

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

ATTENDANCE POLICIES

- **Archdiocesan Policy #3101**
- **Texas Education Code**
- **Archdiocesan Policy #3101 extra vacation days**
- **The school day**
- **Written excuse for student absences/ Recording Attendance**
- **Promotion and attendance**
- **Unexcused absences**
- **Make-up work**
- **Tardy arrivals**
- **Truancy**
- **Releasing students during school hours**
- **Appointments**
- **Release of students to police**

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

ATTENDANCE POLICIES

ARCHDIOCESAN POLICY *3101

Attendance policies, regarding being tardy and absences, will follow the Archdiocesan policy *3101. Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students are to attend school unless there are valid reasons for absence provided by the parent/guardian.

An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

Local school policy will determine when other absences or tardies are to be excused. **Valid reasons**, such as sickness, are considered excused. **Invalid reasons**, such as extra vacation days, are considered unexcused.

In all cases, students are responsible for all work missed and are subject to the local school policies (*or discretionary authority of the principal*) for determination of whether absences are excessive and to determine what consequences will be enforced.

An excused absence does not mean a student will not be marked absent. **A student not physically present at a school, excused or unexcused, is marked absent.**

ARCHDIOCESAN POLICY *3101 – Extra Vacation Days

This policy of the Archdiocese states that extra vacation days are considered unexcused absences.

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

THE SCHOOL DAY

The school day for students is:

- Pre-K – Grade 3 8:00 AM – 3:05 PM
- Grades 4 – 8 8:00 AM – 3:20 PM

Students arriving prior to 7:45 a.m. must go directly to Morning Care supervision in the cafeteria. **NO STUDENT MAY ENTER THE BUILDING/ CLASSROOM BEFORE 7:45 A.M. WITHOUT PERMISSION FROM A TEACHER OR A MEMBER OF THE ADMINISTRATIVE STAFF.**

WRITTEN EXCUSE FOR STUDENT ABSENCES/ Recording Attendance

Written excuses for all absences must be turned into the student's homeroom teacher upon the student's return to school.

If a student is absent, the parent/guardian should notify the student's teacher(s) by 8:30 a.m.

Any student missing more than 2 hours (120 minutes) of the school day is marked absent for that day.

Students who are absent for three or more consecutive days, **must have a signed doctor's note** explaining the reason for the absence.

PROMOTION AND ATTENDANCE

State law and St. Matthew Catholic School demand that a student must attend 90% of the teaching days per school year or the student may be required to repeat the grade. Therefore, eighteen (18) unexcused absences constitute a loss of credit and the student may have to repeat the grade or attend summer school to make up for the number of excessive absences.

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

A review of attendance will take place. The attendance of students with 8 absences, or for Middle School students 8 absences in a specific subject class, will be reviewed by the attendance committee. This review could lead to a parent conference, or to the issuance of an attendance contract and/or assignment to Saturday School. Saturday School will be held on the fourth Saturday of the month at a cost to the student of \$100 per Saturday.

Refusal to serve Saturday School may result in the student being suspended, expelled and/or denied re-admission for the upcoming year.

UNEXCUSED ABSENCES

For every unexcused absence, the student will be able to make up the work with a 20% penalty for work missed.

MAKE-UP WORK

Each student has the responsibility to make up work and/or tests that are missed due to the absence.

Refer to the homework policy and absent make-up work policies for your child's grade level or subject area.

If an assignment, a long-term project or a test was assigned, prior to the absence, it will be due as scheduled or the first day back. Exceptions must be approved by the teacher.

Requests for assignments for absent students should be made from the classroom teacher(s). For middle school students many assignments can be found on eBackpack or the teacher website. Assignments may also be picked up in the front office at the **end** of the school day.

The student must take the initiative to meet with the teachers and schedule a time to make up the work.

A student who misses school for reasons other than illness must be prepared to return to school and make up the work and/or tests missed.

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

TARDY ARRIVALS

Prompt arrival at school is expected of all students. A student who is not in his or her seat at 8:00 a.m. is tardy. All reasonable attempts must be made to arrive on time. Many factors can cause students to arrive late for school, most are beyond the control of the student creating a situation in which usual discipline methods may seem unfair. With this in mind, each student is granted 15 no fault tardy arrivals per school year. A reason for being tardy is not required; however, a tardy slip must be secured from the office.

- After 10 tardy arrivals, a letter will be sent home to notify the family that they are near the limit for the year.
- On the 16th tardy and with each subsequent tardy up to the 20th tardy a \$5.00 charge will be assessed each time a student is late.
- Beginning with the 21st tardy and with each tardy thereafter, a \$10.00 charge will be added to the monthly tuition.
- Tardy arrivals will be reported on the student's report card.

See the chart on the following page depicting the Tardy Policy.

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

BEGINNING THE DAY - TARDY POLICY

- Each student allowed 15 no-fault tardies for the school year -*need a tardy slip from office*
- Additional Tardies:

10	• After 10, note goes home to alert parents
15	• After 15, a charge of \$5 per tardy
20	• After 20, a charge of \$10 per tardy

All tardy charges are billed on the student's tuition statement

TRUANCY

A student who is absent from school without the consent of his/her parent is truant. Truant behavior is unexcused. A parent or guardian must accompany the student before being re-admitted to school.

RELEASING STUDENTS DURING SCHOOL HOURS

A student may be released from school during school hours into the custody **only of those persons listed on the student's emergency information card**. Identification of the person to whom the student is released will be verified.

Parents or guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason.

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

Documentation of this notification must be made.

Students will not be released from school, sent on errands off the school grounds or sent home for books, homework, etc. without being accompanied by a parent or guardian. Identification of the person to whom the student is released must be verified.

Students may only be released through the school office.

APPOINTMENTS

Medical and dental appointments should be made outside of the school hours. If this is not possible, a parent or guardian must send a note to the teacher on the morning of the appointment stating the time the student will be picked up. A parent/guardian must sign the student out from the school office. No parent/guardian may go directly to the classroom to pick up his/her child. The student will be notified to come to the office. A student will not be released from school during school hours into the **custody of any person other than those listed on the emergency information card** for the student. Identification of the person to whom the student is released must be verified.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER

Police and other government officials are required to directly deal with the principal in requesting an interview with a child.

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

ARCHDIOCESAN POLICY

***3105 RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER**

Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

Ask for identification to verify that the person is a police officer. The officer is not required to present a warrant to speak with a student, but will be required to wait until parents are notified and given reasonable time to come to St. Matthew Catholic School.

Contact and ask the parents or guardian to come to the school to be present with the student during the interview. If a parent or guardian cannot come to school, the principal or his/her designee will sit in for the interview in *loco parentis*.

A warrant for arrest must be presented by a police officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the principal must contact the parent or guardian to come to the school. If the parent or guardian cannot come, the principal or designee must accompany the student to the police station.

Contact the superintendent immediately if a student is arrested.