

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

**Section 8**

**VISITORS, DELIVERIES, LOST AND FOUND, VANDALISM**

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

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**Section 8: VISITORS – sign in with LobbyGuard**

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 using the LobbyGuard kiosk visitor management system. Your driver's license will be scanned through the LobbyGuard kiosk, so please have it with you when you come into the office.*

*A visitor badge will be printed for you and it should be worn while you are on the school property.*

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

**VISITORS – sign out**

All visitors return to the school office to return their visitors badge.

**LUNCH VISITS:** Parents are invited to have lunch with their child/children on campus. They will follow the sign in procedure as outlined above.

**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.

**VOLUNTEERS**

**ARCHDIOCESE OF SAN ANTONIO POLICY \*2115 VOLUNTEERS**

Any adult wishing to volunteer in any capacity where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these 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.

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**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 at the front office LobbyGuard kiosk 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.

**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.