

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

**SCHOOL UNIFORM**

Middle school girls

- 8<sup>th</sup> grade girls
- 6<sup>th</sup> and 7<sup>th</sup> grade girls

Middle school boys

- 8<sup>th</sup> grade boys
- 6<sup>th</sup> and 7<sup>th</sup> grade boys

4<sup>th</sup> and 5<sup>th</sup> grade

- 4<sup>th</sup> and 5<sup>th</sup> grade girls
- 4<sup>th</sup> and 5<sup>th</sup> grade boys

Kinder through 3<sup>rd</sup> grade

- Kinder through 3<sup>rd</sup> grade girls
- Kinder through 3<sup>rd</sup> grade boys

**Pre-Kinder girls and boys**

**PE UNIFORM**

**GROOMING**

- Makeup
- Hair
  - Boys
  - Girls
- Tattoos

**JEWELRY**

- Wrists
- Neck
- Ears
- Ties

**NON-UNIFORM DAYS**

**NON-UNIFORM PICTURE DAYS**

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

## **UNIFORM VIOLATIONS**

### **SCHOOL UNIFORM**

The St. Matthew Catholic School uniform has been selected to provide a neat appearance for our students as well as remain functional and affordable. All students (PK-8th) are required to wear the school uniform. The school uniform, including sweats and jackets, **must be purchased** at either **School Yard Uniforms**, Wonderland of America's Mall next to Burlington (210) 734-2912 or **Parker School Uniforms**, 2108 NW Military Hwy (210) 530-0087. The St. Matthew Catholic School PTC offers periodic uniform resale opportunities throughout the year. Shoes may be purchased from School Shoes Unlimited, 2019 Vance Jackson (210) 734-9003 (alternate shoe brands must meet the requirements as described below). Other than school shoes, no alternate brands or styles for any of the uniform components are allowed. Items purchased for athletics, cheerleading, from the PTC store or Booster Club, etc. are not part of the uniform. These items may be worn on Spirit Dress days only.

- ❖ **Coats (only)** may be worn over the uniform for any **outdoor** activity on cold days.
- ❖ Sixth through eighth grade students are allowed to wear St. Matthew Letterman jackets.
- ❖ Uniforms (shirts, skirts and pants) must fit properly throughout the school year. All items must be clean, neat and mended.
  
- ❖ **Uniform length**  
Girls: The length of skirts, jumpers and walking shorts will not exceed 3 inches from the floor when the student is kneeling. This measurement will be consistent when measured from the floor on all sides of the skirt/jumper/shorts.  
Boys: Boy pants length should touch the shoes. Shorts should not be shorter than 2.5 inches above the knee.
  
- ❖ **Sweatpants and sweatshirts are for Pre-kinder through 3<sup>rd</sup> grade students ONLY.**

# St. Matthew Catholic School, San Antonio, Texas

## 2017-2018 Student- Parent Handbook

### GIRLS

#### 8<sup>th</sup> Grade: Dress Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar
- ❖ Blue tie
- ❖ Red plaid skirt
- ❖ Blue **knee highs** or tights (no leggings) with black loafers; or
- ❖ White **knee highs** or tights (no leggings), or white crew socks (no logo or writing, over the ankle and visible to the observer) with all white leather tennis shoes (no lights, color trim, or contrast soles)
- ❖ Optional – Blue pullover sweater
- ❖ Optional – Only plain white tank or **short sleeve** t-shirt under middie use

#### 8<sup>th</sup> Grade: Daily Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar with blue tie; or
- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Red plaid skirt or red plaid pants/walking shorts
- ❖ Blue **knee highs** or tights (no leggings) with black loafers; or
- ❖ White **knee highs** or tights (no leggings), or white crew socks (no logo or writing, over the ankle and visible to the observer) with all white leather tennis shoes (no lights, color trim, or contrast soles) when wearing shorts/pants
- ❖ Optional – Blue pullover sweater
- ❖ Optional - Only plain white tank or **short sleeve** t-shirt under middie blouse or polo

## GIRLS

### 6<sup>th</sup> & 7<sup>th</sup> Grade: Dress Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar
- ❖ Red tie
- ❖ Red plaid skirt
- ❖ White **knee highs** or tights (no leggings) with black loafers; or
- ❖ White **knee highs** or tights (no leggings), or white crew socks (no logo or writing, over the ankle, and visible to the observer) with all white leather tennis shoes (no lights, color trim or contrast soles);
- ❖ Optional – Red pullover sweater
- ❖ Optional – Only plain white tank or **short sleeve** t-shirt under middie blouse

### 6<sup>th</sup> & 7<sup>th</sup> Grade: Daily Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar with red tie; or
- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Red plaid skirt or red plaid pants/walking shorts
- ❖ White **knee highs** or tights (no leggings) with black loafers; or
- ❖ White **knee highs** or tights (no leggings), or white crew socks (no logo or writing, over the ankle, and visible to the observer) with all white leather tennis shoes (no lights, color trim, or contrast soles) when wearing pants/shorts
- ❖ Optional – Red pullover sweater
- ❖ Optional - Only plain white tank or **short sleeve** t-shirt under middie blouse or polo

## BOYS

### 8<sup>th</sup> Grade: Dress Uniform

- ❖ White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
- ❖ Blue tie
- ❖ Khaki **pleated** long pants
- ❖ Brown or black belt
- ❖ Black loafers or all white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Blue pullover sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt

### 8<sup>th</sup> Grade: Daily Uniform

- ❖ Red or white polo short sleeve knit shirt with school emblem embroidered on left front
- ❖ Khaki **pleated** short/long pants
- ❖ Brown or black belt
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Blue pullover sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the polo

## BOYS

### 6<sup>th</sup> & 7<sup>th</sup> Grade: Dress Uniform

- ❖ White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
- ❖ Khaki **pleated** long pants
- ❖ Blue and red stripe tie
- ❖ Brown or black belt
- ❖ Black loafers or all white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red pullover sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt

### 6<sup>th</sup> & 7<sup>th</sup> Grade: Daily Uniform

- ❖ Red or white polo short sleeve knit shirt with school emblem embroidered on left front
- ❖ Khaki **pleated** short/long pants
- ❖ Brown or black belt
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red pullover sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt

## GIRLS

### 4<sup>th</sup> & 5<sup>th</sup> Grade: Dress Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar
- ❖ Red plaid tie
- ❖ Red plaid skirt
- ❖ White **knee highs** or tights (no leggings), or white crew socks with all white leather tennis shoes (no lights, color trim or contrast soles);
- ❖ Optional – Red pullover sweater
- ❖ Optional – Only plain white tank or **short sleeve** t-shirt under middie blouse

### 4<sup>th</sup> & 5<sup>th</sup> Grade: Daily Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar with red plaid tie; or
- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Red plaid skirt or red plaid pants/walking shorts
- ❖ White **knee highs** or tights (no leggings), or white crew socks with all white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ Optional – Red pullover sweater
- ❖ Optional - Only plain white tank or **short sleeve** t-shirt under middie blouse
- ❖ **NO SWEATPANTS OR SWEATSHIRTS**

## BOYS

### 4<sup>th</sup> & 5<sup>th</sup> Grade: Dress Uniform

- ❖ White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
- ❖ Khaki **pleated** long pants
- ❖ Blue and red stripe tie
- ❖ Brown or black belt
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red pullover sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt

### 4<sup>th</sup> & 5<sup>th</sup> Grade: Daily Uniform

- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Khaki **pleated** short/long pants
- ❖ Brown or black belt
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red pullover sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt
- ❖ **NO SWEATPANTS OR SWEATSHIRTS**

## GIRLS

### Kinder – 3<sup>rd</sup> Grade: Dress Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar
- ❖ Red plaid jumper
- ❖ White **knee highs** or tights (no leggings), or white crew socks
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles), velcro for Kinder
- ❖ Optional – Red cardigan sweater
- ❖ Optional – Only plain white tank or **short sleeve** t-shirt under middie blouse

### Kinder – 3<sup>rd</sup> Grade: Daily Uniform

- ❖ White, poplin middie blouse with school emblem patch applied to the right back of blouse collar; or
- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Red plaid jumper or red plaid pants/walking shorts
- ❖ White **knee highs** or tights (no leggings), or white crew socks
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles), velcro for Kinder
- ❖ Optional – Red cardigan sweater
- ❖ Optional – Red sweatshirt and/or sweatpants
- ❖ Optional - Only plain white tank or **short sleeve** t-shirt under middie blouse or polo

## BOYS

### Kinder – 3<sup>rd</sup> Grade: Dress Uniform

- ❖ White short sleeve oxford dress shirt with school emblem patch applied to right sleeve
- ❖ Khaki **pleated** long pants
- ❖ Blue and red stripe tie
- ❖ Brown or black belt
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles), velcro for Kinder
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red cardigan sweater
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt

### Kinder-3rd Grade: Daily Uniform

- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Khaki **pleated** short/long pants
- ❖ Brown or black belt
- ❖ All white leather tennis shoes (no lights, color trim or contrast soles), **Velcro** for Kinder
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red cardigan sweater
- ❖ Optional – Red sweatshirt and/or sweatpants
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt



## Boys and Girls

### Pre-Kinder Mass & Daily Uniform

- ❖ Red or white short-sleeve polo with school emblem embroidered on left front
- ❖ Elastic khaki **pleated** short/long pants for boys
- ❖ Red plaid shorts/pants for the girls
- ❖ All white **VELCRO** leather tennis shoes (no lights, color trim or contrast soles)
- ❖ White socks -no logo or writing, over the ankle, and visible to the observer
- ❖ Optional – Red cardigan sweater
- ❖ Optional – sweatshirt and sweatpants – not on Mass days.
- ❖ Optional – Only plain white **short sleeve** t-shirt under the oxford shirt

## PE UNIFORM

All PE Uniforms must be purchased through the PE department for grades 6th - 8th. The approved PE Uniform includes:

- ❖ St. Matthew PE t-shirt
- ❖ Red shorts
- ❖ White socks (girls may wear socks or tights) – plain, no logos or accents (all socks or tights must be worn above the ankle, and visible to the observer)
- ❖ All-white leather tennis shoes (no lights, color trim or contrast soles)

## GROOMING

**MAKEUP:** No facial make-up including: tinted face color, lip color, mascara, eyeliner, and Lash Extensions

**NAILS:** Only clear nail polish is allowed. Colored nail polish, artificial nails, and French tips are not permitted.

**HAIR:** No hair color treatments of any kind for boys and girls. Hair color must be natural color with no frosting, tipping, highlighting, or fad haircuts/styles.

**Boys:** Above the eyebrows at least one-half inch (1/2”), tapered above and around the ears and must be at least 1 inch above the collar. The sides

and top should be no shorter than a #2 razor guard. Sideburns should not extend below the middle of the ear. Hair height will be at the discretion of the administrator.

The administration reserves the right to assess a violation to any student with an extreme or faddish hair style.

Middle School boys need to be clean-shaven.

**Girls:** Above the eyebrows, away from the face. Moderate length encouraged. Hair accessories including barrettes, ribbons, hair bands (**no wider than 1 inch**) and ponytail holders for girls must be a single color of black, white, red, navy blue, dark green or gold. Jeweled hairbands are not uniform. These items may also be made from the St. Matthew uniform plaid. Hair bows should be no larger than 2 inches in height and conform to the colors listed.

**Cheerleader hair ribbons are not part of the school uniform.**

**Tattoos:** (permanent and/or temporary) are not permitted at St. Matthew School.  
**Henna tattoos are NOT permitted.**

*Only St. Matthew Uniform items purchased through School Yard or Parker Uniform Company are the Official uniform. Uniforms sold at the PTC sponsored Uniform Resale should comply with the official uniform.*

## **SPIRIT-TYPE ITEMS**

**Items sold through other organizations (PTC – spirit items, BOOSTER CLUB, CYO, etc.) are not permitted in the classroom**

## **JEWELRY**

As a rule, valuables should not be worn at school. Rings, bracelets and ankle bracelets are not permitted. The following are permitted:

- Wrists – one (1) wrist watch – **SMART WATCHES or similar devices are NOT permitted at school.**
- Neck - one (1) simple necklace chain or thin leather cord (4 mm) with a Christian religious symbol or medal.
- Ears – Simple stud earrings or 1/2 inch loops for girls. Only one earring per ear lobe. No earrings for boys.
- Ties – Students may wear one religious symbol, NJHS pin, Student Council pin.

*Medical identification items may be worn and must be approved by the school nurse and/or administration.*

## **NON-UNIFORM DAYS**

Occasionally (at the discretion of the administration), students are granted a non-uniform dress day. On non-uniform days students may come to school wearing clothing that upholds the dignity of our Catholic School environment. All non-uniform attire must be clean, neat, safe and modest. Non-uniform items cannot be worn in the church. Keep in mind that physical education classes meet on non-uniform days and dress is not an excuse for non-participation. Students may be asked to change if their clothing is deemed inappropriate by the administration. The approved non-uniform day attire is defined as:

- Blue or black jeans (**no holes or faux holes**) or uniform shorts; and
- St. Matthew logo shirt.
- Socks/hose (must be above the ankle as described above)
- Athletic shoes, closed shoes, boots

The official scout uniform may be worn on scout meeting days at the discretion of the principal but is not permitted on Mass days.

**All grooming and jewelry policies remain in effect on non-uniform days. Students may not wear open-toed shoes, sandals or flip flops.**

## **NON-UNIFORM PICTURE DAYS**

All non-uniform attire must be clean, neat, safe and modest reflecting our Catholic values. Low cut, sleeveless, spaghetti strap/strapless tops and shirts with brand lettering are not acceptable. Skirt length must follow the uniform guidelines.

## **UNIFORM VIOLATIONS**

Parents or caregivers are primarily responsible for students wearing the proper uniform. At the administration's discretion, a student may be sent home for a uniform violation. All uniforms must be clean and neat in appearance (shirts tucked in, shoes tied, etc.) for the duration of the school day.

Students are required to be in proper uniform every day. Beginning in 4<sup>th</sup> grade students will receive demerits when they are not in uniform compliance.

***These are examples of what could earn 1 uniform demerit:***

- *No belt*
- *No tie*
- *Short skirt*
- *Wrong socks OR knee socks not worn to the knee*
- *Long hair (boys), wide hair bands (girls)*
- *Un-tucked shirt*
- *Jewelry*
- *Make-up, nail-polish*

Students will receive a demerit for each uniform infraction on every day they are out of compliance. Demerits will accumulate throughout the year.

4th - 8th grades: First 5 demerits = 1 DN

For every 5 demerits after the first 5, the student will receive an after-school detention.