

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

PARENT INVOLVEMENT

The School Council

Parent Teacher Club

- **Parents As Partners Program**
- **VOLUNTEER REQUIREMENTS**
- **Parents As Partners Opportunities**

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

PARENT INVOLVEMENT

Parents and grandparents are always welcome to participate in activities held at St. Matthew Catholic School. By working together, we can enrich the educational experience of our children.

The following procedure for volunteering should be followed:

1. Contact the classroom teacher or other appropriate personnel.
2. Stop by the school office to sign in and receive a Visitor's tag.
3. Wear the Visitor's tag at all times while on campus.
4. When the volunteer activity is completed, return to the school office and sign out.
5. All volunteers who will be in direct contact with children must have a completed background check, conducted and verified by the Archdiocese of San Antonio, on file and have viewed the Sexual Misconduct Video prior to working with or supervising children.

Applications are available in the school office.

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

THE SCHOOL COUNCIL

The School Council is an advisory body comprised of ten members, elected and appointed. The pastor has the final authority on all matters regarding the school. The principal and the president of the PTC, Parish Council Representative and School Financial Manager are ex-officio nonvoting members of the Council. The Council recommends changes in school policy and the annual budget and recommends, along with the principal, both short and long-term goals for the school. The pastor retains the canonical responsibility of leadership and decision-making in both the parish and the school and is the person responsible for all changes in school policy consistent with the teachings of Vatican II. The officers of the Council consist of a President, Vice-President, Secretary and Financial Officer, all of whom shall be elected annually by the members of the Council at a meeting in June. A meeting is not official unless the pastor or his delegate is present and changes in school policy cannot take place without the presence and assent of the pastor or his delegate. No Council member may serve more than two consecutive three-year terms.

The School Council meets on the third Thursday of every month at 7:00 p.m. in the school's music room, except for the month of July.

The School Council does not act as a grievance committee. All meetings of the council, both regular and special, shall be open to observation by the public unless the president or the Council by consensus deems it necessary to go into executive session for discussion, deliberation, or vote.

If any person other than a member of the Council wishes to bring a matter before the Council such a person must submit in writing to the president, a brief but concise summary of the matter that is to be considered, seven days prior to the meeting. The Council will act on matters relating to policy. (Appendix 2201B-School Council Bylaws).

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

If the matter is deemed a matter of policy, the chair may choose to have the council discuss the issue(s), or defer to executive session or a future meeting.

Serving on the School Council will fulfill the Parents as Partners yearly requirement (10 hours) for each year served.

PARENT TEACHER CLUB (PTC)

The Parent Teacher Club (PTC) is a school organization whose membership consists of the parents/guardians of the student, as well as the faculty and staff of the school. The purpose of this club is to foster unity and understanding between the home and school. The PTC will also assist the principal in providing programs and financial resources for the improvement of the educational programs of the school. Serving on the PTC Board will fulfill the Parents as Partners yearly requirement (10 Hours) for each year served.

PARENTS AS PARTNERS PROGRAM

Parents as Partners is a Parent Teacher Club (PTC) sponsored program created to bring out the best parents have to offer to help St. Matthew Catholic School achieve the strong faith community we aspire to in our Mission Statement. It was designed to involve parents in the life of our school. Each family is required to participate in the Parents as Partners Program.

Parents as Partners Requirement:

A minimum of 10 hours of volunteer participation in a school or church activity is required per school year per family. A minimum of 10 hours of volunteer participation in a school or church activity is required per school year per family. Parents as Partners hours must be reported by a PTC specified date each school year. Any hours reported, or earned and reported after that date can be applied to the following school year.

Each family is responsible for entering their own hours throughout the school year on Renweb. Failure to complete AND report all Parents as Partners hours (10 hrs/yr) will result in a fee of \$10 per uncompleted hour (maximum of \$100).

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

New families coming to the school during the school year will have their service hours prorated.

VOLUNTEERS

ARCHDIOCESE OF SAN ANTONIO POLICY *2114 VOLUNTEERS

Any volunteer serving in a position where he/she may have regular contact with children or young people must undergo a **criminal background check and complete safe environment training conducted by the Office of Victim Assistance and Safe Environment**. No individual shall be permitted to volunteer for any position where there may be regular contact with children or young people without first satisfying the background clearance and safe environment training requirements.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools.

The Principal reserves the right to accept, decline or discontinue any offer of volunteer service at any time for any reason.

PARENTS AS PARTNERS OPPORTUNITIES

Many opportunities are available in both the School and Church. Below is a short description of some of the school events and activities that can earn Parents as Partners hours. The list is in alphabetical order. Contact the school administration or church administration for many others not listed below.

A family can earn hours by volunteering at an event (one hour earn for every one hour worked) or by donating items for class parties, classroom supplies, etc. (\$10 of donation equals one hour earned).

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

- **ACCELERATED READER**

This is a computer based reading motivation program. Students read (or have read to them) books from a selected list. The student then takes a multiple choice test that checks comprehension. Parents are needed to escort students from the classroom to the computer lab and help them execute the testing. Parents may sign up in the individual classroom rather than on the Parents as Partners Opportunity Form.

- **ALUMNI COMMITTEE**

This committee will work with the administration in locating and keeping contact with former students. New ideas are welcome to keep these special students and their parents connected to our school.

- **ANNUAL SPIRIT FUND COMMITTEE**

This committee will work in conjunction with the PTC, School Council development chair, the staff development manager and administration to design and implement the annual spirit fund for the school.

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

- **ATHLETIC BOOSTER CLUB**

The Athletic Booster Club is designed to assemble families, friends, teachers and administrators in support of the school athletic program. The Club hosts the weeklong homecoming events as well as several fundraisers throughout the school year. There is an annual fee per family to participate in the Club with the proceeds ultimately going to support the school athletic teams and their activities.

- **ATHLETIC DIRECTOR**

Parent helpers are needed to assist the coaches with a variety of activities. Times and frequency of assistance may be arranged with the athletic director.

- **BIKE RODEO**

The PTC sponsored Bike Rodeo is an event that focuses on bicycle safety for our students. It is held in the spring for grades Kinder through Fifth. The committee chairperson works closely with a San Antonio Police Officer and parents. Students who participate in the Bike Rodeo bring their own bicycles and helmets to school the morning of the event. Parents judge events such as riding in a circle, maneuvering the serpentine obstacle course and slow riding to test for balance.

- **CAREER DAY**

Career Day is scheduled during the month of March for middle school students. Many careers are presented to the students for their consideration. Parents of middle school students are encouraged to present their career, but all parents and others are welcome to participate.

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

- **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week occurs during the last week of January each year. Catholic Schools Week was established by the National Catholic Educational Association (NCEA) to celebrate the gift of Catholic education and the presence of Jesus in our children's education. At the parish level, the week is filled with special School, PTC and Student Council sponsored activities as well as appreciation days for all those involved in our children's education. It is a time to celebrate our identity as a faith community and to recognize the hard work and dedication of all who help to keep our school growing in spiritual vitality and in academic excellence. A calendar of events will be published. Parent volunteers are also needed to help the PTC Social Committee organize and execute these events.

- **CHURCH FESTIVAL**

The St. Matthew Festival is a family-oriented event held in May. It is a fundraiser for the church and school. Volunteers from the parish and school families are needed to plan, set up and staff all the food and game booths. Some set up is done on the Saturday before the festival. Clean-up volunteers are also needed.

- **FIELD DAYS - ELEMENTARY AND MIDDLE SCHOOL**

The school coaches head these events and always appreciate volunteers. Parents are needed to coordinate activities and assist the coaches and the students.

- **HALLOWEEN CARNIVAL**

The PTC sponsors the Halloween Carnival held once a year on the parish grounds in the month of October. The purpose of the carnival is to build community at St. Matthew School. A chairperson is designated to plan and oversee the activities for the carnival. Parents are needed to assist in classroom booth ideas, set-up and clean-up of designated booth and rotation of booth assistance. The booths are small and consist of simple games or arts and crafts for the students and their families.

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

- **HEALTH SCREENINGS**

The school nurse coordinates Vision, Hearing and Scoliosis screenings.

Volunteers must be registered nurses or certified screeners to help with these events. Assistants are needed in the morning and afternoon of testing days. In addition to recording the information from the specific Vision, hearing and scoliosis screenings, assistants may also record the students' height and weight.

- **HOMEROOM PARENT**

A Homeroom Parent coordinates classroom parties, activities and functions associated with the homeroom in which his/her child has been assigned. The Homeroom Parent will be in close communication with the homeroom teacher and will utilize other parents from the classroom to organize activities. Serving as a Homeroom Parent will fulfill the Parents as Partners yearly requirement (10 hours) for each year served.

- **LIBRARY**

Our library is busy during the school year providing reading opportunities for our children and has the following Parents at Partners opportunities available:

- Library Assistant – Parent help is needed for morning or afternoon shifts, once a week, throughout the school year. These assistants will shelve books and assist students in checking out library books.
- Book Fair – Generally a week-long event. Students visit during their scheduled library time. Assistants are needed for morning and afternoon shifts to help the librarian with this event.

- **PARENT TEACHER CLUB**

Serving on the PTC board will fulfill the Parents as Partners yearly requirement (10 hours) for each year served.

- **PICTURE DAY**

Individual pictures are taken in the fall and group pictures are taken in the spring. Parents are stationed at various locations to insure the photographs are taken in a timely manner with minimal disruption to the teachers and the surrounding classes.

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

- **PTC GENERAL MEETINGS**

St. Matthew PTC will hold periodic general meetings with the parents, teachers and staff. These meetings will provide information on upcoming PTC and school events. At these general meetings, different activities and projects from the students are often showcased. Students periodically provide entertainment. Each PTC meeting attended will qualify as one hour toward Parents as Partners yearly requirement.

- **SCHOOL COUNCIL MEETINGS AND COMMITTEES**

Attendance at the monthly School Council meeting and/or participation in the standing committees are available and provide volunteers an opportunity to get involved in the governance of the school. School Council service is one of many ways parents can use their personal and professional expertise to greatly enhance the school.

- **SOCIAL COMMITTEE**

This PTC Committee handles all the social events sponsored by the PTC. These events include preparation of refreshments and entertainment at the general PTC meetings, organization of the two teacher breakfasts, serve ice cream to students on St. Matthew Feast Day and preparation of all social festivities during Catholic Schools Week.

- **SPRING GALA**

The PTC sponsors this event in an effort to build community among parents, faculty, staff and parishioners and serves as the PTC spring fundraiser. Friends gather to support the school through the purchase of a ticket to the event, which usually includes a meal and cash bar. Local businesses and parents, as well as the students and staff, give items and other donations for a live and silent auction. Many parents are needed to make this event a success. Some of those needs are to solicit auction items and corporate donations, help with decorations, ticket sales, set-up, check out and clean-up of the event. Parents serve on individual committees that generally meet after school.

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

- **THANKSGIVING LUNCHEON**

Students and parents are served a Thanksgiving meal before Thanksgiving break. The cafeteria staff prepares the traditional turkey and dressing meal. The feast takes place in the cafeteria and the McDonald Family Center to accommodate for the larger than normal lunch crowd. Many assistants are needed to help set-up and decorate the tables, sell tickets, serve food and drinks, give directions and cleanup.

- **UNIFORM RESALE COMMITTEE**

The PTC sponsors a uniform recycle sale before each general PTC meeting. The sale offers an opportunity for families to buy gently used school uniforms at discounted prices. Families wishing to donate uniforms may drop off the items in the school office. Uniforms are inspected for quality and then offered for sale. Parents operate the Uniform resale. *All proceeds go to the PTC general fund.*