

**St. Matthew Catholic School, San Antonio, Texas
2017-2018 Student- Parent Handbook**

ARRIVAL, DISMISSAL, EARLY DISMISSAL, EMERGENCY CLOSURES

ARRIVAL

- **Before school procedures/morning care**
- **Start of the school day**

DISMISSAL

- **After school procedures**
- **After school care**
- **Car line rules**
- **Chart: Before school drop off / After school pick up**
- **Severe weather car line procedures**

EARLY DISMISSAL

EMERGENCY SCHOOL CLOSURE/INCLEMENT WEATHER

- **Make-up day for unscheduled school closure**

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BEFORE SCHOOL PROCEDURES / MORNING CARE

- The school is open daily from 6:45 a.m. to 6:00 p.m. Early Morning Care is provided, in the cafeteria free of charge.
- Students arriving prior to 7:45 a.m. are to report directly to the cafeteria.
- The back carline door remains locked until 7:30 a.m.
- After 7:30 a.m. students may be dropped off in the front or the back carline.

START OF THE SCHOOL DAY

- The school day begins promptly at 8:00 a.m.
- At the 8:00 a.m. bell, the St. Matthew Catholic School community begins the day with Morning Prayer and announcements.

AFTER SCHOOL PROCEDURES

- Students in grades Pre-K – 3rd must be picked up by 3:25 p.m.
- Students in grades 4th-8th must be picked in their designated drop-off zone (the front of the school drive thru) by 3:45 p.m.
- All students who have not been picked up by the times stated above will be admitted to the After-School Care program.

AFTER SCHOOL CARE

- After school care will begin for Pre-K – 3rd grade students who have not been picked up at 3:25 p.m. and for students in grades 4-8 who have not been picked up by 3:45 p.m. There are NO EXCEPTIONS.
- No student is permitted to wait in front of the church, administration building, gym, portables, etc.
- If a student is discovered waiting on the school or church grounds, they will be escorted to the After-School Care Program.
- A similar procedure will be followed on early dismissal days.

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CAR LINE RULES (Drop Off/Pick Up)

- Parents must remain in their vehicle at all times.
- At no time should any vehicle be left unattended.
- Vehicles must be shifted into “park” when not in motion.
- Parking in the faculty parking area behind the school building is prohibited.
- Admittance into the building is only permitted with a Visitor’s Tag obtained at the office.
- The **maximum speed** in the parking lot is 10 mph.
- Using cell phones while in car line is prohibited.
- Parking in front of the portable buildings during school hours is prohibited (this is a fire safety hazard).
- Parking or student drop-off/pick-up in the parish administration building parking lot is prohibited.
- The following chart will help to describe the way the morning car line drop off and afternoon car line pick-up works.

CAR LINE				
	Early Drop off 6:45-7:45	Drop off 7:45-8:00	Pick up 3:05 or 3:20	Walk up
Pre-K - 3rd (lower grades)	Front of School <i>Wait in Cafeteria until 7:45 bell</i> <small>**There is no charge for early drop off**</small>	Back of School <i>Go to classroom</i>	Back of School <i>Pick up between 3:05 -3:25</i>	Drop off: Cafeteria Pick up: ~3:20pm - Line forms in walk-way area in front of cafeteria - A staff member will take student names to be called out by office
4th - 8th (upper grades)	Front of School <i>Wait in Cafeteria until 7:45 bell</i>	Front of School <i>Go to classroom</i>	Front of School <i>Pick up between 3:20-3:40</i>	
Families with children in BOTH lower and upper grades	Front of School <i>Wait in Cafeteria until 7:45 bell</i> <small>First week of School: Parents can walk children to their classroom, ONLY during the 1st week of school and must be out of building by 8:00 am.</small>	Front of School <i>Go to classroom</i>	Front of School <i>Pick up between 3:20-3:40</i> <small>Older sibling picks up younger sibling (PreK-3rd) in class, then walks to cafeteria to be called</small>	

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SEVERE WEATHER CAR LINE PROCEDURES

To ensure the safety of our students, their families, and the staff who work morning car line drop-off and afternoon car line pick-up, we will implement RE-DIRECTED CAR LINE procedures in cases of SEVERE weather conditions. Severe weather conditions include, but are not limited to, lightning and thunder, hail, and torrential downpours.

The administration will determine when SEVERE WEATHER car line procedures are to be implemented.

During SEVERE WEATHER car line, the following procedures will be implemented:

1. The blacktop car drive in the front of the school will be closed.
2. All cars will be routed through back car line.
3. Drop-off and pick-up for all students will take place under the back-car line overhang.
4. Pick-up for the elementary level students (Pre-K through 3rd grade) will begin at 3 p.m.
5. Students from 4th grade through 8th grade, and their younger siblings, will be called for car line after the 3:20 p.m. bell rings.

Cars will not be permitted to park and wait in this CAR LINE

As always, parents may park in the front parking lot and walk up to pick up their child.

SEVERE WEATHER car line procedures will by design take a little longer; but it will provide a safer drop off and/or a safer pick-up for the children, as well as, ensure the safety of those who care for them.

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EARLY DISMISSAL

St. Matthew School will have early dismissal throughout the year. Pre-K-8th will dismiss at 12:00 p.m. Early dismissals are approved for faculty meetings, parent conferences and early holiday dismissals.

Please refer to the school calendar for these early dismissal dates and make arrangements to pick up your child/children at that time. At 12:30 p.m., on early dismissal days, all unsupervised children will be taken to the After School Care Program. All students who are sent to After School Care must pay for their care during their time in the After School Care Program. Fees will be added to the next tuition invoice.

Please refer to the school calendar for all early dismissal days. There will be, on occasion, early dismissal days with no extended care provide. This is noted on the school calendar. Parents will also receive reminder emails through RenWeb.

EXTRA CURRICULAR PICK-UP POLICY

Students not picked up by a parent/designated person after a school-sponsored activity will be sent to the Extended Day Program. Teachers in charge of extra-curricular activities **MUST ESCORT** the students to Extended Day upon being dismissed from the activity.

In the event the activity extends beyond the 6:00 p.m. time frame, the teacher will remain with the student up to 30 minutes after the close of the activity. Parents of the child will be charged per minute according to the Extended Day Program fees for children left after 6:00 p.m. This policy applies to any activity, including those off campus.

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EMERGENCY SCHOOL CLOSURE/INCLEMENT WEATHER

South Texas can experience rapid changes in weather, for this reason schools must at times close. The Safety of our children and their families is our primary concern.

St. Matthew Catholic School will use the following method to notify the community of EMERGENCY/UNSCHEDULED school closures:

- St. Matthew Catholic School will send A TEXT MESSAGE ALERT to all parents/guardians indicating that school will be closed; an email or text message may follow to announce when school will re-open.
- St. Matthew is located in the Northside Independent School District. If the public schools in NISD close, St. Matthew would close. If this happens, the announcement will be made on WOAI-TV, WOAI.com, WOAI-AM 1200, and several other TV and AM and FM radio stations.
- Public schools sometimes announce late starts for their schools. The Archdiocese and St. Matthew Catholic School do **not** recognize late starts. If Northside announces a late start, St. Matthew will start school at the regularly scheduled time and ask parents to use discretion and arrive as soon as they can do so safely.

MAKE-UP DAY FOR UNSCHEDULED SCHOOL CLOSURE

Should it become necessary to use a day to make up for inclement weather, the make-up day for St. Matthew School is Easter Monday.