

TABLE OF CONTENTS

<p>Our Mission.....1</p> <p>Our Beliefs.....1</p> <p>Right to a Catholic Education.....2</p> <p>Registration.....2</p> <p>School Attendance Areas.....3</p> <p>Tuition and Instructional Fees.....3</p> <p>Supplies.....4</p> <p>Principal’s Open Door Policy.....5</p> <p>Communications.....5</p> <p>Visitors.....5</p> <p>Religion/Sacraments.....6</p> <p>Homework.....7</p> <p>School Nurse/Medication Policy.....8</p> <p>Phone Calls.....9</p> <p>School Hours.....9</p> <p>Bike Riders.....10</p> <p>Absence/Illness..... 10</p> <p>Early Dismissal..... 10</p> <p>Make-up Work/Vacations 11</p> <p>Tardiness..... 11</p> <p>Promotions/Retentions..... 12</p> <p>Special School Events/Field trips..... 12</p> <p>Volunteers 13</p> <p>Crisis Plan..... 13</p> <p>Emergency Evacuation/Drills..... 13</p> <p>Discipline/Code of Conduct..... 14</p> <p>Detention..... 17</p>	<p>Behavior Off Campus.....18</p> <p>School Property.....18</p> <p>Cheating..... 18</p> <p>Substance Abuse.....18</p> <p>Suspension.....19</p> <p>Due Process.....19</p> <p>Expulsion.....19</p> <p>Threats to Welfare and Safety..... 20</p> <p>Unacceptable Language.....20</p> <p>Bus Conduct.....21</p> <p>Athletics.....21</p> <p>Lunchtime.....22</p> <p>Wellness Policy.....22</p> <p>Pop Policy.....22</p> <p>Birthdays.....23</p> <p>Playground.....23</p> <p>Dress Code.....24</p> <p>Access to Student Records.....28</p> <p>Harassment Policy.....29</p> <p>Bullying.....32</p> <p>Publishing Student Information.....33</p> <p>Technology Policy.....35</p> <p>Primary Role of Parent/Guardian.....43</p> <p>Right to Amend.....44</p> <p>Pandemic Policies.....45</p> <p>Parent and Student Agreement.....51</p>
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Revised June 2021

OUR MISSION

Our mission is to instill life-long Catholic values while providing students with a foundation to be knowledgeable and competent learners.

OUR BELIEFS

- ❖ St. Matthias School collaborates with parents in their primary responsibility of forming their children in the Catholic faith. Students grow in their faith by learning and experiencing Catholic teachings and traditions.
- ❖ St. Matthias School's academic program meets or surpasses state standards, and supports students in reaching their academic and creative potential.
- ❖ St. Matthias School students are guided by a dedicated staff that demonstrate educational excellence and serve as positive role models in the Catholic faith.
- ❖ St. Matthias School is characterized by its sense of belonging, which is promoted by parents, staff and students.

Date 1/16/15

RIGHT TO A CATHOLIC EDUCATION

(Diocesan Policy 5110.0) 9/02

St. Matthias School admits students of any race, color, gender or ethnicity to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of gender, race, or ethnicity in the administration of its educational programs and extracurricular activities. Preference is given to members of Catholic parishes. Others are welcome on a *space available* basis at the discretion of the pastor and/or principal.

REGISTRATION

Grades K-8: All incoming students will be enrolled on a conditional basis, i.e. the student's successful adaptation to the St. Matthias learning environment. If this is not accomplished within the first nine weeks, the family will be requested to make other accommodations for the child.

Currently enrolled students will have the opportunity to re-enroll in May for the following year.

A place for students will automatically be held for each succeeding grade upon receipt of a nonrefundable instructional fee due by August 1st.

Parents/Guardians are responsible for notifying the office of changes in address, phone number, or custodial status. The custodial parent is required to provide to the principal a certified copy of any court order or decree pertaining to their child/ren.

SCHOOL ATTENDANCE AREAS

The location of the residence of the student's legal guardian is used to determine the assigned high school (as defined by specific street address). St. Matthias students are assigned to St. Francis DeSales High School. All students have the option to attend Cristo Rey Columbus High School. Boys may also attend St. Charles High School.

TUITION AND INSTRUCTIONAL FEE INFORMATION

Tuition and instructional fees are determined annually by the School Advisory Board in conjunction with the Finance Committee and approved by the Pastor of the parish in early spring. Specific amounts will be published by the end of the current school year on Digital Academy.

Tuition and Fees are paid through the FACTS tuition payment plan beginning in July.

The Diocesan Tuition Assistance Fund is a program that provides tuition assistance to eligible families. The St. Matthias School office will notify families receiving assistance. Request forms for assistance are available in early spring. If this applies to you, please check with the Principal for these important dates. Families should not expect parish aid if they have not requested aid from the diocesan office first.

OUTSTANDING TUITION POLICY

According to Diocesan Policy 3240.1: A Catholic school will not accept a student whose financial obligations to another Catholic school have not been met and paid in full.

Unpaid balances not paid in full by May 15 will warrant a child's removal from the school enrollment roster. A student on the St. Matthias waiting list will then be given that vacancy. Please contact the principal or pastor of St. Matthias School if payments cannot be made due to unemployment, illness, or other difficult family situations. The school is willing to make alternate financial arrangements.

TUITION REFUND POLICY

Enrollment for any part of a quarter is considered as enrollment for the entire quarter. Tuition paid beyond said quarter will be refunded upon request.

SUPPLIES

A list of required school student supplies is posted on Digital Academy by grade level which parents are expected to provide.

PRINCIPAL'S OPEN DOOR POLICY

The principal has an open door policy. Students are permitted to come to the office to discuss concerns as well as ask questions. The student must get permission from the teacher to leave class. The policy is extended to parents as well. However, it is recommended that parents having urgent business make an appointment to insure adequate time for discussion.

COMMUNICATIONS

Written communications are posted on Digital Academy at the end of each week or prior to an upcoming event. Parents are expected to check Digital Academy daily. Any special announcements for the newsletter should be sent to the school office by Wednesday.

Individual classroom teachers communicate with parents through Digital Academy and other ways which will be explained at the Parent Back to School Night. Families and school staff are encouraged to communicate on a regular basis. The recommended ways to do this are through e-mails or written communications, scheduled meetings, or by telephone conversations.

VISITORS

All visitors must report to the school office after entering the building using the main entrance doors.

All doors are locked. There is a call button located by the door to gain entry. Visitors are not permitted to interrupt a class unless accompanied by the principal or designated staff member.

RELIGION PROGRAMS/ SACRAMENTS

An important part of education at St. Matthias School is the religion program. With the assistance of the teacher, pastor, and others capable in this field, children prepare the Liturgy in which they will take an active part. There are other times during the year when the children and teachers celebrate the Sacraments and other aspects of the Church as a total community. It is the parents'/ guardians' responsibility to make sure a child receives the Sacraments frequently and attends Sunday Mass on a regular basis.

The school assists the parents by providing instruction for the reception of the following Sacraments:

- Holy Eucharist - Grade 2
- First Reconciliation - Grade 2
- Confirmation - Grade 8
-

Special meetings are held throughout the year for parents to better inform them about the particular sacrament and to help them with final preparation.

HOMEWORK AND SUGGESTED STUDY TIME

Grades	Minutes per day
K, 1, 2, and 3	Not more than 20-30
4 and 5	45
6, 7, and 8	90

This is a suggested guideline. Should your study time go beyond this, it is recommended that you discuss the situation with the teacher, since this could mean that the classroom work has not been completed.

At the discretion of the teacher, parents or guardians will be contacted if assignments are missed through Digital Academy Students with missing assignments may be required to make up work during recess time, after school, or at the discretion of the teacher.

SCHOOL NURSE

The school nurse is at St. Matthias 2 days a week. The school nurse's duties include updating school health records, eye screening, auditory testing, weight and height records and a scoliosis check. Screening is done on a yearly basis. Parents should notify the school nurse regarding updated shot

DISPENSING MEDICATION

A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement.

The possession or use of non-prescription, over-the-counter medication during school hours by the student is discouraged.

Employees of St Matthias School, and public-school employees (e.g. school nurse) working in schools are permitted, but not required, to administer prescribed medication to a student. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it. If your child is in need of an inhaler during the school day :

1. Inhaler must be kept in the school office. School personnel will supervise administration of medication.
2. Written permission must be on file from the parent or guardian and the student's physician. Forms are available in the school office.

Effective 11/4/1999, House Bill 121 permits a student to carry and use an asthma inhaler with the written approval of the parent or guardian and the student's physician. If you feel your child can handle this responsibility, the appropriate form must be on file in the office before he/she can carry an

inhaler.

PHONE CALLS/CELL PHONES

Children may not use the school phone without permission of a teacher, secretary or principal. Cell phones and any type of electronic devices are never permitted at school and on school grounds, on the bus or in AfterCare during the school year. If any of these items are confiscated they will be held in the Principal's office until the end of the school year and a parent must come in to get the cell phone or device.

SCHOOL HOURS

All students are expected to be at school by 7:30 AM. Students are to report directly to the gym. A staff member will provide supervision at 7:15 AM. Students will be considered late if they arrive after the 7:40 AM bell. Late students must report to the office to receive an admission slip.

Dismissal procedure: Students are dismissed on the following schedule:

- 2:10 bus students
- 2:13 walkers
- 2:15 car riders

When dropping off or picking up your child, we ask that drivers follow the rules explained in opening parent letter. Students are to cross streets only at crosswalks where patrols are stationed. No one is to walk across DeSales' property unless permission is given.

BIKE RIDERS

St. Matthias School is not responsible for bikes parked on the property during the school day. All bike riders must walk their bikes to the bike rack. Bike riders must lock their bikes on the bike rack. They are not permitted to ride their bikes on the playground before, during, or immediately after school because of school traffic. Failure to follow all the bike rules will cause a student's bike privileges to be suspended.

ABSENCES AND ILLNESS

If a student is going to be absent, the parent or guardian is required to notify the school before 8:00 AM and give a reason for the absence. Voice messages are preferred or email the school secretary. Parents who do not call in or e-mail will be contacted by the school office to check the reason for the absence.

Upon returning to school after an absence, a student must present a note stating the reason for absence, the date(s) of absence, and the signature of parent or guardian.

EARLY DISMISSAL

If a student must leave before the end of the school day, a written request or email must clearly state the reason and the time for early dismissal and who will pick the child up from school. The student and the parent or authorized adult will meet at the school office where the child will check out. A student will be considered truant from school if they leave the building through any other manner. The adult is required to sign the student out.

MAKE-UP WORK/VACATIONS

Students who are absent from school are expected to make up work missed during the absence period. If a student is absent one day, one day is given for the make-up work to be completed. If absent three days, three days are permitted for the work to be completed. This does not apply to students who are absent the day before a long-term assignment is due because ample time is given to complete the assignment.

If you need your child's homework when they are ill, please call the school office and leave a message or email the school secretary before 11:00 AM. Assignments will be ready at 2:15 PM for pick up or they may be sent home with a sibling or friend.

If your child is absent due to a family vacation, the child is responsible for all work taught during the absence period, including classroom assignments. All work and assignments must be completed within one week after returning from vacation. Classwork and assignments will not be provided before the vacation.

TARDINESS

A student who arrives after the 7:40 AM bell is considered tardy. The child must report to the office for an admission slip to class. The number of times tardy will be reported on the progress report. Habitual tardiness (three or more times) per quarter a note will be sent by e mail and possible non-renewal of Edchoice scholarship. On the fourth tardy a lunch time detention will be served. On the fifth tardy a lunch time detention will be served. On the sixth tardy conference with principal

PROMOTIONS/RETENTIONS

Promotions will be based on consideration of the welfare of the student. Students will be placed where they can work to the best of their ability. Retention is recommended only when a student has shown that he or she is not emotionally and/or academically prepared for the next grade. Retention is considered only if it will benefit the student. If a student in grade 6, 7 or 8 fails two or more subjects, it is advised that the student enroll in another school.

Parents are required to attend a parent/teacher conference during the first quarter. Spring conferences are at the parent and or teachers request. Teachers and parents are encouraged to schedule conferences on a needed basis.

SPECIAL SCHOOL EVENTS

Occasionally activities such as musicals or dramas are presented by the students under the direction of teachers, staff, or volunteers. All students must participate in required programs, and students' participation and quality of performance will be reflected in their academic grade.

FIELD TRIPS

During the course of the school year, teachers may plan an educational field trip. Permission forms for trips must be signed by the parent/guardian and returned to the school by the designated date. Permission over the phone will not be accepted and the student will spend the day at school where suitable class work will be provided, if the permission form has not been signed.

VOLUNTEERS

Diocesan Policy 4110.1

All school staff and volunteers must have on file a current Bureau of Criminal Investigation criminal background check and attend - Protecting God's Children sexual abuse awareness and prevention workshop before they can accompany the school children on any activity.

CRISIS PLAN

In the event of a special emergency, evacuation and/or lockdown procedures are available in the principal's office. Our primary evacuation site is DeSales High School Little Theater. St. Matthias School is in compliance with the State of Ohio and Emergency Operations Plan and Floor Plan are submitted and approved.

FIRE, TORNADO, LOCK DOWN, EVACUATION AND EMERGENCY

Drills are conducted on a regular basis. Students are instructed by their teachers on appropriate behavior and correct procedures to follow. They are expected to respond to directions quickly, quietly, and safely.

DISCIPLINE

The basis of all discipline is respect. Students who infringe upon the rights of others, neglect their responsibilities, or violate rules will be held accountable. If appropriate methods of behavior correction are not successful, the student will be referred to the principal.

CODE OF CONDUCT

New Policy on Serious Misconduct (Affective August, 2020)

The following are considered acts of serious misconduct and will not be tolerated at St. Matthias Catholic School:

- Fighting (defined as starting and/or encouraging another student a physical confrontation with another student or adult or retaliating as a reaction to a physical confrontation that the student could have walked away from).
- Assault (defined as a student using any part of his or her body in anger against another student or adult without retaliation from the victim).
- Use or creation of inappropriate language, gestures or depictions
- Blatant disrespect of adults or fellow students
- Bullying (see the Diocesan definition in handbook)
- Conduct on social media that is in opposition to the Mission of St. Matthias Catholic School and Parish or could be considered bullying.
- Sexual Harassment (see Diocesan policy in handbook)

- Stealing
- Destruction or defacement of school property or property of another person
- Use or distribution of tobacco, electronic methods of nicotine delivery, alcohol or illegal, prescribed, or non-prescribed medication
- Violation of the weapons policy (see Diocesan policy in handbook)
- Chronic disregard for the general code of conduct
- Other offenses deemed serious by the principal and pastor
 - o False Alarms
 - o Threats

Students who commit any of the above infractions or any infraction that, in the opinion of the principal necessitates that removal of the student from the classroom and/or school will be suspended immediately (see Diocesan suspension policy). It is preferable that the parent or guardian pick up the student as soon as possible, but in the event that the parent or guardian cannot be reached or cannot pick up the student, he or she will be placed in in-school suspension for the remainder of the school day.

All suspensions will be an automatic one to three days not including the day that the offense occurred.

For the first offense of serious misconduct the student may come back to school after one day not including the day the offense occurred providing that he or she fill out and return a Restorative Discipline Form which is reviewed and accepted by the principal.

The Restorative Discipline Form allows the student, working with the parent or guardian, to reflect upon his or her conduct, to acknowledge the harm it has caused to others and to commit to a plan which includes an appropriate apology to those harmed, a plan for behavior change and appropriate means to repair the harm done so that the student's relationship with the school and his or her peers may be restored.

For the second offense of serious misconduct the student faces a mandatory minimum of three days suspension not including the day the offense occurred and a suspension hearing which includes the possibility of expulsion (see Diocesan policy on suspensions and expulsion). If the decision is made to readmit the student after the suspension is served, the student may not return to school without completing a Restorative Discipline Form which is reviewed and accepted by the principal.

For a third offense of serious misconduct the student will be suspended, and if after a hearing with the pastor, principal, the student and parent or guardian it will be determined that the serious misconduct did occur, the parent or guardian will be asked to withdraw the student from St. Matthias Catholic School or face expulsion.

The principal and pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

This system is designed to make students accountable for their behavior. Conduct reports will be sent through Digital Academy at the

time of the incident and must be acknowledged by a parent/guardian.

On the fifth and tenth conduct reports, a student is issued a detention to be served at a designated time (7:00 AM) and day. On the fifteenth conduct report a student is issued a one to five days at home suspension and conference with principal and/or pastor. On the twentieth conduct report the student is asked to withdraw from school

DETENTION POLICY

Detentions will be served with the Principal or staff member before school at 7:00 AM unless another time is designated. When a detention issued, it must be signed by parent/guardian and returned to school the following morning. Detentions will be placed in a student's file.

BEHAVIOR OFF CAMPUS

(Diocesan Policy 5144.3)

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit to the name of the school or the reputation of the student body. Conduct that is inappropriate to Christian moral standards, violation of the law, threatening, harmful or offensive to other students or staff may subject a student to discipline at the sole discretion of the pastor and principal.

CARE OF SCHOOL PROPERTY

Students are responsible for the care of all books, supplies, and furniture provided by St. Matthias School. All students should respect the staff's, and other students' personal belongings and will be held accountable for any damage to these items. Students who damage or deface school property or equipment, or break or steal other's belongings will be required to pay for the repair or replacement of the item/items.

CHEATING

If a student is found guilty of cheating, the teacher will collect the student's paper and notify the parent/ guardian and the principal, for immediate action to be taken. Whether a student gives or receives information during a test or assignment, the offense is the same.

SUBSTANCE ABUSE POLICY

According to Diocesan Policy 5140.12, any student in possession of any kind of narcotic or suspicious substance at school will have the suspicious substance confiscated and the parent/guardian will be contacted immediately. The parent/guardian, teacher, and principal will then decide what actions to take.

SUSPENSION (IN-SCHOOL AND OUT-OF-SCHOOL)

(Diocesan Policy 5114.0)

Suspension from a Catholic school is always a serious matter and is administered only when circumstances warrant. As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents will be notified and a conference set up to discuss the matter and its consequences. Written record of the suspension will be kept on file for the duration of the student's enrollment in St. Matthias School. Parents have the right to petition if they consider the suspension unjust.

DUE PROCESS

To be fair, when an incident occurs between students, a staff member will provide an opportunity for the students to discuss the incident as soon as possible. After each student presents his/her side of the story, the staff member will determine how to handle the situation.

EXPULSION FROM SCHOOL

Expulsion may take place for conduct "...which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the Diocese or St. Matthias School." (Diocesan Policy 5114.0) The Principal has the right to make exceptions to disciplinary actions because of mitigating circumstances. The principal and pastor have the final say in all disciplinary situations.

THREATS TO WELFARE AND SAFETY

No student will use, possess, handle, transmit or conceal any object that is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions. (Diocesan Policy 5140.1 1)

If a student is found to be in violation of Policy 5140.1 1, any or all of the disciplinary actions listed below may be imposed by the administration:

- detention
- approved school/community service
- in-school suspension
- referral to Juvenile Court or law enforcement agency
- suspension from school
- expulsion from school following suspension

UNACCEPTABLE LANGUAGE

Should a student use obscene or profane language or gesture, the parent/guardian will be contacted.

BUS CONDUCT

The following rules and regulations apply to ALL students riding school buses.

1. The bus driver represents an extension of the authority of the school and is in complete charge of the bus. The bus driver may assign seats to students as the driver deems necessary. Students are required to comply with the seat assignment.
2. Consumption of food, gum, candy beverage, etc. is strictly forbidden at all times on school bus.
3. Orderly conduct must be maintained at all times.

4. Students must remain seated at all times.
5. A student's bus riding privileges may be suspended for a period of up to five (5) days, if issued a Columbus City Schools school bus safety report.

ATHLETICS

Athletics are offered by the parish in Grades 4 - 8. Athletics should be an educational experience, aimed at providing a healthful, enjoyable atmosphere conducive to the growth and development of every participant. St. Matthias Parish through St. Matthias Athletic Club and the Athletic Director and Commissioners sponsor the sports program. If there are any questions or concerns about athletics please contact the coach, followed by the athletic director and pastor. Students who are not meeting the academic or behavior standards may become ineligible to participate in athletics and or cheerleading Refer to the Ineligibility Policy.

FALL: Soccer, Football, Golf, Volleyball, Cheerleading

WINTER: Basketball, Cheerleading

SPRING: Softball, Baseball, Track

LUNCHTIME

The option of a school lunch is available to students every day, unless otherwise informed of changes in the schedule through Digital Academy. A monthly/daily menu is published on Digital Academy. Two percent or chocolate milk is included in the cost of the hot lunch or can be purchased. Prepayment for lunches or milk is handled through My School Account (www.myschoolaccount.com). Parents who may qualify for Federal Free or Reduced Lunches should contact the school office for an application each year.

If a parent/guardian wishes to bring their child's lunch to school, it is to be brought to the school office. Fast food is not permitted or carbonated beverages. No food is to be taken out of the lunchroom to eat on the playground or in the classroom. Students are responsible for cleaning up after themselves at their table and for following all of the appropriate codes of conduct set by St. Matthias School.

WELLNESS POLICY

St. Matthias School recognizes that it is essential to educate the whole child, spiritually, academically, physically, socially and emotionally. St. Matthias School aids the emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others. Wellness education must be multi-dimensional and encompass all areas in order to promote ultimate health.

GUM/POP POLICY

Students are not permitted to bring or consume gum, or any type of carbonated beverage on school grounds.

BIRTHDAYS

Students are permitted to bring a simple treat (no goodie bags) to share with the entire class for their birthday. Treats will be passed out at lunchtime and we asked them to keep them simple. Cakes or cupcakes are **not permitted**. With teacher approval, students are permitted to bring party invitations to school to pass out, **but only if they include the entire class or everyone of the same gender. If only a few children are invited to the party then they should be mailed out individually.**

PLAYGROUND

Following lunch, a period for playtime is provided for the children. To insure the safety and well-being of the children during recess, the following

regulations will be enforced:

- Students are to play in the designated class areas on the playground.
- Games are to be played by established rules.
- Snowballs, water balloons, tackle games, and games that endanger the health and well-being of students are forbidden.
- Students may not play off the blacktop area without permission.
- All injuries and problems must be reported to the adult on playground duty.
- Children are expected to obey adults who are on duty.
- Children are expected to go outside for recess and to dress appropriately for weather conditions.
- Use of inappropriate or abusive language is forbidden.
- When the bell rings signaling the end of recess, children are to return playground equipment and pick up their personal belongings and line up in their designated area where they will be met by the teachers.
- No food, beverage, candy or chewing gum is permitted on the playground.
- Only one child is permitted on a swing, ladder, slide, or chinning bars at a time. No one is permitted to climb the poles.
- No students are permitted to jump off the swings or stand at the top of the slide.
- On bad weather days, when children do not go to the playground, they are to report to their classroom or the gym. Children are to abide by their classroom indoor recess rules. They are not permitted to visit other classrooms, run, skip or jump. Children must ask permission to use the restroom and are permitted to do so, one at a time.

DRESS CODE

Dress code will be recorded daily by homeroom teacher. The following action will be taken for dress code violations; 1. Verbal warning 2. Written warning 3. Phone call/demerit 4. Student is sent home.

Students are required to wear school uniforms. A clean and neat appearance and adherence to the dress code is expected. Logos are not permitted on any uniform clothing.

SWEATERS – Red or black sweaters of cardigan style which have no hood, trim, appliqué, or logo are permitted.

SWEATSHIRTS - School sweatshirts from the uniform company are permitted and must have the St. Matthias logo (either the solid M or the patterned M). A uniform blouse, shirt or turtleneck must be worn underneath sweatshirts at all times.

FLEECES – Only the uniform school fleeces which are solid black with the school approved logo. They can be purchased at the uniform company.

BLOUSES AND SHIRTS - Blouses and shirts must be solid-colored, red or white, oxford or polo style, cotton or cotton blends, and must have a collar. All blouses and shirts must have sleeves (long or short) and must be tucked in at all times. Only white, plain tee shirts are permitted under the uniform shirt or blouse.

TURTLENECKS -Turtlenecks must be solid-colored, red or white, and must be tucked in at all times. Turtlenecks of the same color as the top shirt

may be worn under a long sleeve blouse, shirt, sweater, sweatshirt, fleece, or jumper. In keeping with modesty, only boys may wear a turtleneck alone.

PANTS - Pants must be solid-color black and a school uniform style only. Levi-style, patches, rivets, or colored stitching is not permitted. In keeping with modesty, girls are permitted to wear shorts under jumpers if they do not extend below the hemline of the jumper.

SHORTS - School shorts may be worn in August, September, May and June or when given permission by the principal. These must be plain, solid-color black walking shorts above the knee at mid-thigh or longer. All exclusions listed under pants apply to shorts also.

BELTS - Belts must be solid-colored dark brown or black. Belt buckles must be nondescript. Belts are optional for kindergarten and first grade students.

For all other students, belts must be worn if pants or shorts have belt loops.

GIRLS – Jumpers are of the plaid style from the uniform company. They must be no shorter than 2” above the knee.

SOCKS - Socks/tights must be worn at all times. Socks must be solid-colored, black, red or white of a crew or ankle style – 2 inches above the ankle or knee length (no pattern). Solid, no patterned red, white or black knit tights are permitted. Hose are not permitted. If socks are worn with tights, they must be the same color. This also applies to Physical Education Classes.

DRESS SHOES - Dress shoes must be cut below the ankle and be closed toe and back. Heels and soles may be no higher than ½”. Dress shoes must be solid-colored brown or black. Shoes must be laced to the top and tied.

TENNIS SHOES - Tennis shoes may be worn as an alternative to dress shoes. They must be all white or black, cut below the ankle and have closed toes and backs. No decorations, logos or contrasting colors are allowed. Laces must be the same color as the shoes and laced to the top and tied.

BOOTS - Snow, hiking, athletic, or any other type of boots may not be worn the entire school day because of health factors, but they may be worn to and from school during bad weather.

PHYSICAL EDUCATION UNIFORM - The St. Matthias gym uniform may be purchased by contacting the school office. Plain colored red, black or white sweatshirts and sweatpants without any type of logo may be worn over the gym uniform. Sweatpants must have elastic waist and elastic at the ankles. The school office has solid red sweatpants/sweatshirts available for purchase. Sweatpants/sweatshirts are not required as part of the gym uniform.

ACCESSORIES - Girls may wear one pair of studded post earrings on the earlobe only - no dangling earrings or hoops. Boys are not permitted to wear earrings. One necklace with a religious symbol is acceptable. Bracelets/wristbands or any items that are worn on the wrist are not acceptable. No rings. Girls in the seventh and eighth grades are permitted to wear natural looking makeup at the discretion of the school staff. Nail polish must be clear or natural looking. Students are not permitted to have tattoos. Students are not permitted to draw/write or make any type of marking on any part of their body at any time.

HAIR No hair jewelry, beads, shaved designs, streaked or outlandish hair color or styles. Boys hair is permitted to cover the ear but not to exceed the lower tip of the ear. Hair (in back of head) may be no longer than the top of the shirt collar. Hair (on front) may be no lower than the eyebrows. Hair must be kept neat at all times. **Facial hair is not permitted** except neatly trimmed sideburns may not extend below the earlobe.

- Hats and bandanas are not permitted
- Headbands should be red, white, or black

SPECIAL OCCASIONS - The principal may give permission for modest casual clothes to be worn on special occasions with the I Am St. Matthias red shirt over top of any other shirt. Please refer to the guidelines for out of uniform days on Digital Academy. Organizational uniforms (scouts, teams, etc.) may be worn with permission of the principal. Students may receive out-of-uniform passes as a special privilege. These passes must be given to the homeroom teacher when attendance is taken. It is suggested that parents put their child's names in all clothing. The principal determines if a student is in proper uniform.

ACCESS TO STUDENT RECORDS

No data shall be released about student records without the written consent of the parent(s)/guardian(s). Parent(s)/guardian(s) of a minor child may request a copy of any item in a student file. Those permitted to view a student's records are: school personnel, parent(s)/guardian(s), non-custodial parent unless denied by a court order, or school officials to which a student transfers.

HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member, or volunteer should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to, the following:

Offensive sexual flirtations, advances, propositions;

Continued or repeated verbal abuse of a sexual nature;
 Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
 The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 Any offensive or abusive physical or verbal conduct which shows hostility or aversion toward an individual because of gender or sex;
 Graffiti of a sexual nature;
 Fondling oneself sexually or talking about one's sexual activity in front of others;
 Spreading rumors about or categorizing others as to sexual activity.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level; and the principal, assistant principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
8. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs, or activities, or any other condition of school, or athletic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

BULLYING

(Diocesan Policy 5140.02)

St. Matthias School Faculty and Staff shall not tolerate any bullying on school grounds or at any school activity on or off campus. Bullying is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion: oral or written threats: teasing: putdowns; name-calling: threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.

The school expects students and parents who become aware of an act of bullying to report it to the school for further investigation. The principal will contact parents of the aggressor and the victim.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

PUBLISHING STUDENT INFORMATION/DIRECTORY INFORMATION

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions:

If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. (See Regulation 5126.2)

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable and includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), educational records. (See Regulation 5126.2)

The following release form must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Policy 5126.0

This form if needed will be sent from the school office

PARENT’S CONSENT FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

The undersigned parents of (student name) a student at St. Matthias School hereby consent to the release of the following personally identifiable information.

Specific information to be released:

Reason for release:

Information to be released via:

The undersigned consent to the transfer of the above information to a third or subsequent party.

“Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards and date of graduation.”

TECHNOLOGY ACCEPTABLE USE POLICY

Consequences for Inappropriate use of Internet, Network or Technology Equipment

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by reclarification of the acceptable use guidelines
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

THE PRIMARY ROLE OF THE PARENT/GUARDIAN

To help young people develop the self-control necessary to succeed, parents are obligated to teach and model good habits of behavior as well as proper attitudes toward school. To do that, parents/guardians should:

- ❖ Show commitment to their religion by weekend Mass or services with their children regularly
- ❖ Recognize that the teacher takes the place of the parents while the student is at school
- ❖ Expect children to respect authority, the rights of others and public and private property
- ❖ Share an interest in student progress
- ❖ Praise improvement demonstrated by the child
- ❖ Insist on prompt and regular school attendance
- ❖ Arrange for a consistent time and place for students to complete homework
- ❖ Understand and comply with the rules of the school concerning student conduct and cooperate with the school in carrying out disciplinary actions
- ❖ Periodically review the bus behavior expected of bus students
- ❖ Be financially responsible for student fees and parish support, according to St. Matthias guidelines

RIGHT TO AMEND

The principal, pastor or school retains the right to amend the St. Matthias Student Handbook. Students will be given prompt notification if changes are made.

COVID-19 Acknowledgement of Risks

We, the parent(s) and student who are signing this student handbook for St. Matthias School acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

Policy for Virtual Classroom Activity

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

Policy on Travel

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff.

Effective immediately, those who travel to high risk states as defined by the State of Ohio

(<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>)

are required to quarantine for 14 days prior to returning to school.

When making your future travel plans, please keep in mind the 2 tiers of this policy:

Tier 1: You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high risk state
- If you traveled in a private car
- If you were not exposed to Covid-19
- If you are not showing symptoms of Covid-19

Tier 2: You must quarantine for 14 days if:

- You visited a hot spot or high risk state
- If you traveled by train, plane, motor coach, or other mass transportation service

Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

PARENT AND STUDENT AGREEMENT

******* This is a SAMPLE form, please complete the form which will be sent home first week of school. *******
The completed form is due the first week of school

We have read and agree to be governed by the policies put forth in the St. Matthias Parent Handbook.

Print Parent Name

_____ **Parent** signature

_____ Date

_____ Student signature

_____ Date

_____ Student signature

_____ Date

_____ Student signature

_____ Date

St. Matthias School Parent /Student Handbook



