

**St. Matthew Catholic School, San Antonio, Texas  
2018-2019 Student- Parent Handbook**

**SECTION 13**

**ARRIVAL, DISMISSAL, EARLY DISMISSAL, EMERGENCY  
CLOSURES**

**ARRIVAL**

- **Before school procedures/morning care**
- **Start of the school day**

**DISMISSAL**

- **After school procedures**
- **After school care**
- **Car line rules**
- **Severe weather car line procedures**

**EARLY DISMISSAL**

**EMERGENCY SCHOOL CLOSURE/INCLEMENT WEATHER**

- **Make-up day for unscheduled school closure**

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**BACK CARLINE IS SUSPENDED UNTIL THE CONSTRUCTION OF THE NEW GYM HAS BEEN COMPLETED. ALL DROP-OFF AND PICK-UP WILL BE THROUGH FRONT CARLINE. DISMISSAL FOR GRADES PreK 4 – Grade 3 will take place starting at 2:55 p.m. from the front of the school.**

**BEFORE SCHOOL PROCEDURES / MORNING CARE**

- The school is open daily from 6:45 a.m. to 6:00 p.m. Early Morning Care is provided, in the cafeteria free of charge.
- Students arriving prior to 7:45 a.m. are to report directly to the cafeteria.
- The back carline door remains locked until 7:30 a.m.
- After 7:30 a.m. students may be dropped off in the front or the back carline.

**START OF THE SCHOOL DAY**

- The school day begins promptly at 8:00 a.m.
- At the 8:00 a.m. bell, the St. Matthew Catholic School community begins the day with Morning Prayer and announcements.

# DISMISSAL

## Car Line



**Right  
lane™**

**Pre-K - 3<sup>rd</sup> Grade =  
Lower Grade Car Line  
2:55 p.m. - 3:20 p.m.  
Use the right-hand lane.**



Lower grade car line ends promptly at 3:20 p.m. If you are running late, then please do not enter car line. If you come after 3:20 p.m., then please park and walk to the school to pick up your child. The lower grade speakers will be turned off; your child will not hear their name. If you do enter the upper grade car line, then you will be politely asked to go through the line, park, and come in to pick up your child. All remaining students will be taken to our amazing after-school care program.

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### Sibling Pick-up

Your upper grade child will pick up his/her sibling from a designated class when called during the Upper Grade Car Line.



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**4<sup>th</sup> – 8<sup>th</sup> Grade = Upper Grade Car Line  
3:20 p.m. – 3:45 p.m.**

**Both lanes will be open.**

Both lanes will be open for upper grade car line. After 3:45 p.m., all remaining students will enter after-school care.

**The Ten Commandments of Car Line**

1. Thou shalt not honk.
2. Thou shalt not use a phone.
3. Honor thy school rules.
4. Thou shalt stay in thy vehicle.
5. Thy children must be ready.
6. Thou shall listen to traffic directors.
7. Thou shalt pull forward.
8. Thou shalt arrive on time.
9. Thou shalt be kind and respectful.
10. Thou shalt put thy name tag in window.



**AFTER SCHOOL PROCEDURES**

- Students in grades Pre-K – 3rd must be picked up by 3:20 p.m.
- Students in grades 4th-8th must be picked in their designated drop-off zone (the front of the school drive thru) by 3:45 p.m.
- All students who have not been picked up by the times stated above will be admitted to the After-School Care program.

**AFTER SCHOOL CARE**

- After school care will begin for Pre-K – 3<sup>rd</sup> grade students who have not been picked up at 3:25 p.m. and for students in grades 4-8 who have not been picked up by 3:45 p.m. There are NO EXCEPTIONS.
- No student is permitted to wait in front of the church, administration building, gym, portables, etc.
- If a student is discovered waiting on the school or church grounds, they will be escorted to the After-School Care Program.
- A similar procedure will be followed on early dismissal days.

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**CAR LINE RULES (Drop Off/Pick Up)**

- Parents must remain in their vehicle at all times.
- At no time should any vehicle be left unattended.
- Vehicles must be shifted into “park” when not in motion.
- Parking in the faculty parking area behind the school building is prohibited.
- Admittance into the building is only permitted with a Visitor’s Tag obtained at the office.
- The **maximum speed** in the parking lot is 10 mph.
- Using cell phones while in car line is prohibited.
- Parking in front of the portable buildings during school hours is prohibited (this is a fire safety hazard).
- Parking or student drop-off/pick-up in the parish administration building parking lot is prohibited.
- The following chart will help to describe the way the morning car line drop off and afternoon car line pick-up works.

**EARLY DISMISSAL**

St. Matthew School will have early dismissal throughout the year. Pre-K-8<sup>th</sup> will dismiss at 12:00 p.m. Early dismissals are approved for faculty meetings, parent conferences and early holiday dismissals.

Please refer to the school calendar for these early dismissal dates and make arrangements to pick up your child/children at that time. At 12:30 p.m., on early dismissal days, all unsupervised children will be taken to the After School Care Program. All students who are sent to After School Care must pay for their care during their time in the After School Care Program. Fees will be added to the next tuition invoice.

Please refer to the school calendar for all early dismissal days. There will be, on occasion, early dismissal days with no extended care provide. This is noted on the school calendar. Parents will also receive reminder emails through RenWeb.

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**EXTRA CURRICULAR PICK-UP POLICY**

Students not picked up by a parent/designated person after a school-sponsored activity will be sent to the Extended Day Program. Teachers in charge of extra-curricular activities **MUST ESCORT** the students to Extended Day upon being dismissed from the activity.

In the event the activity extends beyond the 6:00 p.m. time frame, the teacher will remain with the student up to 30 minutes after the close of the activity. Parents of the child will be charged per minute according to the Extended Day Program fees for children left after 6:00 p.m. This policy applies to any activity, including those off campus.

**EMERGENCY SCHOOL CLOSURE/INCLEMENT WEATHER**

South Texas can experience rapid changes in weather, for this reason schools must at times close. The Safety of our children and their families is our primary concern.

St. Matthew Catholic School will use the following method to notify the community of EMERGENCY/UNSCHEDULED school closures:

- St. Matthew Catholic School will send A TEXT MESSAGE ALERT to all parents/guardians indicating that school will be closed; an email or text message may follow to announce when school will re-open.
- St. Matthew is located in the Northside Independent School District. If the public schools in NISD close, St. Matthew would close. If this happens, the announcement will be made on WOAI-TV, WOAI.com, WOAI-AM 1200, and several other TV and AM and FM radio stations.
- Public schools sometimes announce late starts for their schools. The Archdiocese and St. Matthew Catholic School do **not** recognize late starts. If Northside announces a late start, St. Matthew will start school at the regularly scheduled time and ask parents to use discretion and arrive as soon as they can do so safely.

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**MAKE-UP DAY FOR UNSCHEDULED SCHOOL CLOSURE**

Should it become necessary to use a day to make up for inclement weather, the make-up day for St. Matthew School is Easter Monday.