

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

VISITORS, DELIVERIES, LOST AND FOUND, VANDALISM

- **Visitors**
- **Deliveries**
- **Lost and found articles**
- **Loss of personal items**
- **Vandalism**

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VISITORS

St. Matthew is your school. Visitors are always welcome. To ensure the safety of children on campus, please take note of the following:

ALL persons coming into the school building must check in at the school office and sign the register. A visitor's badge should be worn at all times and said visitor must sign out when leaving.

No one is allowed admittance into any of the school buildings without a visitor's pass.

LUNCH VISITS: Parents are invited to have lunch with their child/children on campus.

OPEN HOUSE AND CATHOLIC SCHOOLS WEEK: Visitors and parents have an opportunity to visit the classroom. Parents are welcome to schedule a classroom visit at any time during the school year. St. Matthew does not permit non-enrolled children to visit or accompany a St. Matthew student during the school day.

DELIVERIES

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, iPads, projects, birthday presents, field trip money, instruments, P.E. or sports uniforms and other miscellaneous items to a student during class time.

NO DELIVERIES WILL BE TAKEN TO THE CLASSROOM.

Parents are always invited to have lunch with their children after checking in with the front office to obtain a visitor pass, however food deliveries by anyone other than a parent or guardian are not permitted and will not be accepted at the office. Unpaid deliveries of any kind not be accepted in the office.

LOST AND FOUND ARTICLES

Any articles found will be taken to the Lost and Found box in the Cafeteria. Please mark your child's belongings with his/her full name. Items that are not claimed are either sold at the PTC uniform sale or donated to the St. Vincent de Paul Society. These items are donated twice a year: Christmas and at the end of the school year.

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LOSS OF PERSONAL ITEMS

St. Matthew Catholic School is not liable for personal and other items due to loss, theft, misplacement, damage, and destruction or otherwise, of any cell phone, electronic device or any other item that is brought onto the parish/school property. Any student found tampering with/in possession of/or using personal equipment that is not their personal property (without specific permission of the owner of the property) will be subject to the full ramifications of the SMCS discipline system, including expulsion.

VANDALISM

St. Matthew will not tolerate vandalism or using someone else's property without permission. This use will be considered stealing and those in possession of and/or using stolen materials will be reported to the authorities.