ST. MATTHEWS ELEMENTARY SCHOOL
601 Browns Lane Louisville, KY 40207
485-8321
Website:
http://www.jefferson.kyschools.us/Schools/Elementary/StMatthews

STUDENT AND PARENT HANDBOOK
2018-19

My Child’s Teacher: ____________________________

My Child’s Room: ____________________________

My Child’s Lunchtime: ____________________________
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Dear Parents & Guardians,

Welcome to St. Matthews Elementary! The staff and faculty welcome you and your child! We want to ensure you that we are committed to preparing our children for the future and want to help each child reach their full potential! With your assistance, we are confident that your child will receive an individualized education from our dedicated teaching staff!

The St. Matthews Elementary School Student and Parent Handbook is provided to assist with the smooth operation of the school. The information contained in the handbook will provide you with facts about each area of our school – from arrival to dismissal & everything in between!

Please take time to carefully review the information contained in this handbook and review with your child. If you have any questions, please feel free to contact the school.

As always, thank you for your continued support of St. Matthews Elementary!

Thank you,

Scottie Collier
Principal
Vision
Empowering Learning and Character: Every person matters, every moment counts

Mission
Providing a challenging program of excellence where students are valued for their individuality and diverse capabilities as they are taught to face the future and contribute to society with knowledge, vision, compassion, and courage.

Motto
Great Expectations, Infinite Possibilities

Core Values
We believe…

· Learning must be centered around students, activated by teachers, and supported by home and community.

· Differentiated instruction and authentic relationships lead to engaged learning for all.

· Learning is active and social, enhanced by collaboration and interaction.

· The arts are essential to a strong core academic program.

· Character education is crucial to future success.

Tiger Pledge
I am a St. Matthews Tiger. I am unique.
I am here to learn and grow. Knowledge is power.
I will face today with courage and compassion.
I have a vision for my future. I can change the world.
I am proud to be a St. Matthews Tiger.
# STAFF DIRECTORY

<table>
<thead>
<tr>
<th>Administrators</th>
<th>Scottie Collier</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jeremy Johnson</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td></td>
<td>Heather Beard</td>
<td>Counselor</td>
</tr>
<tr>
<td></td>
<td>Stephanie Gibson</td>
<td>FRYSC Coordinator</td>
</tr>
<tr>
<td>Office Staff</td>
<td>Jennifer Gray</td>
<td>Goal Clarity Coach</td>
</tr>
<tr>
<td></td>
<td>Stephanie Metry</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>Karen Kolish</td>
<td>Bookkeeper</td>
</tr>
<tr>
<td></td>
<td>Joyce Kelsey</td>
<td>Attendance Clerk</td>
</tr>
<tr>
<td>Teachers</td>
<td>Martha Clark</td>
<td>Kindergarten</td>
</tr>
<tr>
<td></td>
<td>New Hire</td>
<td>Kindergarten</td>
</tr>
<tr>
<td></td>
<td>Rebecca Seebold</td>
<td>Kindergarten</td>
</tr>
<tr>
<td></td>
<td>Amy Tucker</td>
<td>Kindergarten</td>
</tr>
<tr>
<td></td>
<td>Monica Armstrong</td>
<td>First grade</td>
</tr>
<tr>
<td></td>
<td>Alexa Brooks</td>
<td>First grade</td>
</tr>
<tr>
<td></td>
<td>Becky Hines</td>
<td>First grade</td>
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<tr>
<td></td>
<td>Deanna Loran</td>
<td>First grade</td>
</tr>
<tr>
<td></td>
<td>Katie Everette</td>
<td>Second grade</td>
</tr>
<tr>
<td></td>
<td>Brooke Hinkle</td>
<td>Second grade</td>
</tr>
<tr>
<td></td>
<td>Caroline Pass</td>
<td>Second grade</td>
</tr>
<tr>
<td></td>
<td>Deborah Toussaint</td>
<td>Second grade</td>
</tr>
<tr>
<td></td>
<td>Roberta Ethington</td>
<td>Third grade</td>
</tr>
<tr>
<td></td>
<td>Marilyn Marshall</td>
<td>Third grade</td>
</tr>
<tr>
<td></td>
<td>Nikki Baumle</td>
<td>Third grade</td>
</tr>
<tr>
<td></td>
<td>Kerry Wahl</td>
<td>Third grade</td>
</tr>
<tr>
<td>Name</td>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>Carol Barth</td>
<td>Fourth grade</td>
<td></td>
</tr>
<tr>
<td>New Hire</td>
<td>Fourth grade</td>
<td></td>
</tr>
<tr>
<td>Neha Patel</td>
<td>Fourth grade</td>
<td></td>
</tr>
<tr>
<td>Kristin Celani</td>
<td>Fifth grade</td>
<td></td>
</tr>
<tr>
<td>Kim Holloway</td>
<td>Fifth grade</td>
<td></td>
</tr>
<tr>
<td>Shelby Morrison</td>
<td>Fifth grade</td>
<td></td>
</tr>
<tr>
<td>Shannon Link</td>
<td>MSD</td>
<td></td>
</tr>
<tr>
<td>Erin Williams</td>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Maria Kotran</td>
<td>LD Collaboration/Resource</td>
<td></td>
</tr>
<tr>
<td>Leigh O’Neal</td>
<td>LD Collaboration/Resource</td>
<td></td>
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**STAFF DIRECTORY continued**

**Special Area**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Mouser</td>
<td>Art</td>
</tr>
<tr>
<td>Libby Hardy</td>
<td>Technology</td>
</tr>
<tr>
<td>Emily Jennings</td>
<td>Librarian</td>
</tr>
<tr>
<td>Kasey Fields</td>
<td>French</td>
</tr>
<tr>
<td>Derek Siebert</td>
<td>Music</td>
</tr>
<tr>
<td>Dan Cull</td>
<td>AP/GT K-2 Interventionist</td>
</tr>
<tr>
<td>Beth Reiss</td>
<td>AP/GT 3-5</td>
</tr>
</tbody>
</table>

**Instructional Assistants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Blakeman</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Nancy Clay</td>
<td>ECE Instructional Assistant</td>
</tr>
<tr>
<td>Mindy Diemer</td>
<td>Library Clerk/ ECE Clerk</td>
</tr>
<tr>
<td>Marla Denham</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Virgie Fietsch</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Nancy Lehn</td>
<td>ECE Instructional Assistant</td>
</tr>
<tr>
<td>Pam Robinson</td>
<td>ECE Instructional Assistant</td>
</tr>
<tr>
<td>Tricia Agrinsoni</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Melissa Jones</td>
<td>Instructional Assistant</td>
</tr>
</tbody>
</table>

**Cafeteria**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisha Foster</td>
<td>Manager</td>
</tr>
<tr>
<td>Vacant</td>
<td>Lead Food Service Assistant</td>
</tr>
<tr>
<td>Kaye Pierce</td>
<td>Food Service Assistant</td>
</tr>
<tr>
<td>Yolanda Wright</td>
<td>Food Service Assistant</td>
</tr>
<tr>
<td>John Dupree</td>
<td>Lunchroom/Office Assistant</td>
</tr>
<tr>
<td>Shannan Casey</td>
<td>Lunchroom/Office Assistant</td>
</tr>
</tbody>
</table>

**Custodial**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melvin Quaack</td>
<td>Plant Operator</td>
</tr>
<tr>
<td>Darrell Brown</td>
<td>Custodian</td>
</tr>
<tr>
<td>Rashawn Latham</td>
<td>Custodian</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The faculty, staff, and PTA welcome you to St. Matthews Elementary. We are pleased to provide you with this parent/student handbook which contains important information you will need to know about our school. The faculty and staff are dedicated to providing a successful learning environment for all students, and we encourage all parents to take an active part in this endeavor by participating in and supporting all school activities. We ask for your cooperation and support so that we may provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly. Keep it in a convenient place so you can refer to it.

Address: 601 Browns Lane, Louisville, KY 40207

Telephone: 485-8321 school office
485-3406 cafeteria
485-6221 Family Resource Youth Services Center (FRYSC)

Websites: www.jefferson.kyschools.us
http://www.jefferson.kyschools.us/Schools/Elementary/StMatthews

Twitter: @st_mattelem

YouTube Channel: St. Matthews Elementary School (JCPS)

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is very important that the school maintain an up-to-date address and telephone number for every student. If you have a change of address or telephone number, you must notify the school immediately.

ARRIVAL and DISMISSAL

The instructional day begins at 9 a.m. and ends at 3:45 p.m. Please observe all rules and regulations that relate to pedestrian, bicycle, auto, and bus safety. These guidelines have been developed to ensure the safe arrival/departure of the students and allow maximum use of the school day for instruction. No student is allowed to sign out after 3:15 p.m. without a doctor’s appointment. This will result in an unexcused tardy.

Arrival Schedule: 8:30 a.m.

Walkers, car riders, and bicycle riders may NOT arrive until 8:30 a.m.
Students will wait in the cafeteria or all-purpose room until dismissed to their classrooms at 8:50 a.m. Drop off morning car riders only in the car rider lot until 9:00 a.m. Car rider arrivals after 9:00 a.m. will require parents to come into the building to sign their child into school. Parents are not permitted to drop off students at the classroom door.

Students not in the classroom by 9 a.m. will be considered tardy and must come to the office to receive a tardy pass and have parent/guardian sign them in before going to the classroom.

**Dismissal Schedule:** 3:45 p.m.

Car riders leave from the blue wing/south wing door. **Parents may not come to the front lobby to pick up a student.** Bus riders are dismissed from the front doors. Bicycle riders and walkers leave from the front door. A walker is someone who is walking from their residence to school or from school to their residence. Parents may not pick up students from the classroom. Childcare Enrichment Program (CEP) dismissal time varies depending on program needs.

When it is necessary for a student to leave school before 3:45 p.m., he or she will be released only to a parent or a person authorized by the parent. **Authorization must be in writing.** A child will be sent home his or her usual way unless a note, dated and signed by the parent or guardian, is sent to the school office stating that the child is to go home a different way.

**TRANSPORTATION**

**CAR RIDERS**

The parking area at the south end of our school is for car riders. **CARS ARE NOT PERMITTED in the bus zone (front circle) between 8:30 to 9:15 a.m. and 3:00 to 4:15 p.m.**

- At 3:45 p.m. car riders will be dismissed.
- All drivers should pull up to the yellow crosswalk area (using both lanes) and **remain in their vehicles during dismissal.**
- Students will line up by grade in the grassy area and report to the loading zone when called.
- Six cars will be loaded at time (three in each lane).
- Put your car in **PARK** while loading.
- Students should load on the passenger side for safety.
Please follow the STOP and GO signs.

**Parents will be asked or motioned to PARK if their child is not at the loading zone or if they have not followed directions.** Please park if you need to assist with seat belts.

- **Drivers must turn right when exiting** the car rider lot.
- Cell phone use is prohibited in the car rider line.
- Smoking is prohibited in the car rider line or on any JCPS facility.

Car riders will be given an identification card at the start of school. Parents should keep this card visible until the child is loaded. (A skirt hanger on the rear view mirror works great!)

Remember: **This is a school zone!** These rules are to ensure the safety of all children and staff.

You may choose to arrive for your child after 3:45 p.m. A staggered arrival up to 4 p.m. to pick up your child will alleviate the 3:45 p.m. congestion. All students must be picked up by 4:00. Parents who are habitually late picking up their child(ren) may be asked to meet with school administration to discuss alternative solutions.

It is unlawful to pass a bus parked in the loading zone!

**BUS RIDING Regulations**

Students transported by school bus are responsible for obeying the rules and regulations set forth in the JCPS *Code of Acceptable Behavior and Discipline*. All bus riders will receive and return to the bus driver an acknowledgment of bus behavior rules and regulations. Students may be suspended from bus-riding privileges for inappropriate, disruptive, or unsafe behavior. Inappropriate, disruptive bus behavior distracts the driver and puts all students on the bus in an unsafe, dangerous situation. Therefore, behavior on the bus that is a distraction to the driver and could cause harm to others on the bus may result in a suspension from bus transportation. The bus is an extension of school. Expectations for behavior are the same on the bus as they are in the school building.

**WALKERS**

A walker is a student who walks from their residence to school or from school to their residence. **A walker that walks to their car is a car rider and must exit with the car riders.** Students who walk to school **MUST** cross the street at the intersection at Hubbards Lane and Winchester Road where there is a traffic guard. There is also a traffic guard in front of the school on Browns Lane. Sidewalks are provided from Winchester Road to the back parking lot and on the east side of Browns Lane. Walkers are to come
directly to school and go directly home after school. Kindergarten walkers must be accompanied by a parent/guardian.

**BICYCLE RIDERS**

A rack is provided for bicycles in the front circle. Bicycle riders are dismissed at 3:45 p.m. and are to leave the grounds immediately and go straight home. Bicycle riders are not to be in the circle area when buses begin to leave. **All bicycle riders are expected to wear helmets.**

**TRANSPORTATION/DISMISSAL CHANGES**

According to school policy any time that a student’s transportation changes from the original means, a written note will be required. No student will be dismissed at any other time or in any other manner than the usual procedure without a written note from the parent or guardian. Written transportation changes may be sent in with the child. Transportation changes called into the office may no longer be accepted.

**ATTENDANCE**

Regular attendance is vital for successful school work. It helps ensure a continuous progression of academic and social skills taught each day in the classroom. Being on time is also an important life skill. Students who are tardy miss important directions and instructions, disrupt the learning climate, and cause the teacher to spend time away from instruction in order to change attendance records.

**Beginning with the 2010-11 school year** the Kentucky Department of Education developed (702 KAR 7:125) new student attendance calculations as follows:

- A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
- A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
- A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
· A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

9 a.m. to 3:45 p.m

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ARRIVE LATE</th>
<th>STATUS</th>
<th>LEAVE EARLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>TARDY</td>
<td>9:00:01 – 11:21</td>
<td>ABSENT</td>
<td>9:00:01 – 10:04</td>
</tr>
<tr>
<td>1/2 DAY</td>
<td>11:22 – 2:40</td>
<td>1/2 DAY</td>
<td>10:05 – 1:23</td>
</tr>
<tr>
<td>ABSENT</td>
<td>2:41 – 3:45</td>
<td>TARDY</td>
<td>1:24 – 3:45</td>
</tr>
</tbody>
</table>

**TARDINESS**

Students who are not in the classroom by 9 a.m. will be considered tardy and must receive a tardy pass from the office before going to the classroom.

**EXCUSED ABSENCES**

Visits to the doctor/dentist, confirmed illness, death in the immediate family and religious holidays constitute excused absences. When a student will be absent, the office MUST be notified. A parent’s note MUST be sent when the child returns to school. After a total of ten cumulative full-day absences due to illness, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for absences during the current school year in order for the student to be excused.

Please DO NOT send your child to school ill or with a fever. This affects the performance of your child and the health of other students/staff. Children should be free from fever for 24 hours without use of medication before returning to school.

**UNEXCUSED ABSENCE POLICY**

All students are required by law to attend school every day and to be on time for school. According to the JCPS Code of Acceptable Behavior and Discipline: "The district records excused and unexcused absences daily to comply with Kentucky law 159.150 which states, 'Any child who has been absent from school without valid excuse for more than three (3) days is a truant.'" All absences are considered unexcused until a note is received by the office.
PERFECT ATTENDANCE

To qualify for the end of the year Perfect Attendance Celebration and Awards Day students must have zero absences and three or less tardies.

St. Matthews Elementary faculty strongly discourages unexcused absences such as vacations when school is in session. In addition to the loss of academic learning, such absences undermine the teaching of responsibility, commitment to education, and are disruptive to the classroom learning environment. St. Matthews Elementary School follows the Jefferson County Public School Student Absences and Excuses Policy. Educational Enhancement Opportunities will not be granted for vacations to amusement parks.

SCHOOL CANCELLATION

JCPS is responsible for determining school cancellations, early release, or delays. Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation; therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation, including radio and television. It is imperative that current emergency contact information is available in case of school delay or early release.

TRANSFERS AND WITHDRAWALS

The parents of a child who is moving away from St. Matthews Elementary should contact our school office immediately so that appropriate steps can be followed to withdraw the student on his or her last day at our school.

PRIMARY AND INTERMEDIATE PROGRAM GUIDELINES

The Primary and Intermediate Programs follow the curriculum guidelines defined in the Kentucky Core Academic Standards and the Jefferson County Public Schools Curriculum Maps. Textbooks used in all classes are those approved and adopted by the state textbook committee. Literature-based books and other resources are chosen from lists distributed/approved by the curriculum and media departments of the state and Jefferson County Public Schools. St. Matthews SBDM Council approves all textbook choices. Curriculum guides are available in the school library for parent review.
The administrative staff and teachers utilize student performance, assessment reports, JCPS-designed surveys, and academic achievement data to implement a curriculum in a manner that addresses the strengths and weaknesses of all students.

Parent representatives on the SBDM Council, the Curriculum Committee, and the Professional Development Committee contribute valuable parent input for curriculum and programs. To provide input, parents are invited and encouraged to join SME committees.

**St. Matthews Elementary Primary Program**

St. Matthews Elementary School may establish multi-age groupings in homerooms with one primary level for use in teaching sequential subject areas such as math and language arts. Classes may include multi-age groups that are developmentally appropriate and follow ungraded primary guidelines. Broader age ability groupings can be used for science, social studies, and special activities. Teaching teams adjust groups as needed to best benefit students on the team.

The Primary Program is that part of the elementary school in which children are enrolled from the time they begin primary (formerly kindergarten) until they are ready to enter grade four.

**Progress Codes/Overall Grade**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>NI</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable- Not taught in this grading period</td>
</tr>
</tbody>
</table>

Report cards are sent home every 9 weeks.

**St. Matthews Elementary Intermediate Program**

Grades Four and Five constitute the Intermediate Program. The Intermediate Program uses a graded system which follows JCPS guidelines. The following designations are based on a percentage score:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>75 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>70 - 74%</td>
</tr>
</tbody>
</table>
Grades for conduct, work and study habits, and participation in such areas as art, computer, music, physical education, and foreign language are designated as follows:

- **O** Outstanding
- **S** Satisfactory
- **NI** Needs improvement
- **U** Unsatisfactory

Report cards are sent home every 9 weeks.

**STUDENT PLACEMENT POLICY**

The faculty of St. Matthews Elementary School is dedicated to providing a successful learning environment for all students. Criteria used for the heterogeneous placement of students will include academic needs, administrator, teacher and parent input.

Parents may submit a Parent Input Form (obtained in the office) to share what they consider to be their child’s strengths and weakness as well as input regarding academic concerns. Parent Input Forms will be accepted between the first school day in February and the last Friday in April.

Placement for the following programs will also be determined by diagnostic screening and JCPS guidelines: Primary Talent Pool, Advance Program, and Exceptional Child Education (ECE).

**FOREIGN LANGUAGE PROGRAM**

St. Matthews teaches French to all students.

Foreign language is taught either by classroom teachers with a foreign language background, by Foreign Language teachers, and/or by a combination of the above.

The Foreign Language Program at St. Matthews Elementary:

- Focuses on the teaching of French in Kindergarten through Fifth grade, providing long exposure.
- Promotes cultural awareness.
- Emphasizes cross-cultural appreciation.
- Encourages future, sequential foreign language study.
- Correlates instruction with other content areas.

**St. Matthews Elementary Advance Program Policy**

Students are formally identified for placement in the Advanced Program according to the Jefferson County Public Schools Policy and is available for students who are eligible in grades 4 and 5. In order to remain eligible, students must maintain a B average in the core academic subjects. Eligible students will have scheduled time with our Gifted & Talented/ Advanced Placement teacher to enhance their skills and talents.

**St. Matthews Elementary Homework Policy**

Homework is designed to provide students opportunities to practice skills and to deepen their understanding of content taught in class. Findings in recent years suggest that homework does positively influence the achievement of elementary students. St. Matthews has developed the following homework policy.

**Reading Logs**

St. Matthews Elementary students will keep a reading log to be signed by his/her parent/ guardian.

**Primary and Intermediate Grades:**

1. Teaching teams at each level shall collaborate to ensure that homework reinforces classroom experiences and that the expected time spent is developmentally appropriate, as well as consistent, among grades.
2. Although there may be exceptions, (projects or special assignments) the average time to complete daily homework should equal approximately ten times the grade level of the student (second grade students should spend 20 minutes, third grade students should spend 30 minutes, etc).
3. Students will receive weekly homework assignments on Mondays. Students in intermediate grades are expected to write their daily assignments in their agendas.
4. Incentives for homework completion and consequences for not returning homework will be at the discretion of the teacher assigning the homework.
5. Make-up work, including homework, will be given to students who have excused absences. Students are allowed one day, plus the number of days that they were absent to complete and return.

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-child activities that contribute to classroom units, and daily reading logs that record the time students spend reading at home. Teachers will monitor homework completion and the habits of individual students. Homework assignments shall be evaluated by the teacher.
St. Matthews Elementary staff members will encourage parents to help their child with homework in the following ways:

1. Designate a quiet spot to complete homework.
2. Ensure that your child has all the materials and supplies they need to complete assignments (pencil, paper, glue, ruler, dictionary, etc).
3. Create a consistent schedule for homework.
4. Encourage your child to work independently, but check over the work when it is finished.
5. Communicate with the teacher if your child is taking longer than the recommended times listed above to complete homework, or if any other concerns arise.

At the end of the school day, students are expected to take home all materials needed to complete homework assignments. Students are not allowed to return to school to get forgotten items.

St. Matthews Elementary

SBDM Council Policy

Uniform Dress Code

Shirt

Solid, plain white, navy or light blue with collar or turtleneck (long or short sleeves). Shirts must be tucked in pants, shorts or skirts. Undershirts, if worn, must be solid white and short sleeve.

Slacks/shorts

Navy or khaki (must button and zip). Shorts must be fingertip length and not below the knee. No cargo pockets, 5 pocket jean style, rivets, corduroys or capris may be worn.
Jumper/skirt

Navy, khaki or plaid #57, fingertip length or longer. Solid white or navy shorts or leggings may be worn under jumpers or skirts. Leggings may not be worn alone and must cover the ankle.

Belt

Plain brown, black or navy. Belts must be worn by students in 3rd through 5th grade. Belts are optional but suggested for Kindergarten through 2nd grade students.

Sweater

Solid white or navy cardigan, crew neck, V-neck or sweater vest. Only plain/solid or SME logo are allowed.

Sweatshirt

Solid navy, gray or SME logo sweatshirt. Sweatshirts must be worn with a tucked in, uniform shirt. No hooded sweatshirts (even with SME logo).

Socks/Tights

Leggings

Solid white or navy. Socks must cover the ankle. Leggings may not be worn alone and must cover the ankle.

Shoes

Tennis shoes or black, brown or navy dress shoes. Shoes must be closed toe and closed heel. Shoes must be appropriate for the activities of the school day. Safety is the prime consideration and shoes that impede safety should not be worn. Specialty shoes (i.e. wheels, web toes, lights, sandals, crocs, high heels, flip flops, boots) are not allowed at school. Snow or rain boots may be may be worn to and from school but students must change to regular shoes during the school day.

Coats/

Outerwear
Coats, jackets, windbreakers, fleece wear may not be worn in the building during the school day. Hats/caps must be removed in the building.

Jewelry/Accessories

Items must not be large, distracting or a safety hazard.

Spirit Day

This is a relaxed uniform day. Plain jeans are allowed with a SME t-shirt, sweatshirt or uniform shirt. No hooded sweatshirts (even with SME logo).

Symbols or commercial logos of any kind are NOT allowed on uniform clothing.

Deviations from this Uniform Dress Code are not acceptable. St. Matthews Elementary Parents/Guardians are expected to support the Uniform Dress Code. If assistance is needed with providing uniforms, please see the SME office staff. Students who are in violation of the Uniform Dress Code will be given uniform clothing to wear. These borrowed uniforms are to be washed and returned to SME the following day. Repeated violations of the Uniform Dress Code may result in a referral to an outside agency to assist the parent in providing appropriate uniform clothing.

HEALTH AND SAFETY

St. Matthews Elementary Discipline Policy

St. Matthews Elementary uses the Student Response Team (SRT) program as required by JCPS. The SRT approach to discipline focuses on building relationships; establishing routines and procedures; and allowing opportunities for students to exercise good choices, based on differentiated instruction for each child.

EXPECTATIONS FOR STUDENT BEHAVIOR

It is expected that all St. Matthews Elementary students follow behavior guidelines according to the JCPS Code of Acceptable Behavior and Discipline. St. Matthews Elementary School administrators will follow the JCPS Code of Acceptable Behavior and Discipline when dealing with all school and bus referrals.
**STUDENT RIGHTS**

All students/parents will receive the JCPS booklet entitled JCPS *Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights*. Students will meet with administrative staff during the first week of school to review this booklet. Parents are to review the booklet, then **SIGN AND RETURN** the inside page of the front cover to the teacher. This booklet is provided to ensure the health and safety of all students and to provide guidelines that will promote a positive, safe learning environment.

**The St. Matthews Elementary Visitation Policy**

All visitors are required to sign in with the front office staff upon entering the building. A visitor’s pass will be issued upon sign-in. This includes parents bringing articles, messages, or picking up their children during school hours. The office staff will contact the teacher. This will minimize classroom interruptions. Parents wishing to visit a classroom should call to schedule a time. Teachers will notify the office of any scheduled visits. Parents are not permitted to go to the classrooms unannounced.

*All visitors and parents* are required to sign in at the office when entering the building and to pick up a visitor ID tag. *EVERY* visitor (non-staff member) will be issued an ID tag to wear while in the school building.

**MEDICATION**

School personnel will not administer any form of medication unless authorized. When it is necessary for a student to take any form of medication at school, a signed, notarized, medical form must be submitted. **NO medicine (prescribed OR over-the-counter) may be given to a student without this signed form.** Forms are available in the school office and may be notarized there. All medication will be kept and dispensed through the office. **Students are not permitted to bring medicine to and from school. Parents/guardians must bring medication to school with proper documentation.**

**HEALTH RECORDS**

Each student MUST have a valid Kentucky Immunization Certificate and school medical examination form on file. All Kindergarten students must have an eye examination and dental screening by January 1, 2017. Information concerning any specific health problem or condition a student may have should be reported to the school principal or counselor, and teacher, and recorded on the permanent health record. Students who do not have required health documents on file by the **required deadline** may be excluded from school until appropriate documentation is submitted.
ILLNESS/INJURY AT SCHOOL

Students who become ill or injured or have a fever during school hours will be sent to the health room in the school office. Office staff will notify parents of their child’s illness. If a parent cannot be reached, the emergency contact information provided will be utilized. Please remember, we cannot keep children who are ill at school. Accident reports are filed in the school office. **Students must be fever free without medication for a minimum of 24 hours before they are permitted to return to school.**

BACKPACKS

No backpacks with wheels should be used at St. Matthews Elementary. If assistance is needed with purchasing backpacks or school supplies, please contact our Family Resource Coordinator at 485-6221.

PERSONAL PROPERTY

Students are responsible for the safety and security of their own personal property. **PLEASE WRITE YOUR CHILD'S NAME ON CLOTHING AND PERSONAL ITEMS WITH A PERMANENT MARKING PEN.** Unclaimed lost and found articles will be sent to the JCPS Clothes Closet in December, March, and May. Check in the cafeteria for Lost and Found items stored in the blue bins. **Cell phones, toys, games, CD players or any MP3 players, Gameboys, iPods, DS systems, or other electronic devices should be kept at home.**

**Telecommunication Devices:** A student in the JCPS District may not use/activate and/or display a telecommunications device on school property during the course of the school day. This includes pagers, cell phones, and other telecommunications devices as defined by KRS 158.165. This offense will be treated as “refusal to follow directives” under the **Code of Acceptable Behavior and Discipline.** The device will be confiscated by the principal and may be returned only to the parent/guardian. Students are responsible for keeping up with devices they bring to school. **The District shall not be responsible for loss, theft, or destruction of devices brought on school property.**

EMERGENCY DRILL PROCEDURES

Pupils and teachers participate in at least one monthly fire drill, two disaster drills, and two lockdown drills each year. When these drills occur, the school follows the JCPS Emergency Drill Procedures. The school is prepared for a variety of emergency situations, including bomb threats and intruders.
SCHOOL ASSEMBLIES

St. Matthews Elementary Students will participate in a variety of school wide, grade specific, and classroom assemblies throughout the school year. It is the policy of the school that siblings in other grade levels do not miss their own instructional time to attend assemblies, plays, or award ceremonies.

PARTIES / CELEBRATIONS

If a parent wishes to bring or send in a birthday treat, the treat must be simple and STORE BOUGHT. Ingredient labels must be visible on the treat package to assist teachers in providing safe food options to students with food/nut allergies. An example of an appropriate treat is a rice crispy treat, fruit roll up or something low in sugar and calories. There should be enough treats for every student in the class. Plates/napkins should be provided with the treat. Please communicate in advance with the teacher.

Per SBDM policy, the school, teacher, assistant, or student may not be involved in the distribution of invitations of any sort.

CAFETERIA

St. Matthews Elementary School will once again participate in the National School Lunch and School Breakfast Programs called the Community Eligibility (CE) for School Year 2018-19.

All enrolled students of St. Matthews Elementary School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2018-19 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. Your household will receive an Educational Benefits Form that we request you complete to provide data that will be used for district funding purposes.

If you need further assistance, please contact us at JCPS School and Community Nutrition Services 485-3186.

A la carte items will still be available for purchase but cannot be charged.

Parents are always welcome guests during the lunch period. The price for an adult lunch will be $4.25. We do request, however, that parents DO NOT bring in lunches from fast-food restaurants to be eaten in front of other students. Doing so is inconsiderate of the other students and conflicts with our own lunch program. Carbonated beverages should not be sent from home. At the end of the lunch period, parents should say good-bye to their child. The instructional day will resume. Students should not be taken out to eat away from school during the assigned lunch time.
CARE FOR KIDS

Our schools play a critical role in helping children grow up to lead responsible and productive lives in our democratic society. To accomplish the fundamental goal, an intentional focus on children’s social, emotional, ethical, and intellectual development must be in place.

These four areas of development are closely interrelated. Intellectual development helps children become academically skilled, knowledgeable, and thoughtful. Ethical development helps children become principled, caring, responsible, and self-disciplined. Social and emotional development help children become interpersonally skilled and adept at functioning within the institutions that comprise our personal, professional, and civic life. To nurture all four domains is to educate a child for life.

In order to help students develop socially, emotionally, ethically and intellectually, schools must deliberately provide significant and engaging learning opportunities, opportunities that allow students to experience membership in a safe and caring community of learners. Building these experiences into the structure, organization, and pedagogy of the school provides the foundation that enables children to become successful lifelong learners.

Each CARE for Kids school promotes social, emotional, ethical, and intellectual development in an inclusive, caring, respectful, and supportive learning community that is physically and emotionally safe for all students and engages them as active participants in the classroom, school, and in the larger community. We have also expanded our Care for Kids program by initiating Monthly Tiger Topics that helps the students focus on specific character education traits each month. Listed below are the month-by-month list of the Tiger Topics.

<table>
<thead>
<tr>
<th>Month</th>
<th>Tiger Topic</th>
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<tbody>
<tr>
<td>August</td>
<td>Safety &amp; Responsibility</td>
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<td>September</td>
<td>Respect</td>
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<td>October</td>
<td>Growth Mindset</td>
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<td>November</td>
<td>Courage</td>
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<td>December</td>
<td>Empathy</td>
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<tr>
<td>January</td>
<td>Grit</td>
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<td>February</td>
<td>Kindness</td>
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<td>March</td>
<td>Vision</td>
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<td>April</td>
<td>Compassion</td>
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<tr>
<td>May</td>
<td>Perseverance</td>
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Profile of a Tiger
Students leave St. Matthews elementary as compassionate and courageous life-long learners with a vision for their future. Listed below are the 4 pillars that make up our Tiger Profile.

<table>
<thead>
<tr>
<th>PILLARS</th>
<th>LEARNER</th>
<th>VISIONARY</th>
<th>COMPASSIONATE</th>
<th>COURAGEOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiger Topics</td>
<td>Responsibility Growth Mindset Grit</td>
<td>Vision Perseverance</td>
<td>Empathy Kindness Compassion Respect</td>
<td>Courage</td>
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</tbody>
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CHILD ENRICHMENT PROGRAM (CEP)
St. Matthews Elementary School is the site of a YMCA Childcare Enrichment Program. This school program is offered to all students who need before-and/or-after school care. This program is also provided for students during summer months. CEP hours are 7 a.m. to 6 p.m. Monday through Friday. To register for this program, call 637-1575 or 645-0184.

COMPUTER LAB
The computer lab/technology teacher provides the opportunity for all students to learn computer technology throughout the school year. Every class is assigned computer time weekly. Every classroom has computers, a projection device, and access to several printers. The computer lab has an extensive collection of programs which reinforce curriculum skills and teach design technology. St. Matthews Elementary is wired for the Internet and every classroom has access. The JCPS technology skills continuum will be taught. Website: [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us) (click on schools, pull-down menu-elementary, select St. Matthews Elementary) or go to [http://www.jefferson.kyschools.us/Schools/Elementary/StMatthews](http://www.jefferson.kyschools.us/Schools/Elementary/StMatthews)

CONFERENCES
There are 2 regularly scheduled Parent Conference days during the 2018-2019 school year. Please check the JCPS school calendar for the specific dates. If a need arises, conferences may be requested by the teacher or parent. Scheduling is done by the teacher, taking into consideration the convenience of the parent. Teachers cannot conduct doorway conferences from 8:50 to 9a.m. or 3:20 to 3:50. They are responsible for the students in the classroom.

FIELD TRIPS
A field trip is an educational activity that is an extension of classroom instruction and is conducted away from school. Students must have a signed Field Trip Permission Form prior to the trip. Students who do not participate in a field trip will remain at school under the supervision of another teacher. We want all of our students to participate in this learning experience. However, if a student’s behavior poses a safety risk to self or others, the student may be excluded. This must be communicated to students and their parents/guardians when the field trip is announced, and the principal must approve each exclusion in advance of the trip. For specific field trip information, please refer to the SBDM policy for field trips.
EXTENDED SCHOOL SERVICES (ESS)

St. Matthews offers both an after-school program and a during-school program based on test data for students who need extra help in literacy and math strategies. Classroom teachers recommend students for this service, and parent permission is obtained for participation. ESS begins in the fall.

FAMILY RESOURCE CENTER- STEPS Center

St. Matthews Elementary has a Family Resource and Youth Services Center (FRYSC) located in Waggener High School, serving the families of both schools. The STEPS (Schools Together Embracing Parents and Students) Center goal is to remove barriers to student academic success by ensuring students and families have the tools they need to prosper. The STEPS Center can provide information, services and/or referrals to a variety of educational, health and social services. The center offers assistance with attendance needs, academic support, basic needs, employment, after school opportunities and parenting skills and involvement. The office hours are Monday through Friday from 7:30 a.m. to 4 p.m. or by appointment. The telephone number is 485-6221, or you may call our school office and leave a message. Stephanie Gibson is the coordinator.

GUIDANCE COUNSELING PROGRAM

A counselor provides services to students, teachers, and parents and is available to help you help your child. Appointments with the counselor may be made by calling the school office.

LIBRARY MEDIA CENTER

Our library media center is an integral part of the total instructional program. It contains an extensive collection of books, audio-visual materials and equipment. Students go to the center on a scheduled basis for instruction, and it is open for research at all times. Our Fourth and Fifth grade students produce our daily morning newscast, WSTM from our media center. Parents are invited to visit during book fairs, author visits, and special presentations in the library. A parent resource section is available. The SME library catalog may be accessed through the school website.

SUPPLIES AND TEXTBOOKS

All basic textbooks are loaned to students for their use. Students are expected to care properly for the books assigned to them. Books lost or damaged must be paid for by the student/parent before another book is assigned. An instructional fee of $25 is charged at the beginning of the year to assist in purchasing non-essential instructional materials.
Students should provide their own school supplies. Classroom teachers will provide a list of needed supplies at the beginning of the school year. Any student needing assistance with school supplies may bring a note from the parent.

Students who qualify for the free or reduced-lunch program qualify for the instructional and field trip fee waiver. This form will be sent home to all students who qualify or it may be requested through the school office.

**SCHOOL-BASED-DECISION-MAKING (SBDM)**

Our school operates with a School based decision making management system. Elected representatives from staff and parents together with the principal form the SBDM Council and meet monthly in an open forum to conduct business concerning the school program.

Committees and subcommittees composed of staff members and parents meet to make decisions concerning specific topics/issues and report to the Council. Committees are: Budget, Curriculum/Professional Development, Multicultural/School Climate, and Building and Grounds. The Council meets on a regular monthly schedule which is decided by the newly elected Council members. Committees meet once each month. Parents are invited and encouraged to join a committee.

SBDM concern forms may be obtained by calling the school office or from the display on the front lobby bulletin board. Parents, staff, and students may use these forms to direct concerns to the SBDM Council. The minutes of each Council meeting are sent home via the students. Agendas and minutes are also posted on the front lobby bulletin board.

The 2018-19 SBDM Board Members are:

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<tr>
<th>Parents</th>
<th>Staff</th>
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<tr>
<td>Blaise David</td>
<td>Alexa Brooks</td>
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<td>Brian Fister</td>
<td>Scottie Collier</td>
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<td>Scott Hammer</td>
<td>Virgie Fietsch</td>
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<td>Jennifer Gray</td>
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<td>Libby Hardy</td>
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<td>Marilyn Marshall</td>
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<td>Beth Reiss</td>
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