division of Health and reviewed for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763.

The Management Plan describing the locations and conditions of known and assumed asbestos-containing building materials is available at the Administrative Services Office in the Parish Office Building for anyone to review. Please contact Mr. Jim Burss at jburs@stmatthias-milw.org or through the Parish Office at (414)321-0893 for assistance.

The EPA required that six-month periodic surveillances have been performed in the past year and will continue every six months. The re-inspection, which must be conducted by a State Certified Asbestos Inspector, will be completed every three years.

ATTENDANCE

Attendance is the first step in ensuring academic achievement. In order for students to reach their God-given potential, they must be at school, an active participant in the classroom and make their strongest effort at school each and every day. St. Matthias Parish School requires regular attendance. Parents/guardians are expected to ensure that their children are in school. Please do not allow your child to miss a day of school except for serious illnesses.

Per Wisconsin State Statute 118.15 (3) (9c), any day your child does not attend school is considered an absence. A student may have ten (10) excused absences per year. Once a student has exceeded 10 absences, a written medical excuse must be provided for each additional absence to document the need for excessive absences.

Appointments/Early Dismissal

Parents/guardians are asked to schedule medical appointments outside of school time. If an appointment is necessary during the school day, students should not be absent for the entire day.

Guidelines for early dismissal are as follows:

- Students are permitted to leave before scheduled dismissal time with written notification.
- Written notification must be in the school office the morning of an appointment indicating the reason with time of pick-up and/or return. Notification of an absence to a teacher is not acceptable.
- Written notification should indicate who will be picking the student up.

- Parents/guardians must sign students out at the School Office.
- All absences, excused and unexcused, must be recorded in the official school records. (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy #5113).
- When it is possible, parents/guardians are encouraged to use non-school days for appointments.

Reporting Absences: If a student is absent, the parent/guardian must report the absence to the school office by 8:15 am. Parents may also leave a message before or after school by calling the school office at (414) 321-0894.

When a child is absent from school for a legitimate reason, please do the following:

- All absences must be reported to the school office. Reporting to the classroom teacher is not acceptable
- The school will call the home of any unreported absence.
- An illness that changes your child's ability to participate in any subject, including Physical Education or recess, must have a written excuse from a doctor.
- A child who is ill, should recover at home, in order to improve his/her health and to assist the maintenance of a healthy community. **Children must be fever free for 24 hours before returning to school or MEC.**
- A child who is absent due to a communicable disease must have a written release from a physician to return to school.
- **See Covid Handbook for Covid related absences**

Consequences for Excused and Unexcused Absences

- Prior to nine absences in a year: Parent/guardian will receive a call from the school office.
- Ten absences in a year: Parent/guardian will be notified by letter about the seriousness of the issue.
- Twelve absences in a year: Parent/guardian will be called to the school to meet with the School Counselor to discuss the absences and develop an attendance plan.
- Fifteen absences in a year: Parent/guardian will be called to the school to meet with the School Counselor and Principal. At this point, the student is considered truant and is at risk of not being promoted to the next grade. The Principal reserves the right to retain any student who misses more than fifteen days of school. In addition a report may be filed with the District Attorney's office.
- Twenty absences in a year: At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.

Attendance at Athletic and Extracurricular Activities

School and associated responsibilities should be the number one priority for students. Therefore, students who have been absent from school during the day *CANNOT* attend any school-sponsored social/extra-curricular events in the afternoon or evening of the absence. Students are required to attend school to participate in any games, practices, meetings or events (including weekend activities and contests).

Tardies

Getting to school on time is key to your child's success. Parents/guardians are expected to ensure that their children are in school on time. Students who are late often miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind. Parents/guardians are expected to ensure that their children are in school on time.

Definition of Tardiness: Students arriving after 7:55 am (as measured by the school's main office clock) are marked tardy. **Tardy students must check into the office prior to going to class.** If a student arrives after 8:30 am with a doctor's excuse or because of a family emergency, the parent must call the office before 8:15 am to notify the school.

Any student arriving during the first 1½ hours of the AM will be marked "TARDY." All arrivals after 9:35 will result in being marked half-day absent. Additionally, any student missing more than 1½ hours total in either the AM or PM session will be considered half-day absent.

Consequences for Excessive Tardiness:

- Five tardies in a trimester: Parent/guardian will be notified by letter about the seriousness of the issue.
- Ten tardies in a trimester: Parent/guardian will be required to meet with the School Counselor to discuss the seriousness of the issue and how to correct the problem.
- Fifteen tardies in a trimester: Parent/guardian will be required to meet with the School Counselor and Principal to develop a contract outlining steps that will be taken to improve that child's promptness to school.
- Twenty tardies in a trimester: Parent/guardian will be required to meet with the School Counselor and Principal to review and revise the contract outlining steps that will be taken to improve that child's promptness to school. At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.

ARRIVAL AND DISMISSAL

School hours are 7:55 am to 3:15 pm for all students in grades 1 through 8, with dismissal for K4 and K5 at 3:05 pm.

Arrival

School doors open at 7:45 am; classes begin at 7:55 am. **Students may not arrive before 7:35 am.** There is no supervision before then. Should this arrival time present a problem, child care is offered on-site at MEC beginning at 6:15 am. Students dropped off before 7:35 am will be directed to MEC.

Dismissal

Teachers needing to keep a student after school will notify parents in advance. Dismissal supervision ends at 3:25 pm. Students not picked up will be taken to MEC (Matthias' Extended Care). Fees for MEC will be applied and handled through Mrs. Terri Czerwinski.

To ensure the safety of all, the Play Structure MAY NOT be used during arrival and dismissal.

BUS TRANSPORTATION

Bus transportation is available through the West Allis-West Milwaukee public school system to certain designated areas. Contact the school office for further information.

CALENDAR

A calendar can be found in the appendix. A more detailed calendar for the current school year can be found on our school website. Should a change occur it will be noted on the monthly calendar that is sent to parents/guardians. Please check for these updates. The monthly calendar is sent home on the last Friday of each month in the school mailer.

CELL PHONE USE

In general, cell phones **should not be brought to school**. The school takes no responsibility for damage, loss, or theft to these (or any other personal) items, which students bring at their own risk. However, cell phones brought to school must be kept in the student's locker. There will be no cell phone use during the school day. Students may not use cell phones while waiting on the school playground before school. Cell phone use after school is permitted once the student has exited the building.

Students who need to contact a parent/guardian during the school day, will be directed to the school office telephone.

CHILD ABUSE

Under Wisconsin Statute #48.981 and Archdiocesan Policy #5140.1, school personnel reasonably believe that a child has been or will be abused is required by law to report the facts and circumstances of the situation to the County Department of Health and Social Services or the Sheriff or City Police Department. The telephone number for Social Services is 414-220-7233.

CHILD CARE PROGRAM (MEC – Matthias' Extended Care)

For the convenience of parents'/guardians' schedules, a before school and after school child care program is available at St. Matthias located in the Beloit building of the school. The before school session is scheduled from 6:15- 7:45 am. The after school session is scheduled from 3:15- 5:30 pm. Students are supervised by parish coordinators. Complete information and fee/rate schedules can be picked up in the school office, or parents may call the MEC Coordinator, Teri Czerwinski at tczerwinski@stmatthias-milw.org.

CHILD CUSTODY

Parents/guardians who maintain primary physical placement of a child must submit a copy of the court decree to the school office upon receiving such an order.

When the court has issued an order affecting the physical placement of a child pursuant to Wisconsin Statute 767.24 (or a comparable statute of another state), copies of the student progress report (report card) should be issued to both parents/guardians in conformity with Wisconsin Statute 118.125(2)(a) unless one parent/guardian has been denied periods of physical placement with the

child by the court under Wisconsin Statute 767.24(4), in which case no student information will be provided to the parent/guardian who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2)(m). (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy #5124.2)

COMMUNICATION

School communication takes place in a variety of ways. Individual teachers will inform parents of any communications protocol particular to their class. Generally, there are four methods used.

Mailer

Each Friday, beginning in the month of August, our electronic mailer will be sent home to all families via Constant Contact.

St. Matthias Parish Schools' electronic version of this weekly mailer is also posted on the St. Matthias Parish website, www.stmatthiasparishschool.org. Select "School", then select "School Mailer".

Constant Contact

One form of communication from the school office is Constant Contact. It is an email software system. We use it to send our weekly mailer as well as other important information that may come from the school office.

Remind

Text messaging is another form of communication that is used in the school office. Remind messages are sent school wide as well as to individual classes, depending on the message.

Student Email

Students in grades 3rd through 8th grade are provided a school email address. Guidelines for email use is sent home via the classroom teacher and technology coordinator.

Distribution of letters, flyers, email to school community

NO ONE MAY DISTRIBUTE ANYTHING IN ST. MATTHIAS PARISH SCHOOL WITHOUT PRIOR AWARENESS AND/OR APPROVAL OF THE SCHOOL OFFICE. Please consult the school office staff for proper procedure before any item may be sent to our families.

CONFERENCES

Parent/Guardian-Teacher-Student conferences are held in November and February at the time designated on the school calendar. First trimester conferences are mandatory. Students and parents/guardians meet with each child's homeroom teacher to discuss the child's progress in all areas. Specialist teachers are also available by request. **ONLY ONE CONFERENCE PER STUDENT WILL BE SCHEDULED AT EACH CONFERENCE TIME.**

Parents/guardians who do not attend conferences during scheduled times will be required to make an appointment with their children's teachers between 7:30 am and 7:45 am or between 3:15 pm and 3:30 pm (or a mutually agreeable time) during the week following scheduled conferences. **Please make every effort to avoid scheduling vacations during conference times.** If additional conferences are needed during the school year, parents/guardians or teachers may request them.

CRISIS RESPONSE and SAFETY PROCEDURES

Crisis Drills

St. Matthias Parish School conducts crisis drills as required by Wisconsin law. These drills are documented and include fire, tornado, and lockdown drills.

Building Security

For the safety and security of all students and staff, all visitors and volunteers will be required to enter through the front entrance and sign in. There will be no access before, during, or after school to the 62 Building.

Emergency Procedures

Our school has a Crisis Procedure Plan should there be an emergency due to weather-related situations, fire, threats, or other unexpected crises. Every teacher and staff member has a copy of the plan. Any parent interested in reviewing the Crisis Procedure Plan is welcome to stop by the school office to see it. If the school needs to close before regular dismissal time, parents/guardians will be notified.

CROSSING GUARDS and CROSSWALKS

The Milwaukee Police Department provides crossing guards from 7:30 - 7:55 am and 3:15 - 3:30 pm at 92nd and 95th & Beloit Road.

Students who walk to school must cross with the crossing guards. Please do not cross if a guard is not present. The few extra minutes it takes to walk to 92nd or 95th Street will ensure the safety of our students. Students who bike to school must walk their bikes in the crosswalk as well as on the school premises.

CURRICULUM

St. Matthias follows the Milwaukee Archdiocese guidelines for instruction. ELA is supported via *Louisiana Believes* and *Engage New York* supports Math instruction. Curriculum and standards for all subject areas including Religion can be found on the Milwaukee Archdiocese Schools Website. <http://www.archmil.org/Resources/CurriculumGuidesforParents.htm>

DAILY SCHEDULE

7:45 First Bell - Students enter the building

7:55 Final Morning Bell - Prayer, Announcements, Classes Begin

10:50 - 12:30 - Lunch/Recess Block of time

3:05 K4/K5 Dismissal

3:15 1st through 8th Dismissal

3:25 Final Bell - any students not picked up at this time are escorted to After School Care

DAMAGES

Students are responsible for the proper care of all school property. Students are held responsible for school property (furniture, materials, supplies, and equipment) that is deliberately or carelessly defaced/damaged.

DISCIPLINE

St. Matthias Parish School recognizes the need to reinforce positive behavior in students. We want the students to feel proud of themselves for their behaviors. We also understand that there needs to be consequences for misbehavior. Teachers at the different levels have created a reward/consequence system for the students.

Demerit Policy

St. Matthias Parish School uses a demerit/detention system with respect to significant negative behavioral issues. A demerit is a result of a serious infraction of any school rule. A detention is a consequence of receiving a demerit.

The first and subsequent demerits will warrant a detention. All detentions will be served over the lunch/recess period. A detention form is made out in triplicate-one copy stays in the school office and two copies are sent home with the student, one for the parents/guardians to sign and return the following school day, and the other to be kept by the parents/guardians.

Upon receipt of the signed copy, the student will serve the detention. If a signed copy is not received within the designated time frame, the parents/guardians will be contacted.

Upon issuance of a 2nd demerit and beyond, there will be a conference with the principal and student, as well as serving the detention. Parents will also be contacted.

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Such action may be of three kinds: Probation, Suspension, or Expulsion. Final decision to expel a student rests with the elementary school pastor.

For all students, major offenses such as the following may lead to probation, suspension, and/or expulsion:

Truancy, smoking on school premises, bringing to school potentially harmful objects, including weapons or look alike weapons, possession or use of alcoholic beverages or drugs, deliberate destruction of school property, stealing, leaving school grounds without permission of the principal, any violence, use of a cell phone which is harmful to other students, any form of sexual abuse, defiant attitudes or gestures directed toward authority, fighting/physical violence, habitual obscene and/or inappropriate language, threats verbal or written which imply physical harm, hazing or hazing type initiations.

Probation

Students are responsible for their choice of behavior and for the consequences of their decisions. A student may be placed on probation for a trial period by the principal. After conferences are held with the student's parents/guardians and appropriate school personnel, the principal sets conditions for release from probation. The principal's decisions are final.

Suspension

Suspension is justified only in extraordinary circumstances. Prior to any suspension, the student

must be advised of the reason for the proposed suspension. The parent/guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

There are two options:

- In-School Suspension can be directed for varying lengths of time, but shall not exceed five days. In-School Suspension conditions are to be determined by the building principal. In-School Suspension students remain the responsibility of the school.
- Out-of-School Suspension is considered a rarity and is used only when necessary. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held.

Any student receiving a suspension will automatically be suspended from any extra-curricular activities until determined by the Principal, moderators, and/or Athletic Director. This includes athletics, forensics, student council, and band. This includes attendance at any meetings, practices, or games.

Expulsion

Expulsion is defined as termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or conduct that endangers property, health, or safety of others and is deemed to be in the best interest of the school. The Archdiocesan Superintendent of Schools/Designee is to be informed before any action leading to expulsion is taken. Students asked not to return the following year for behavior reasons are considered expelled.

Expulsion Procedures:

1. The actions and procedures for probation, suspension, or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to ensure objectivity, and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the elementary school Pastor or Parish Director. The recommendation will be to: expel, suggest other disciplinary actions in lieu of expulsion, or exonerate the student of any wrongdoing.
5. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes place.
6. If the decision to expel the student is made, parents/guardians are notified, in writing, of the action. The right to appeal is made known to the parents/guardians.

Appeal Process:

The student, or his/her parent/guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools/Designee in writing with rationale for appeal. The Superintendent/Designee will investigate that correct procedural guidelines were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure

needs to be further processed.

Procedural guidelines for expulsion hearings in elementary and middle schools are outlined in P & R 5144 of the Milwaukee Archdiocesan Policy Handbook.

DRESS CODE

All students are required to follow the school dress code. The complete dress code can be found in the appendix.

Dress Code Violations

A student who does not adhere to the published school dress code will be issued a “Dress Code Violation” form. Both the parent and student must sign this form and return it to the school office the next school day. Upon issuance of a **second** (or greater) dress code violation in any single academic trimester, the student will lose the privilege of participating in the next scheduled dress down, dress up, or special dress day and shall be required to report to school in uniform. Violations will not carry over from one trimester to the next; therefore, students will begin each trimester of the school year with zero dress code violations. However, should the student be assessed a loss of privilege, this can carry over into the next trimester should the current one no longer contain a special dress day. Continued or excessive dress code violations will be considered a behavioral concern and will be addressed as such. Students may be required to meet with the Principal to determine additional sanctions.

EMERGENCY CONTACT FORM and PROCESS

If an emergency situation (including an accident or injury) involving your child occurs at school, every effort will be made to contact the student's parents/guardians. Emergency Contact Forms are sent home for the parent/guardian to fill out and sign, authorizing who may be contacted in the event that the parents/guardians cannot be contacted in an emergency. If the parent/guardian is unable to be contacted, the school will contact listed emergency contacts. **This form must be filled out completely and returned on the first day of school.**

For your child's safety, please communicate new telephone numbers and addresses (personal, business, and doctor) to the school office as soon as possible.

EXTRACURRICULAR ACTIVITIES

A variety of opportunities exist for the students of St. Matthias Parish School to participate in extracurricular activities and athletics. Students are encouraged to participate; however, academics are the first and foremost consideration for any student. To ensure the academic growth of our students, the following policy was established:

Athletics:

A student's primary responsibility is his/her academic excellence. If a student's participation in athletics or other extra-curricular activities is interfering with the student's ability to succeed academically, parents are strongly encouraged to withdraw their son or daughter from participation in that sport or activity. In addition, the coach or coordinator of a sport or activity has the authority to suspend or terminate a student's participation if the student's behavior during the sport or activity

is unsatisfactory.

St. Matthias Athletic Association offers basketball, softball, soccer, volleyball, and track programs. The purpose of athletics at St. Matthias Parish School is to develop and enrich the whole person through an emphasis on gospel values. This process concerns the total person's growth spiritually, mentally, emotionally, physically, and socially.

Each individual is to be valued as a unique person, possessing in his/her own way unique gifts from God. Maximum participation of all who desire to play sports in this parish is a prime value. All registered parish youth who are presently enrolled in St. Matthias Parish School or are actively participating in the St. Matthias Religious Education program will be eligible to participate in all athletic programs regardless of gender or skill level. Title IX of the Civil Rights Act requires that equal opportunity be provided to all genders to participate in athletics. However, it does allow for separation during participation in contact sports.

Ineligibility for Behavioral Reasons:

Demerits and Disciplinary Issues:

Students can be suspended or removed from athletics due to disciplinary issues.

- Upon receiving two demerits in a trimester the student will be suspended for one game/match.
- Receiving a third demerit will result in a two game/match suspension.
- Finally, receiving a fourth demerit will result in removal from athletics for the remainder of the season.

If a student is suspended from school, the student may not practice or participate in games/matches while serving the suspension.

Any exemptions or adjustments to these policies will be subject to review by a committee of the student's teacher(s), principal, and athletic director.

Coach Compliance – All athletic coaches are to comply with the above stated policies.

- Coaches will be asked to sign a form at the beginning of the season agreeing to comply with the policies stated above.
- Any violations to the established policies will result in the suspension and/or removal of the offending coach(es).

FIELD TRIPS

(Field trips are suspended as of September 3, 2021 until further notice.)

Teachers are encouraged to plan educational class trips with their students. We believe that learning occurs everywhere, not just in the classroom. While parents/guardians always have the final say in allowing the child to go on a trip, we hope that no parents/guardians will forbid attendance without serious reason. No student may stay home when the class is going on a field trip. They must report to school for supervised study. In the event no one is available to supervise the student while their class is on a field trip, prior arrangements will be made with the parents/guardians. Uniforms must be worn on all field trips, unless other dress is deemed more appropriate. The decision will be made by the teacher and/or principal.

FINANCIAL CONCERNS

All active members of St. Matthias Parish are welcome to use the parish school to provide an excellent education and a sound Christian environment for their children. No one is excluded because of financial difficulties. If you are experiencing financial hardship, please contact the principal to discuss potential options.

FINANCIAL ASSISTANCE

St. Matthias Endowment Fund and Needs Based Scholarship

In an effort to assist parents/guardians with their responsibility to provide Catholic education for their children, St. Matthias Parish will provide financial assistance for qualified applicants to the extent funding allows. Unless waived by the pastor, applicants will be asked to meet the following criteria:

1. Applicant must be a registered parish member for a minimum of one year, who actively practices the Catholic faith by regular weekend liturgy attendance and reception of the sacraments, and participates in stewardship to the parish through the sharing of time, talent, and treasure.
2. Applicant must complete and sign a formal request for assistance and demonstrate need by providing signed copies of prior year federal tax return and agree to apply for all other types of aid.
3. Applicant must agree to pay all other fees (i.e. playground, educational material, special field trips, etc.) as well as the portion of tuition not covered by the assistance grant. Applicants who are past due on prior obligations may not be considered.
4. Applicant must sign and honor the School Family Commitment form. Applicants who neglect their commitment freely waive their privilege of having their children enrolled at the subsidized rate and may not be considered for assistance.

Application forms are available in the school office.

GOVERNING BODY

The Superintendent is responsible to the archbishop or his delegate for the administration of educational programs in Catholic Schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese.

revised 7/15/2019 Milwaukee Archdiocese

The parish administrator is the chief administrative officer of the parish and a member of the parish school board/education/formation committee. Together with school administrators, he executes the policies of the local parish and the policies of the archdiocese.

revised 7/15/2019 Milwaukee Archdiocese

The Principal is the immediate administrative officer of the school and a member of the local school board/education/formation committee. The principal executes the policies of the local parish, as well as the policies of the archdiocese and the Wisconsin Catholic Conference.

revised 7/15/2019 Milwaukee Archdiocese

GRIEVANCE PROCEDURES FOR PARENTS

PARISH AND SCHOOL POLICY MANUAL- 1312.1: PARENT/STUDENT COMPLAINTS CONCERNING PARISH/SCHOOL PERSONNEL

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

Each parish/school is to develop and document local grievance procedures. Grievance procedures should be stated in the student/parent handbook.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School

Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

ADOPTED: 8/1/1984 REVISED: 7/2/2020 *Milwaukee Archdiocese*

HARASSMENT/BULLYING

Respect for the dignity of each person is essential to Catholic tradition. It is important that we maintain a learning and working environment that is free of any form of harassment or intimidation toward any student. Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to the following: threatening behavior, racial insults, derogatory ethnic slurs, unwelcome sexual advances or touching, sexual comments, jokes or gestures, physical or mental abuse. Any of the above will be treated as harassment under Wisconsin Statute 111.32.

HARASSMENT - REPORTING PROCEDURE

Any student who feels he/she has been subjected to harassment should contact any adult from the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal or parish director. An investigation shall be conducted immediately. If the allegation is confirmed, the appropriate action will be taken. Appropriate action could include, but is not limited to:

- | | |
|---------------------------------------|--------------------------------|
| Written documentation of the incident | Disciplinary sanction(s) |
| Referral to outside agencies | Professional counseling |
| Probation/Termination | Probation/Suspension/Expulsion |

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. **No retaliation against a student or adult for reporting harassment will be tolerated.**

Rules approved: 4-14-87, Revised 7-20-17, Archdiocese of Milwaukee

HOMEWORK

Homework is valuable for pupil training and for carrying the educational program beyond the school day. Parents/guardians are asked to see that the child has a suitable atmosphere in which to study. Parents/guardians may help the child, but are advised that giving too much help can destroy a spirit of responsibility and independence which are so necessary for the child's scholastic training. Some students work more rapidly than others and may complete assignments in school. Should that be the case, parents/guardians are encouraged to suggest extra study or outside reading.

Homework is necessary for the reinforcement of facts learned in school and for enrichment. A recommended homework time allotment for the average student is as follows:

- Grade 1-2-3.....15 to 30 minutes
- Grade 4-5-6.....30 to 60 minutes

Grade 7-8.....60 to 90 minutes

Weekend and holiday homework is limited. Teachers may assign homework for weekends; however, it should be limited to a total of 1 hour. Since learning how to budget time is important, as a student progresses in grade levels, some long-term assignments will be given which could end up using more time over a given weekend.

Homework will be provided for students who are sick for three or more days. A request can be made through the school office on the third day of illness. Homework will be delivered upon request to the school office at the end of the school day.

If a vacation is scheduled during school days, it is the responsibility of the student to request homework at least **one week in advance of the absence**. Teacher discretion will determine what work is provided in the student's absence. All missing work will be required to be made up upon return.

ILLNESS

DO NOT send children to school when they are sick. Students must be fever free for 24 hours before returning to school. Except for First Aid, the treatment of illness or bodily injury may not be given by school personnel. The school is not responsible for determining illness or diagnosing conditions.

Under NO circumstances is a student to leave school when ill without first reporting to the office. Office personnel will then contact the parents/guardians. Arrangements must be made for someone to pick up an ill student.

Students will not be expected to do assignments while home ill, but should make arrangements with their teachers upon return to school to complete missed assignments.

COVID-19 Protocols

During the pandemic COVID-19 Safety protocols can be found in the COVID-19 Handbook found on the school website.

INJURIES

When a student is seriously injured and the office is unable to reach the parents/guardians or emergency contacts for the emergency, the school will call 911. Should transportation to a hospital be required, as directed by 911 personnel, the student will be transported to the hospital chosen by 911 personnel.

INVITATIONS TO PARTIES

Our school holds as a Christian value that the personal feelings of each child are important. Therefore, in accordance with Christian principles, we must avoid discrimination in all functions - including personal social ones. NO invitations will be distributed in the school unless extended to all members of a class and only through the teacher.

LIBRARY

The school library houses a wealth of materials for students. The automation of the library eases access to the material for the students and staff. In addition to the circulation of books, children are taught fundamental library skills. Computers are available for student use. Study and research groups are welcome throughout the school day, if space and supervision are available.

Each student is responsible for caring for and returning books and magazines checked out from the library. K4 through 5th grade students may check out books for a period of one week; books are due back at the time of the student's next scheduled library visit. Students in 6th, 7th, and 8th grade may check out books for a period of 3 weeks. All students may renew books at the time of their next visit, or anytime on or before the due date.

The maximum number of books students are allowed to check out at a time is as follows:

K4 and K5.....	1 book
Grades 1 and 2.....	2 books
Grade 3 – 8.....	3 books

If students need additional materials for school projects, special permission will be given by the librarian.

If students do not return or renew their library books at the time of their weekly library visit, those books are then considered late. There are no late fees; however, students with late books will not be able to check out any new library books. If a student has lost or damaged a library book beyond repair, he/she will be required to pay the replacement fee for the book to the library before he/she may check out any more books.

LITURGICAL PARTICIPATION

Students participate in an all-school liturgy on Thursdays at 8:15 am. Classrooms take turns in preparing the liturgies. Parents/guardians are encouraged to attend. Students will also attend liturgy at 8:30 am on holydays of obligation when they fall on a school day.

LOCKERS

Lockers have been installed for the convenience of the students of the '62 Building. The following are important regulations concerning the lockers:

1. Students are assigned a locker number each year. Lockers are valuable school property. Proper care is warranted to ensure long-life. Nothing permanent may be attached to a locker. Nothing is to be placed on the top of the lockers; this is reserved as a display area for student work.
2. Lockers must be kept clean and neat. There is to be no writing of any kind on the lockers.
3. Students may use magnets to post or display items on the inside of their locker. No adhesives, tapes, putty, stickers, etc. may be used. Items displayed on the inside of the lockers **MUST NOT** be offensive or contrary to inappropriate for our Christian learning environment.
4. No student may go into another student's locker without expressed consent.
5. All personal property must be labeled. If something is missing from a locker, report the matter immediately to the homeroom teacher and an investigation will be made in an attempt

to recover the property. Keep in the locker only that which belongs in school. The school insurance carrier does not cover for any lost or stolen personal property.

6. Mechanical/structural difficulties with a locker must be reported immediately to the homeroom teacher. Procedures will be taken to correct the situation.
7. No personal locks may be used with the lockers. They are to remain unlocked at all times. Locks will be confiscated by school officials.

Violation of any of the above regulations or actions that are deemed questionable/inappropriate by school officials will result in disciplinary action.

School lockers and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic inspections may occur of lockers and desks and items in the lockers and desks by school officials for any reason at any time, without notice, without student consent, and without a search warrant. (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual Policy #5145.2)

LOST and FOUND

If students misplace school or personal items, they should check the “lost and found” box in each building. Any personal items turned in and not claimed are kept until the end of the trimester before being donated to a local charity.

LUNCH PROGRAM

A hot lunch program is provided for students in Steiger Hall (church basement).

Student Meal (milk included)	\$3.25 (Free 2021-22 School year)
Student Lunch (without milk)	\$3.00 (Free 2021-22 School year)
Milk	\$0.30

(The following section will return post-Covid.)

~~St. Matthias Parish School offers a Hot Lunch Program in which each student has their own account. Students' accounts are updated on a daily basis in Power Lunch. Families can make payments by cash or check to: St. Matthias Parish School. Please place all payments in an envelope clearly marked with the family name and the amount that should be placed on each child's lunch account. When your family's account decreases to \$20.00, a low balance alert will be sent to parents/guardians via email. You may check your student's balance at any time by logging into PowerSchool. As of the 2017-18 school year, St Matthias Parish School is participating in the Free and Reduced Lunch Program. If you have any concerns or questions, please contact Terri Czerwinski at tczerwinski@stmatthias-milw.org~~

~~If a parent/guardian comes to visit or eat with his/her child during the lunch period, the parent/guardian **MUST** first sign in at the school office and receive a visitors badge.~~

Lunchroom Rules, Responsibilities, and Expectations:

1. Students will enter the lunchroom with a voice level of 1.
2. Students will be seated as soon as possible.
3. Students will ask permission to use the restroom.
4. Students will remain seated until they have finished eating.
5. Students will clean up their area, dump liquids, throw away garbage, recycling, and should

- only need to go to the garbage once.
6. Students will return to their seat without stopping at other tables to socialize.
 7. Students will talk with people in their immediate area with a voice level of 1 until it is time to line up.
 8. Students will show respect to everyone.
 9. Students will exit the lunchroom with a voice level of 1 in a single file line.
 10. Adults will determine who sits at the allergy table.

MEDICATION

Any student required to take prescribed medication, short or long term, must have a permission form on file in the office from the parents/guardians and the attending physician. Forms for this purpose are available in the school office.

Students taking over-the-counter medication must provide the medication in the original manufacturer's packaging and have written permission from the parents/guardians. **This includes cough drops. ALL MEDICATIONS, GLUCAGONS AND EPI-PENS, MUST BE KEPT IN THE OFFICE, EXCEPT FOR ASTHMATIC INHALERS** which the student will keep in their backpack. Students have the option of carrying the device on their person if the parent chooses. Permission must be in writing from the parents and filed with the proper forms in the office. Any student with an asthmatic inhaler, glucagon or epi-pen must have the proper form on file in the office.

NUTRITION AND WELLNESS

Nutrition influences a child's development, health, well-being, and potential for learning. To fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. A nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

Classroom teachers will inform class families of any food allergies specific to that grade level. Please see the St. Matthias website for alternative snack options.

The policy of our school is to:

- provide a positive environment and appropriate knowledge regarding food,
- when using food as part of class or student incentive programs, staff, students, and parents are encouraged to utilize healthy, nutritious food choices.
- when curricular-based food experiences are planned, staff, students, and parents are encouraged to seek out good nutrition choices whenever appropriate.
- reduce student access to foods of minimal nutritional value.

Archdiocese of Milwaukee POLICIES and REGULATIONS Manual Policy #5140

SCHOOL WELLNESS PROGRAM

In accordance with the National School Lunch Act, St. Matthias Parish School implements the following guidelines in reference to Nutrition Education, School Nutrition and Physical Activity. Nutrition influences a child's development, health, well-being, and potential for learning. To afford

all students the opportunity to fully participate in the education process, students must attend school with healthy minds and bodies ready to take advantage of their learning environment. Nutrition Education influences students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. This policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits and physical activity participation reflective of students' cultures. Decisions made in all school programming reflecting and encouraging positive nutrition messages, healthy food choices and regular participation in physical activity.

Nutrition Education

1. Students of St. Matthias Parish School receive nutrition education that is interactive and teaches the skills needed to adopt healthy eating habits.
2. Nutrition education is offered in the school lunchroom as well as in the classroom, with coordination between the food service staff and teachers.
3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes and community and media.
4. Health education curriculum standards and guidelines include both nutrition and physical education.
5. Nutrition is integrated into the health education activities with the school health program.
6. St. Matthias Parish School links nutrition education activities with the school health program.
7. Staff members who provide nutrition education have appropriate training.

School Nutrition

1. St. Matthias Parish School provides a positive environment and appropriate knowledge regarding food through student and staff access to:
 - A. *healthy food choices during school and at school functions by encouraging students to participate in school meals programs and protecting the identity of students who eat free and reduced price meals.*
 - B. *a pleasant eating environment that is clean and safe with enough space and serving areas to ensure all students have access to school meals with minimum wait time.*
 - C. *a minimum of 20 minutes to eat lunch and socialize, and acquire knowledge and skills necessary to make healthy food choices for a lifetime.*
 - D. *drinking fountains so that students can get water at meals and throughout the day or to refill clear water bottles.*
 - E. *on-going professional training and development for staff and teachers in the areas of nutrition and physical education.*
 - F. *physical activity facilities open for use by students outside school hours.*
 - G. *opportunities for students, teachers and community volunteers to practice healthy eating and serve as role models in school dining areas.*
2. When using food as a part of incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. St. Matthias Parish School reduces student access to foods of minimal nutritional value by educating and encouraging students to eat healthy foods.

Physical Activity

1. St. Matthias Parish School students are given opportunities for physical activity during the school day through physical education classes, daily recess/free-time and the integration

- of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs.
 3. St. Matthias Parish School encourages parents and guardians to support their children's participation in physical activity, to be physically active role models and healthy eaters, and to include physical activity in family events at school or at home.
 4. St. Matthias Parish School provides training to enable teachers and other school staff to promote enjoyable, lifelong physical activity among students.

PARENT/GUARDIAN ORGANIZATIONS and ACTIVITIES

Home & School Association

The Home and School Association is an elected, parent-led association. All parents are automatically members of the H&S Association.

The purpose of the Home and School Association is to coordinate and lead committees for:

- Extra-curricular student events and activities that benefit the student-body
- Teacher appreciation and recognition for the outstanding work our staff does
- Bi-annual, general meetings to communicate updates at the school (attendance by at least one parent is required)
- Creation of fundraising programs to fund all activities

Six elected officers make-up the Executive Board and are responsible to the School's Executive Director. Officers are elected for three-year terms and include: President, Vice President of Fundraising, Vice President of Student Affairs, Vice President of Appreciation and Education, Secretary, and Treasurer. The H&S Executive Board meets monthly (open meetings) in the school library.

School Advisory Committee

The purpose of the SAC is to advise on the policies which shall govern the operation of St. Matthias Parish School.

1. The SAC shall provide counseling and advice to the school principal in the operation of St. Matthias Parish School. The committee shall also provide a forum in which parents/guardians can articulate their values and express their wishes regarding the school educational program.
2. Membership shall consist of up to twelve members including five official members: Parish Director, Principal, Pastoral Council Representative, one Elementary School Teacher, and one Middle School Teacher.

PARKING

Complete parking procedure for before and after school are located in the appendix. During the school day, visitors are welcomed to use the visitor spaces to the east of the school or street parking. There is no parking in front of the school building before or after school to accommodate bus drop off and pick up.

PLAYGROUND

Playground recess time is an important opportunity to “relax” the brain, get exercise, and develop social relationships. In order to ensure the fun and safety of all students and supervisors, the following must be adhered to:

Playground Rules, Responsibilities, and Expectations:

1. Students will walk up the sidewalk to the playground.
2. Students will follow all instructions given by teachers or supervisors.
3. Students will show respect for others.
4. Students will stay off snowbanks.
5. Students will stay away from patches of ice and puddles.
6. Students will report (but not pick up) any foreign objects.
7. Students will show pride in their school by keeping the building and grounds free of litter.
8. Students will be responsible for the care and return of school equipment/items.
9. Students will be responsible for their personal play property. The school is not responsible for any personal play property lost or damaged. The student will not bring to school hardballs, skateboards, scooters, in-line rollerblades, or any equipment that might cause injury to themselves or others.
10. Students will stay off of the fences.
11. Students will stay away from the '62 Building.
12. Students will report to a playground supervisor when injured or ill.
13. Students will be respectful of others' clothing and/or property.
14. Students will not play rough on the playground.
15. Students will not leave the playground area for any reason including to retrieve lost personal or school equipment/items.
16. Students will not chew gum or eat candy/food on the playground (unless given permission from teachers or supervisors).

Play Structure Rules:

Grades K4 – 2nd are not allowed on any of the hanging bars, monkey bars, or slide bar except for the lowest bar next to the pedals.

Proper use of the play structure is expected at all times:

1. Students may not be on top of any part of the structure.
2. Students are to play inside the structure, no climbing or hanging off of any part of the structure.
3. One person on the slide at a time. Students are to go down the slide in a seated position with feet first. They should not be walking up or down slides and should not come down slides face first.
4. Rough play is not allowed on the play structure.
5. Playground equipment is not allowed on the play structure.
6. Students may not hang upside down on any of the monkey bars.
7. No games of chase or tag are allowed on the play structure.
8. Students will not hang upside down on any of the bars.
9. No gymnastics such as air flips, handstands, cartwheels, etc.
10. Students are expected to follow the directions of the playground supervisors.

PROFIT/NON-PROFIT ORGANIZATION

St. Matthias Parish School is a non-profit organization.

PROMOTION OR RETENTION

In teaching children; we realize that we are working with a wide range of individual differences. Therefore, promoting a child is based on a range of characteristics. A student's report card marks are not the sole basis for promotion or retention. The child's age, maturity, and ability are crucial components in the decision.

If a child is a possible candidate for retention, the parents/guardians will be informed before the end of the second trimester. The decision on this matter will be based on input from the principal, teachers, and parents/guardians. The decision will emphasize consensus and the best overall interests of the child. The final decision will be made by the principal.

RECESS

All students grades K4 – 8 participate in daily lunch recess. Grades K4 – 4 also have a morning recess. Students will be outside for recess unless the wind chill or air temperature is 0 degrees or below. Recess may also be moved indoors for inclement weather (rain, thunder, etc) at the discretion of school personnel.

Indoor supervision is limited so all students are expected to participate in outdoor recess. Students must be dressed appropriately for the weather at all times (hats, boots, gloves, etc).

REPORT CARDS and GRADING

St. Matthias School has adopted the Assessment and Grading Guiding Principles of the Archdiocese of Milwaukee.

The six principles for effective grading and assessment practices are:

- • Assessment and grading are ongoing processes that guide continuous learning
- • Grading should be standards based and reflect what students know and are able to do
- • Grading should be transparent and promote common understanding between students, parents, teachers, and schools
- • Grading should support a growth mindset
- • Grading should only reflect student achievement
- • The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

Individual teacher's policies will address the issue of late work, missing assignments and incomplete assignments. These policies will be reviewed with students and parents at the beginning of the school year.

Report cards for grades 1-8 are issued three times a year (approximately every 12 weeks). Report cards for K4 and K5 are issued twice a year- in January and in June. Student progress will be evaluated continuously through a variety of procedures, instruments, and observations, at all times taking into account individual differences and abilities of students. Grading is a means of reporting

student progress and must be based on specific data gained from a variety of evaluation techniques. Grading of students is to be personalized with emphasis on a philosophy that recognizes each child's individual worth and dignity.

Grading Proficiency Scales

For students in 4K and 5K, teachers will write a narrative detailing students' growth using the Wisconsin Model Early Learning Standards (WMELS).

K4 and K5 Proficiency Scale

Use a narrative report card with the following:

- E = Emerging
- D = Developing
- S = Secure
- = Not assessed at this time

Grades 1- 3 Proficiency Scale

Grade	Proficiency
3 Proficient	<ul style="list-style-type: none"> • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. • Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> • Student demonstrates partial understanding of grade level standards. • Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none"> • Insufficient Evidence

Grades 4-8 Proficiency Scale

Grade	Proficiency
4 Advanced	<ul style="list-style-type: none"> • Student demonstrates understanding of concepts and skills extending beyond grade level standards. • Student can independently complete self-directed studies.
3 Proficient	<ul style="list-style-type: none"> • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. • Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> • Student demonstrates partial understanding of grade level standards. • Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none"> • Insufficient Evidence

Standards Based Grading and Assessment Glossary

Priority Standards – Standards that have been identified as essential in a particular grade level or course, requiring more instructional time and mastery by all students.

Supporting Standards – Standards that have not been identified as most essential, but are still taught in a grade level or course.

Proficiency Scale - A scale that identifies distinct levels of knowledge and skills relative to a specific standard or related standards.

Online Grades at St. Matthias School

Parents have online access to their children’s grades. Grades are accessed through PowerSchool. Every family is issued a login and password for PowerSchool. The goal of having grades online is: to improve academic performance and student responsibility through increased information and accountability. Parents are asked to monitor their child’s/children’s progress online regularly.

SAFEGUARDING ALL GOD’S CHILDREN

As part of the U.S. Bishops’ response to the sexual abuse crisis in the church, all parish employees and volunteers who have regular contact with children are required to complete an awareness training session. The goal of the church is to ensure that our children are as safe as possible. The program includes an initial 3-hour awareness session and St. Matthias Parish School encourages all parents to participate in this training. Parents are not able to chaperone field trips or volunteer in the classroom until they take this training.

SCHOOL FOOD AND ALLERGY POLICY

St. Matthias Parish School staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit a health care plan to the school. The health care plan will be kept on file in the school office. For a student whose severe food allergy may result in anaphylaxis, an epi-pen must be provided by the parent to the school.

The school will in good faith provide accommodations such as a peanut-free lunch table to provide an environment that is as free as possible from the allergy-producing food products. The school will send a letter of notification to parents in those grade levels requesting the snacks and treats that do not contain the allergen.

SCHOOL OFFICE HOURS

During the school year, the office is open on school days from 7:30 am to 3:30 pm. Summer hours vary.

SCHOOL SUPPLIES

School supply lists are sent home each year and are also available on our website.

SCIENCE LAB USE

St. Matthias Parish School is able to offer its students access to a state-of-the-art science lab. Due to the materials in the lab and the type of classwork that can occur, it is imperative that we do all that we can to prevent accidents and ensure the safety of everyone. Therefore, in order to use the science lab, all students **MUST**: *1) abide by the following Safety Contract, and 2) obtain parent/guardian permission.* This permission is granted by the signatures on the Parent/Student Handbook acceptance form. Students will not be allowed to use the science lab unless this permission is given.

Safety Contract for the Science Lab:

I, as a student at St. Matthias Parish School, will recognize that the science lab needs to be a safe place to work and learn. Therefore, I **MUST** conduct myself in a responsible manner at all times. I agree to assume responsibility for my own safety and be aware of the safety of others. I agree to follow the safety guidelines set forth in the lab and agree to follow the teacher's instructions at all times. In addition, I will abide by the following safety rules, responsibilities, and expectations:

- I will handle all lab materials and equipment properly.
- I will familiarize myself with the lab techniques involved in each investigation before I attempt to perform the investigation.
- I will learn the location and proper use of the safety equipment in the classroom.
- I will report any accident to the teacher immediately.
- I will familiarize myself with the procedures to be followed in case of a fire or an accident in the lab.
- After each investigation has been completed, I will turn off the water and/or disconnect all electrical equipment. I will dispose of all chemicals according to the teacher's directions, and I will put away all materials and equipment properly.

Consequences for misuse of Science Lab may include:

- Demerit
- Payment for damages
- Loss of science lab privileges.

SERVICE ACTIVITIES

Altar Servers

An altar server is trained to assist the priest during the celebration of the liturgy. 5th – 8th grade students are encouraged to participate in this program. Training is scheduled at a suitable time for the instructor and applicant.

Children’s Choir and Bell Choir

The Children’s Choir and Bell Choir lead the congregation in song on specific Sundays and all-school masses throughout the school year. Participation in the choirs gives the students a stewardship opportunity in the St. Matthias community.

Scouts

Cub Scouts at St. Matthias Parish School is an organization that is dedicated to the spiritual and personal development of boys ages 6-11 years. Den meetings are held two to four times a month. Monthly pack activities are offered along with the annual Blue and Gold Dinner, Pinewood Derby, winter camp, and various service projects.

Boy Scouts is a dynamic organization dedicated to teaching young men leadership, citizenship, and personal and moral fitness. Through a vigorous outdoor program, the scouts learn to care for themselves, to set goals, and reach to achieve them in strength and confidence. 6th – 12th grade boys are invited to join in monthly campouts and experience the adventures and challenges only Scouting can bring.

Girl Scouts was organized to help girls make new friends, learn camping skills, explore the outdoors, help in the community and work on special interest projects. Girls 5 to 17 years of age are welcome to join programs from Daisy Scouts to seniors. Adult volunteer leaders help guide the girls in their growth.

SPECIAL NEEDS STUDENTS

In order to meet the varying needs of students, or as a preventative measure, St. Matthias Parish School provides interventions in reading and math. Methods and materials may differ from those used in the classrooms.

This might include any/all of the following:

1. Consults teachers, administrators, parents/guardians, and students. This is an ongoing process to analyze and resolve the problem or at least to identify alternative ways of coping.
2. Tests and/or interviews involved parties.
3. Differentiated practices such as:
 - a. additional tutoring in the resource room
 - b. tutoring by peers or by another agency
 - c. adjustment of classroom work and/or assignments
 - d. special administration of classroom, tests
 - e. various systems of teacher/parent/guardian checks and balances
 - f. interim progress reports
 - g. behavior modification and motivation techniques
4. Refers to an outside agency (when necessary) such as:
 - a. Individual Education Plan process via the local public school district
 - b. psychological/counseling services
5. Throughout the process, parents/guardians, teachers, and the principal are kept up-to-date

and are consulted for input/feedback, or to strategize on how to best meet the child's special needs.

At the beginning of the year, teachers are informed by the Curriculum/Resource Teacher, Mrs. Burss, who these students are and what adjustments need to be made. Records are maintained by Mrs. Burss. Mrs. Burss is available to confer with teachers, students, parents/guardians, principal, or other professionals regarding the needs/programs of the child.

Teachers are informed of current topics and methods dealing with behavioral and academic needs through in-services, workshops, courses, and professional reading.

Individual Learning Plans (ILPs)

To better accommodate the special needs of some of our students, St. Matthias Parish School has developed Individual Learning Plans (ILPs). These plans provide accommodations and modifications for those learners who struggle with academic or behavioral issues. Through consultation and collaboration with parents and school personnel, a child-specific intervention plan is developed. An ILP will be designed for the student based upon the following:

- formal and informal assessments, academic achievement, and an analysis of previous interventions
- observation and documentation by the classroom teacher(s) over a period of time indicating a learning/behavioral difference
- the student is not able to meet grade-level expectations
- the student has an information processing delay that impacts his/her development or achievement

Concerns regarding your child's educational performance should first be discussed with his/her classroom teacher(s). Parents can request an evaluation for an ILP via the child's homeroom teacher. ILP's will be periodically reviewed during the school year.

STAR PARTNERS

In an effort to promote camaraderie, cooperation, and community, the younger students are paired with older students. This pairing is referred to as **STAR Partners - Students and Teachers Are Reaching for Success**. STAR partners meet for various activities and parties.

STUDENT RECORDS

St. Matthias Parish School follows the policy of the Archdiocese of Milwaukee in regard to the confidentiality of records. Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded there. After the student has graduated or terminated his/her education, the permanent record should be maintained for 65 years. Thereafter, the permanent record may be offered to the parish for the archives.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students, and parents/guardians of minors should have access to student data without a subpoena or written

permission of the parents/guardians. (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual Policy #5125)

STUDENT SEARCH and SEIZURE

St. Matthias Parish School does not relinquish its exclusive control of lockers, desks, and coat areas provided for the convenience of the students. Periodic general inspections of lockers, desks, coat areas, and any items in the lockers, desks, and coat areas may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant. (*Archdiocese of Milwaukee POLICIES and REGULATIONS Manual Policy #5145.2*)

All contraband items (i.e. alcoholic beverages, controlled substances, knives, weapons, etc.) or items deemed contrary/inappropriate for our Christian learning environment shall be turned over to a school official.

TECHNOLOGY PARISH ACCEPTABLE USE POLICY

St. Matthias School is providing access to the school network and Internet as a means to enhance the curriculum and learning opportunities for all students. Access to the network and Internet enables students to:

- Access various local and global resources,
- Enhance problem-solving/decision-making skills,
- Broaden research capabilities,
- Develop higher-order thinking skills by differentiating and evaluating resources,
- Develop skills for lifelong learning in a Christian school environment.

Network and Internet access are available throughout the school. This policy is established to encourage the safe and appropriate use of the network and Internet. Internet filtering/blocking devices will be used on all computers that access the Internet in an effort to protect against access to visual/text-based depictions that are obscene or harmful to minors. We acknowledge that even with a filtering system, complete control and/or access to objectionable material cannot be assured. Some independent users may still discover unsuitable information or have access to materials that are illegal, defamatory, inaccurate, or potentially objectionable to some people. Teachers will provide students with information/procedures for appropriate Internet and system use, but ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using Internet resources and **students have the responsibility to follow these standards and report any such incident, as mentioned above, immediately to the teacher in charge.**

Students utilizing the school-provided computer network and Internet access must acknowledge this user agreement (by signing the acknowledgment form provided with this handbook), by both themselves and a parent/guardian, and on file with St. Matthias Parish School. Users of the Internet must also have permission of and be supervised by St. Matthias Parish School staff. **All computer users are responsible for using the network in an effective, efficient, ethical, and lawful manner.** Student use of the Internet must support curricular goals. Furthermore, the use of the school network is a privilege, not a right, and as such the privilege can be withdrawn from those who use the network irresponsibly. Violations of this policy will incur the same types of disciplinary measures as violations of other school policies or state or federal laws, including criminal

prosecution in serious cases.

Specifically, but not limited to, the following are not permitted:

- Sending or displaying offensive messages/pictures
- Harassing, insulting, or attacking others (bullying)
- Damaging computers, systems, or networks
- Trespassing in others' folders, work, or files
- Using the network for commercial purposes
- Using obscene language
- Violating copyright laws or plagiarism
- Using the passwords of others
- Intentionally wasting limited resources
- Changing computer settings to any degree

Users should be aware that the use of the network and Internet is not guaranteed to be private. System administrators will have access to all user accounts and will review files to maintain system integrity and ensure responsible system use. Users should not expect that files stored on the St. Matthias Parish School servers will be private. Depending on the particular violation, one or more of the following sanctions may be invoked:

- Partial or complete loss of access to school equipment/network/Internet
- Additional disciplinary action (i.e. demerit, suspension, etc.)
- Notification to law enforcement officials in extreme cases.

By placing your signature on the handbook acknowledgment form, you (parent and child/children must all sign the form) acknowledge having read and agreed to the stated policies within the St. Matthias Parish School Acceptable Use Policy for Technology.

TELEPHONE

Students may use the telephone in the school office if it is deemed an emergency and/or only with the permission of the teacher or the office personnel. All calls will be made from the office phone.

TESTING

Testing is a means of measuring performance. It illustrates how well we are accomplishing our stated mission as well as our goals to educate and form the whole person. Through an integrated system of standards and multiple forms of evaluation/assessment, testing measures content knowledge, academic achievement/potential (individual and group), and best practices in the teaching/learning environment. The information received from the results of testing not only holds us accountable, but gives us critical information so that we can continuously improve our programs.

The Archdiocesan testing program offers schools the choice in standardized tests which are given to students. St. Matthias Parish School will be administering the Wisconsin Forward State test to all students in 3rd – 8th grades. This is a requirement for all students who are part of the Milwaukee Parental Choice Program. We have decided to give this test to all students for a couple of reasons. First, students who participate in the Choice program will not be double tested. Second, we want to have accurate data of students in our school. It is best to have all students take the same test. Lastly, this test will allow us to compare our student scores to more schools in our area. Students will take

this test in the spring. It is a computer-based test so the testing period will cover several weeks to accommodate all the grade levels. All students will also participate in MAP assessments three times a year and Fountas and Pinnell assessments so teachers have accurate data to drive instruction.

TRANSFER OF CREDIT

The following Transfer of Credit Policy determines that St. Matthias Parish School will consider accepting school credit from other institutions, to the extent that coursework at the previous institution is documented and in accordance with St. Matthias Parish School's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal. This policy supports the requirements of document 119/23(6m) (a) (8).

TUITION POLICY

Registration Process

Registration for the next school year will take place right after the Christmas break. St. Matthias Parish School is requesting a written commitment from parents by filling out a reservation form and returning this form to the school by January 31st for the following school year. No funds will be required to accompany the registration form.

In order to hold your seat, a non-refundable tuition deposit of \$300 per family must be paid on or before May 15, 2022. Families will be invoiced on April 1, 2022. This tuition deposit will be applied to the family's overall tuition bill.

In order for the school to operate smoothly, families must honor their financial obligations. We believe that tuition payments are an investment in your child's education and spiritual formation. The tuition for St. Matthias Parish School is approved annually by the parish council, which ensures adequate financial resources are available to the school and that tuition is as affordable as possible. The following policies are in effect for tuition fees:

Tuition Payment

St. Matthias Parish School uses the services of Smart Tuition to receive and process all tuition payments. Please plan for all payments to arrive at Smart Tuition by the scheduled due date. No grace period is in place for late payments. Please contact Terri Czerwinski at tczerwinski@stmatthiasmilw.org to set up a payment plan with the school office.

Tuition

St. Matthias Parish School is subsidized by St. Matthias Parish. If you are a registered, active parish member, you receive a discounted rate for tuition. The parish relies on the time, talent and treasure of its parishioners to support its many ministries, including our school.

<u>Number of Children</u>	<u>Subsidized Tuition 21-22</u>
One student (Grades K4-8)	\$ 3,600.00
Two students (Grades K4-8)	\$ 6,439.00
Three students (Grades K4-8)	\$ 8,742.00
Four or more students (Grades K4-8)	\$10,596.00

School Fees in Addition to Tuition

Home and School Association Fee \$100.00 per tuition family

Consequences for Defaulting on Payments

Tuition makes up an important portion of the school budget. Being that we are all one, we recognize that a family can experience many difficulties in today's financial climate. We realize that families do not fully control their financial fate at all times. If any circumstances occur that affect a family's ability to meet their financial obligations please notify the school principal immediately. We can explore avenues together to help and assist in meeting a family's obligations. We will work out a payment plan with any family for any circumstances with or without Smart Tuition.

Parents will be notified immediately in writing, by email, or by phone regarding delinquent tuition or MEC payments.

Parents must contact parish/school officials to make decisions regarding payment of unmet tuition and fees.

Defaulting without notification on any payment plan will result in their student/students' exclusion from ALL extra-curricular activities including athletics during the semester. Any fees paid for these extra-curricular activities will not be refunded to the parent but rather applied to the balance of tuition owed. When fees are paid, student/students will be cleared for participation in all extracurricular activities including athletics.

In all cases, families will be notified in writing, by email, or by phone of non-payment of any tuition or MEC accounts. As a result, student/students can be asked not to return for the beginning of the second semester of that school year or the beginning of the following school year term. When payments are up-to-date, the student/students may return to school.

Prepayment Discounts and Options

We encourage families to pre-pay school tuition in full for the next year of service. These upfront payments will come directly to the school.

The following discounts will apply to assist families who pay their school tuition in its entirety upfront:

- Families choosing to pre-pay tuition in full for the upcoming year of tuition on or before June 1st for the upcoming school year will receive a credit of \$50.00 per student on their tuition balance.
- Those families choosing to pre-pay in full for the upcoming year of tuition on or before July 1st will receive a credit of \$25.00 per student on their tuition balance.

Parish Stewardship

All registrations are accepted with the assumption that parish members are practicing stewardship of time, talent, and treasure. There are no set minimum parish donations expected. What is expected are consistent and timely parish contributions according to your means. In addition, a stewardship intention plan must be on file in the parish office and updated annually. Due to the generosity of the parishioners of St. Matthias, we are able to continue to provide quality education. We need all parishioners to contribute in order to provide a strong financial future for our school.

VISITORS (For the 2021-22 school year, visitors are allowed on a limited basis for educational purposes only until further notice.)

Visitors are always welcome at our school. In order to provide a quality-focused learning experience, we ask all visitors to register in the school office and get a visitor's pass.

- All visitors are required to use the main school entrance.
- When entering the building use the buzzer and intercom system. Students are **NOT** allowed to open locked entry doors for visitors.
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- All visitors to classrooms must schedule appointments with teachers in advance.
- Visitors, parents/guardians, and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocesan Safeguarding God's Children.

VOLUNTEERS (Volunteers are not allowed as of September 3, 2021, until further notice.)

All school parents are encouraged to volunteer to support the education of their children. There are a variety of volunteer opportunities. All school personnel needs and appreciate the time parents/guardians volunteer to help with tasks. Your help frees valuable time for teachers and staff to work more closely with students; however, we ask you to be sure the teacher needs your help at the time you are available. Please let the homeroom or special teacher (Library, Gym, Music, Art, Spanish) know if you can be of assistance to them throughout the school year.

Teachers will schedule their own volunteers. The teacher will inform each volunteer of the time and task that needs to be accomplished. **Please remember you are important to us.** Confidentiality is an important aspect of all volunteerism and we ask this of all whom volunteer. Only positive respectful discussions interchanged outside of the classroom should be happening.

The value of personal interest and the presence of parents/guardians in our school is immeasurable. Our students respond to their educational program on a more positive basis when they know it is important to their parents/guardians. Thank you for volunteering!

In compliance with the safe environment policy of St. Matthias Parish and the Archdiocese of Milwaukee, all volunteers who minister to the children and youth of the parish must complete a three hour Safeguarding All of God's Family training session, provide a certification of training, complete a "Safe Environment Response" form and agree to a background check. The completed forms will be kept in the school office.

WEATHER REGULATIONS

Unless other conditions or circumstances warrant, St. Matthias Parish School will follow the decision of the Superintendent of Milwaukee Public Schools in the closing of school for inclement weather. Parents will also be notified via REMIND. Please listen to the local radio/television stations. **DO NOT CALL THE SCHOOL, PARISH CENTER, OR STAFF MEMBERS AT HOME.**

If the school closes before regular dismissal time, every parent will be notified.

APPENDIX

MILWAUKEE PARENTAL CHOICE PROGRAM

Eligibility

Milwaukee Parental Choice Program (MPCP) information is available upon request from the school office. Families must meet the following criteria to qualify for MPCP.

- A student would qualify if his/her family resides in the city of Milwaukee.
- The family income must be lower than 300% of the Poverty Level as published by the Wisconsin Department of Public Instruction (DPI).

Application Process

To apply for a Choice seat a completed application along with all required documentation must be submitted and received during the school's open enrollment period. Please contact the school secretary, Susan Blaha, for more information regarding Choice enrollment periods.

The application process for the MPCP follows the regulations set forth by DPI. Some important points to note include:

- Choice program applications for the following school year, from either continuing Choice pupils at the school or new applicants, will be accepted no earlier than February 1 prior to the following September.
- Choice families must register annually. Registrations or applications are not carried over from one school year to the next school year.
- Open enrollment periods take place during times designated by DPI. Applications can be accepted only during the Open Enrollment periods. Each application period lasts a minimum of 14 calendar days in length.
- A student application for the MPCP is considered complete only if all of the following are received by the school during an application period:
 - Complete Milwaukee Parental Choice Program Student Application
 - Proof of total household income (based on the parent or guardian's prior year federal income tax return filed, or submitted evidence of current household income circumstances that make a child eligible for the Choice program).
 - Proof of residency in the city of Milwaukee
 - Birth Certificate for 4 and 5 year old Kindergarten and first grade students
 - Verification of student's birth certificate for children age 6 and under.
- At the end of the Open enrollment period, students are placed into their grade level.
- If there are more applicants than available seats, a random selection will take place.
- The random selection procedures follow DPI regulations.
 - The random selection drawing is held within one week of the closing of the application period.
 - Returning students will receive first preference.
 - Siblings of accepted students will be given a preference for admission in the random selection process.

- Families will be notified of their acceptance into the MPCP within 60 days of the date their application was submitted to the school.

Appeals Process for Application Rejection

Under the school's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school Choice administrator that the applicant was improperly rejected. The school's Choice administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

WISCONSIN PARENTAL CHOICE PROGRAM

If a student resides outside of the City of Milwaukee or Racine Unified School district, they are eligible to apply to the WPCP. Student eligibility, which is established by state law, varies for each program. Student eligibility is a combination of student residence, income, and prior year attendance. There is also an age requirement that must be met for grades K4, K5, and 1. For further information on the Private School Choice Programs, click on the Student Application Information link. <https://dpi.wi.gov/sms/choice-programs/student-applications>

DRESS CODE

All students of St. Matthias Parish School (K4 – 8th grade) wear uniforms. Uniforms eliminate distractions, competition, and cost. They help foster a positive learning atmosphere. We expect all students to be neat, clean, and appropriately dressed for their Christian learning environment. The success of a uniform code is dependent upon the cooperation of parents/guardians.

UNIFORM DAYS:

	GIRLS	BOYS	NOT ALLOWED
Jumpers	Red / Blue Plaid Jumper *2 Styles – waistband or loose fitting *Leggings or shorts should be worn under jumpers or skirts.	Not Applicable	Solid Blue or Khaki Jumpers No higher than 2 inches above the knee
Skirts/Skort	Red/Blue plaid jumper or Red / Blue Plaid or Navy 5 th – 8 th Grade Khaki SKIRTS/SKORTS MAY BE NO SHORTER THAN 5 INCHES ABOVE THE KNEE *Leggings or shorts should be worn under jumpers or skirts.	Not Applicable	No higher than 2 inches above the knee
Pants	<ul style="list-style-type: none"> • Solid dark navy uniform-type for K4-8 • Solid tan khaki uniform-type for grades 5-8 • Cotton or corduroy • May be worn under uniform jumper / skirt 	<ul style="list-style-type: none"> • Solid dark navy uniform-type for K4-8 • Solid tan khaki uniform-type for grades 5-8 	<ul style="list-style-type: none"> • Denim / jeans • Cargo / knit jersey / nylon / spandex / sweat / wind pants • Leggings / stirrups • Decorative trim, extra zippers, studs, or excessive pockets • Torn, excessively baggy, or overly tight pants • Pajama bottoms/Capris
Shorts	<u>Shorts</u> <ul style="list-style-type: none"> • Solid dark navy uniform-type for K4-8 • Solid tan khaki uniform type for grades 5-8 SHORTS MAY BE NO SHORTER THAN 5 INCHES ABOVE THE KNEE	<ul style="list-style-type: none"> • Solid dark navy uniform-type for K4-8 • Solid tan khaki uniform type for grades 5-8 	<ul style="list-style-type: none"> • Denim / jeans • Cargo / knit jersey / nylon / spandex / sweat / wind pants • Decorative trim, extra zippers, studs, or excessive pockets • Torn, excessively baggy, overly tight, fringed, or short shorts • Shorts shorter than 5 inches above the knee
Shirts	<ul style="list-style-type: none"> • Tailored • Solid red, white, or dark navy • Polo, dress, turtleneck, or mock turtleneck • All tops must have a collar • Shirts / blouses must be tucked in 	Same as Girls	<ul style="list-style-type: none"> • Insignias or logos • See-through fabrics • Sleeveless • Overly tight
Vests / Sweaters / Sweatshirts	<ul style="list-style-type: none"> • St. Matthias Parish School sweatshirt (not including hooded) • Solid red, white, or dark navy • Must have collared shirt, turtleneck, or mock turtleneck underneath 	Same as Girls	<ul style="list-style-type: none"> • Oversized • Hooded • Emblems / decorations
Socks / Tights/ Leggings	<ul style="list-style-type: none"> • Small logos permitted • Solid ankle length leggings in may be worn under jumpers or skirts. 	<ul style="list-style-type: none"> • Socks must be worn. • Red, white, black, or dark navy - small logos permitted 	
Footwear	All shoes must be non-marking	Same as Girls	<ul style="list-style-type: none"> • Open toed / sandals • Clogs / backless styles • Crocs • Platforms • Untied • Slippers
Hair	Clean, combed, and out of the eyes	Same as Girls	Extreme hairstyles or colors
Accessories	<ul style="list-style-type: none"> • Hair bands /headbands / ribbons may be any solid color • Wristwatch • Cross / religious necklace or pin • No more than one bracelet • For safety reasons only stud earrings may be worn 	Same as Girls	<ul style="list-style-type: none"> • Rings • Non-religious necklaces / pins • Dangling or hoop earrings • Pocket chains • Feathers in the hair
Make-Up, Nail Polish			Any make up; nail polish, fake nails, or french manicured nails

SPECIAL DAYS:

GIRLS

BOYS

NOT ALLOWED

Spirit Days	<ul style="list-style-type: none"> St. Matthias Parish School T-shirt or sweatshirt (including hooded) St. Matthias logo-wear or team shirt Solid red or white short or long sleeve shirt Dark navy pants, blue jeans, khakis pants, athletic (wind pants) or shorts. 	Same as Girls	<ul style="list-style-type: none"> Cargo / knit Jersey / nylon / spandex Leggings / stirrups Ripped or Frayed materials Decorative trim, extra zippers, studs, or excessive pockets Low cut shirts Torn, excessively baggy, or overly tight pants or shirts See-through fabrics Spaghetti straps / tank tops Sleeveless tops / bare midriffs Open toed or backless footwear
Out of Uniform Days	<ul style="list-style-type: none"> Short or long sleeve shirt, sweatshirt or hooded sweatshirt suitable for our Christian learning environment Uniform pants, blue jeans, khakis pants, wind pants, sweatpants, loose-fitting cotton pants, or shorts made of these materials "Sunday best" / good clothes or uniform Leggings covered by a loose fitting skirt/dress/tunic that falls no shorter than 5 inches above the knee 	<ul style="list-style-type: none"> Short or long sleeve shirt, sweatshirt or hooded sweatshirt suitable for our Christian learning environment Dark navy pants, blue jeans, khakis pants, wind pants, sweatpants, loose-fitting cotton pants, or shorts made of these materials "Sunday best" / good clothes or uniform 	<ul style="list-style-type: none"> Skirts / dresses higher than 2 inches above the knee Ripped or Frayed materials Torn, excessively baggy, or overly tight pants or shirts See-through fabrics Low cut shirts Spaghetti straps / tank tops Sleeveless tops / bare midriffs Open toed or backless footwear Tight, yoga style pants Pajama Pants Leggings Clothing styles and clothing with ads / gestures / language / messages / etc. that are offensive or inappropriate for our Christian learning environment
Dress-up Days	<ul style="list-style-type: none"> "Sunday best" / good clothes or uniform Leggings covered by a loose fitting skirt/dress/tunic that falls no shorter than 5 inches above the knee 	<ul style="list-style-type: none"> "Sunday best" / good clothes or uniform 	<ul style="list-style-type: none"> Same as "Spirit Days" category Denim / jeans T-shirts Skirts / dresses higher than 5 inches above the knee Clothing styles and clothing with ads / gestures / language / messages / etc. that are offensive or inappropriate for our Christian learning environment
Scouting Days / Events	Appropriate scouting attire may be worn on meeting and scout-related special event days	Same as Girls	
Gym Classes	<p>K4 -- 4th grade</p> <ul style="list-style-type: none"> Regular uniform attire Shorts under uniform Non-marking athletic shoes <p>5th -- 8th grade</p> <ul style="list-style-type: none"> Loose fitting crew neck T-shirt Athletic shorts / loose fitting pants / warm-ups Non-marking athletic shoes 	<p>Jr. K -- 4th grade</p> <ul style="list-style-type: none"> Regular uniform attire Non-marking athletic shoes <p>5th -- 8th grade</p> <p>Same as Girls</p>	<ul style="list-style-type: none"> Platform-type athletic shoes Same as "Spirit Days" and "Dress Down Days" categories Sleeveless shirts or tank tops St. Matthias team uniforms

All clothing must be clean and have no rips, tears or frays!

The jumpers, skirts, uniform pants, and shorts may be purchased at:

Land's End

www.landsend.com/school

St. Matthias Parish School

Preferred School Number: 900141375

The uniform closet is open to all parents, please stop at the school office if you are interested.

PARKING (refer to map at the end of this handbook)
Parking Procedures

Morning Drop-off Routes

Oklahoma Avenue: Enter from Oklahoma through the gate and turn right immediately. Follow the fence all the way to the drop-off area near the '62 Building. Turn left, stop and drop off child(ren) parallel to the '62 Building. Turn left and, after passing the parking area, angle back towards the Oklahoma gate. Right turn only onto Oklahoma Avenue.

Please exit via the Oklahoma Avenue gate if you enter through that gate. Do not exit via the one-way alley; this would interrupt the flow of the Euclid Avenue entrance drivers and endanger the students walking toward the school buildings. Should you need to park your vehicle on the lot, please park in rows 1 or 2 facing east (**away** from the cemetery) and exit via the Oklahoma Avenue gate.

Euclid Avenue: Enter from Euclid Avenue and turn left at row 3 of the parking area. Proceed toward the Gym Building, turn left once more and go to the stop sign. Drop off your child(ren) parallel to the Gym Building. Turn right exiting into the alley and proceed toward Beloit Road. Right turn only on Beloit Road will aid in keeping the car line flowing. Should you need to park your vehicle on the lot, please park in rows 4, 5, or 6 facing west (**toward** the cemetery). As a reminder, the Euclid Avenue gate is an **entrance only** and should not be used as an exit.

For the children's safety, it is best if the child(ren) exits on the right-hand side of the vehicle.

Afternoon Pick-up Routes

Oklahoma Avenue: Enter from Oklahoma Avenue through the gate and turn right immediately. Follow the arrows and select one of the first three rows of the parking area. Park only in rows 1 and 2 facing east (**away** from the cemetery). After picking up your child(ren) and ready to exit, turn left and drive to the end of the row; then angle toward the Oklahoma Avenue gate. Right turn only onto Oklahoma Avenue.

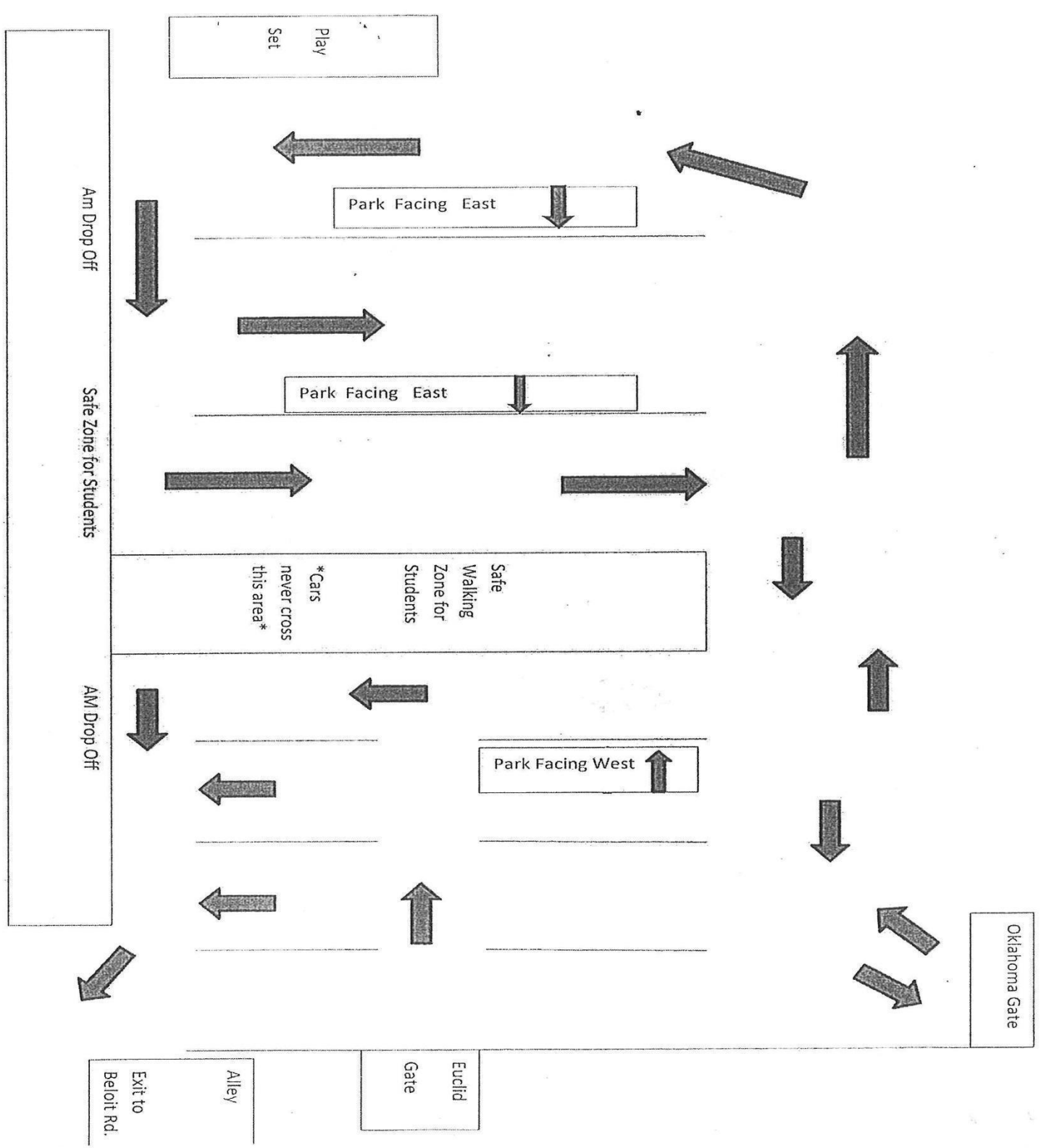
Please exit via the Oklahoma Avenue gate if you enter through that gate. Do not exit via the one-way alley; this would endanger the pedestrians in the safety zone.

Euclid Avenue: Enter from Euclid Avenue and proceed down the aisle turning either left or right to park in rows 3, 4, 5, or 6 facing west (**toward** the cemetery). If you enter the Euclid Avenue gate, please do not proceed across to park in rows 1 or 2; these rows are reserved for the Oklahoma Avenue entrance drivers. If parking in row 6, do not park up against the Euclid Avenue gate fence. After picking up your child(ren) and ready to exit, Rows 4, 5, and 6 drive left to the end of the row. Turn left and exit at the one-way alley proceeding toward Beloit Road. Right turn only onto Beloit Road will aid in keeping the car line flowing. If you are parking in Row 3, turn right and exit onto Oklahoma. As a reminder, the Euclid gate is used as an **entrance only** and should not be used as an exit.

You are encouraged to park your vehicle and use the pedestrian safety zone as you walk to and from the school building to pick up your child(ren). Please do not drive up to the school building to pick up your child(ren); this would interrupt the flow of exiting drivers from the parking rows.

SPECIAL NOTATIONS

- **Parking on the east side of the Gym Building is restricted and assigned to the faculty/staff by number. DO NOT PARK IN THIS AREA.**
- For the safety of all, please keep your vehicle speed to 5 mph or below **and** do not back up your vehicle in the parking lot. Patience and courtesy are appreciated by all.
- **NO students are to be dropped off or picked up along Beloit Road** except for school buses. Students are to be dropped off on the school parking lot. Do not unload in the alley between the Beloit Building and adjoining businesses.
- The Police Department is informed of these policies and is occasionally asked to patrol the areas to assist us in providing safety for your child(ren).
- Students should not be dropped off or picked up in the church lot as there is no supervision there.
- Parking on Beloit Road is allowed in 3 hour increments.



St. Matthias Parish School
Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. I understand that this handbook may be amended during the year without notice. A hardcopy of the handbook in the latest version is available by request and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Print Student's Name: _____

Signature of Student

Date

Signature of Parent:

Date