

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

CLASSROOM PARTIES

Classroom parties are limited because St. Matthew Catholic School participates in the National School Lunch Program. All classroom parties including birthday parties are under the direct supervision and discretion of the teacher and may not begin until after 1:30 p.m. in order to meet the requirements of the Free and Reduced Lunch Program. Teachers will coordinate parties and other activities with the assistance of the room parents.

Three classroom parties are allowed per year: Advent, Valentine's Day and the End of Year party. The individual grade level teachers will coordinate Lenten/Easter observances. At the teacher's discretion, Pre-K and Kindergarten are allowed a Halloween party. Any other special activities must be cleared through the office via the teacher.

Birthday parties are celebrated **once a month**. The teacher will notify the Head Room Parent of the designated dates for celebrations. Middle School birthday celebrations will take place in the student's home room; students may bring celebration items with them in the morning or parents may drop them off in the office on the designated celebration day.

Room parents will coordinate the items brought into the classroom for parties. Room parents are directed to remind parents that all parties **must include** a healthy snack option – cut up fruit and vegetables, cheese, yogurt and water, **as examples**, and may include one treat.

FOOD ALLERGIES

Documentation from a physician must be on file for students with food allergies. This information will be kept in the Nurse's office. The nurse will disperse this information to the appropriate campus personnel.

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DELIVERIES FOR STUDENTS

To avoid classroom disruptions, messages to students will be delivered at an appropriate time. However there are no guarantees that this will always be possible. There will be NO delivery of packages, homework, birthday presents, field trip money, instruments, P.E. or sports uniforms and other miscellaneous items to a student.

NO DELIVERIES WILL BE TAKEN TO THE CLASSROOM