



**The ABC's of
St. Matthew School**

**1230 NE 127th St.
Seattle, WA 98125
(206) 367-2785**

School Office Hours:

**Monday-Friday
8:00 am-4:00 pm**

Revised August 30, 2016

A

Advent Services

Mon, Wed, & Fri in December; 8:30 am all school prayer service in the Church. Each service is led by a different grade. Parents/guardians are welcome to attend.

Afternoon Pick Up

Follow established traffic patterns. Drive slowly, do not use cell phones, do not pass other cars. Be alert for pedestrians at all times you are driving on campus. You have two choices when picking up your child: parking or drive thru. If parking, either wait in your car or walk to the school building to pick up your child. Wait outside. If drive thru, follow the directions of the student patrols, teachers and parents on traffic duty. Pull as far forward as possible towards the the north end of the ESS building. Students should enter vehicle on passenger side only. All students should be picked up by 3:12 pm unless they are going to ESS, study hall, or an onsite extracurricular activity. Any remaining students will be sent to ESS. ESS fees apply.

Please remember, the campus speed limit is 5 MPH.

See school website: Handbook & Policies

All School Mass

Also Known As:

Class Liturgy

Held once a month on designated days. All grades attend. Students must be in full uniform.

Altar Servers

Grades 4-8 Only

Must attend mandatory training classes. 3 servers at each weekend mass. Also provides altar server duties at special masses, weddings, funerals, etc.

Annual Auction

The major annual school fundraiser. Held in March. Includes 2 events: A Family event (All ages Thurs. night) and a Gala Auction (Adults only/Sat. night). Donated items are sold to the highest bidder.

Annual Calendar

Official school calendar. Shows all scheduled breaks, early dismissals, special events, days off, etc.

See school website: Home Page/Link under public Google calendar

Annual School Fund Drive

One of 3 major annual school fundraisers. Held in October. Supports the school's operating budget, tuition assistance, and endowments. Link to pledge form can be downloaded from the school website.

See school website: Fundraising/Annual School Fund Drive

Home Page/Annual School Fund Drive/Gray Donate Button

Archdiocese In Service

No school on these days for teachers and staff to attend Archdiocese wide meetings and training.

Archdiocese of Seattle

One of 170 dioceses (districts) of the Catholic Church in the USA. Encompasses all of Western Washington, stretching from the Canadian to the Oregon border and from the Cascade Mountains to the Pacific Ocean. Per its website, contains 173 parishes, missions, and pastoral centers serving nearly 600,000 registered Catholics. Headquarters are located in Downtown Seattle.

See Archdiocese website: www.seattlearchdiocese.org

Art Docent

Educational art program that spans grades K-8. Monthly art lessons taught by parent volunteers. Overseen by Art Docent Coordinator staff member.

See school website: Class Pages/Art Docent Welcome

Athletic Director

Parent volunteer or staff member who oversees school's athletic program. Handles registration, collection of sport.

fees, manages volunteer coaches, handles concerns and disciplinary actions, etc.

Athletic Hooded Sweatshirts **Also Known As:** **Spirit Shirts**

Part of school's official "Spiritwear" that can be worn on designated Spirit Days (Fri). Available for purchase for a limited time in the fall. Order forms are sent home in the Family Folder.

Athletics

Organized school sports teams. Part of Seattle CYO (Catholic Youth Organization) sports league. All sports teams are coached by volunteer coaches. Sports fees apply.

See school website: Our School/Athletics

Auction Procurement

All families are required to either donate or procure from donors items to be offered at the annual auction.

See school website: Fundraising/Annual Auction/Procurement

Awards Assemblies

Held 3 times/year. Teachers hand out awards to students. May be based on academic achievement, improvement, practicing PRISM values, etc. Most teachers will contact you via email if your child is receiving an award so you may attend the assembly. Held in the Community Center.

B

Baccalaureate Mass

Special mass the morning of graduation day at 9:00 am in the church. Reception following in the Community Center for graduates, families, and invited guests.

Band **Beginning and Advanced /Grades 5-8 Only**

Offered through cooperation with Bishop Blanchet High School. Taught by a Blanchet music teacher. Band fees apply as well as additional cost for instrument rental or purchase from outside vendor.

See school website: Our School/Extracurricular/Band
Class Pages/Music/Band

Beginners Day

Held in May for incoming kindergarten class to spend a few hours in their future classroom. Current kindergarten class spends the day in ESS. A new parent information meeting and reception is held in the Community Center Conference Room. Hosted by current Kindergarten families.

Bell Schedule

First Bell	8:18 AM
Second Bell	8:25 AM Students arriving after this bell are tardy
Dismissal Bell	3:00 PM
Afternoon Bell	3:12 PM Students to Study Hall, ESS, Extracurricular or Home

Birthday (In Classroom Celebration)

Student's birthday celebrations are welcome in the classroom. Please contact the teacher ahead of time to find out their preferences and guidelines and an agreed day and time to celebrate.

Birthday Party Invitations (Personal Celebration)

May be handed out at school if the entire class is invited, or all the girls are invited, or all the boys are invited. Otherwise, please distribute outside school hours and school grounds.

Bloomz

Online program to schedule Parent/Teacher conference times held on the Mon & Tues of Thanksgiving week. School is not in session this week. Must create a login ID and password.

Box Tops for Education

Ongoing fundraiser. School earns points based on the number of "box tops" collected from marked products.

Information is sent home at the beginning of the school year in the Family Folder. Contact Box Tops Coordinator with any questions.

See school website: Fundraising/Box Tops & Labels for Education

Boy Scouts

Extracurricular activity organized by school and/or parish volunteers and sponsored under the St. Matthew Parish. Scout uniforms may be worn to school on meeting days. Boy Scouts fees apply.

Buddy Family

Buddy Family Coordinator assigns current parent volunteers to each new school family to welcome them to our community as well as to serve as a resource for school information and questions.

C

Carpool and Traffic Pattern

All vehicles on campus for drop off and pick up must follow the carpool and traffic pattern guidelines stated in the Family Handbook. Turn left after entering west parking lot, follow clockwise direction around campus. Exit only through east parking lot unless traffic gates are closed.

See school website: Parents/Handbook & Policies

Catholic Schools Week

Celebration at end of January to commemorate the church's dedication to Catholic education by acknowledging the different members that make up our community: parents, students, teachers, staff and parish staff. Parents Club hosts luncheon for the teachers, staff, and parish staff on Wednesday. Parents contribute food.

Cell Phones/Electronic Devices

May be brought to school, but must remain off and stored in backpack. Phones may not be used during school hours and electronic devices (Kindle, Mini Ipad, etc) may only be used during class with staff permission.

See school website: Parents/Handbook & Policies

Chess Club

Extracurricular after school activity. All levels welcome.

See school website: Our School/Extracurricular/Chess Club

Choir

Grades 5-8 Only

Practices are held after school Wednesdays at 3:15.

See school website: Class Pages/Music/Choir

Our School/Extracurricular/Choir

Christmas Concert

Annual tradition. Students dress up in their best holiday attire for this performance. Includes performances by the choir, bands, and each grade sings a few songs. 7:00 pm in the Community Center. Arrive early for seating.

Christmas Store

One of the most anticipated annual events. Students visit the "store" set up in the Community Center Conference Room. Gift items are donated by school families for students to purchase. Donations of gift wrap and gift items are accepted throughout the year and collected in the red bin by the main office. Requires volunteer gift wrappers and helper shoppers for this 2 day event.

Class Auction Project

Each grade provides an art project created by its students to be sold to the highest bidder at the Gala Auction. Each grade needs a parent volunteer to lead this project. An additional fee may apply.

Class Holiday Parties

Holidays celebrated in class are Halloween and Valentine's Day. It is up to each teacher to decide the parameters. Grades 6-8 celebrate Halloween together at the "Monster Mash" in the Community Center. This is a Room Parent

responsibility.

Cleaning Day

The day before the last day of school. Students wear old clothes and bring cleaning supplies to clean their classroom for the summer. Noon dismissal.

Coaching Athletic Teams

All school sports teams are coached by volunteers. Contact current Athletic Director if interested in coaching a team. Must attend coaches meeting at start of season.

Coffee Hour

Each grade is assigned a date to host coffee hour offered after Sunday masses. Each grade's Room Parent is responsible for recruiting class volunteers and making sure all needs are covered including picking up Community Center keys, donuts and other groceries, set up, serving, and clean up.

Collection Bins

Located next to the main office in the kindergarten hallway. Donations are collected throughout the year:

- Red: Christmas Store
- Yellow: Auction
- Green: St. Vincent de Paul (Food Bank)
- Blue: Used Uniforms

Comfort Letters

At the beginning of each school year, all parents/guardians are asked to write a letter of comfort to their child kept in each grade's emergency backpack. This is a Room Parent responsibility. Each letter should be in a sealed envelope and clearly marked with child's name and grade.

Commitment Hours

See school website:

Also Known As:

Parents/Handbook & Policies

Volunteer Hours

Our School/Forms/Volunteer Commitment Hour Log Sheet

Community Center

Largest building on campus. Used for fitness classes, school assemblies, after mass coffee hour, school athletic teams, and community events such as Rainbow Heritage Festival, Gala Auction, etc.

Curriculum Night

Held in September. Welcome by principal and priest, introduction of teachers and staff. Short presentation in Community Center. Then parents go to the classrooms for the teacher's presentation of their curriculum and expectations for the year. Grades K-5 and 6-8 are held on separate nights.

D

Detention

See school website:

Parents/Handbook & Policies

Development Director

Responsibilities include enrollment and fundraising. Office is located directly across from the principal's office down the kindergarten hallway.

Discipline Code

Includes policies on the following: student responsibilities, detention, suspension, expulsion, weapons at school, outside activities discipline guidelines, bullying, and harassment. For details, please see the Family Handbook.

See school website:

Parents/Handbook & Policies

E

Early Student Dismissal

Parent/Guardian should send email to child's teacher and school office notifying when student will be picked up, by whom and the reason. Upon arrival, go to school office and sign child out in "Student Late Arrival/Early Dismissal" notebook on the counter. Wait at the office and the school administrative assistant will get your child.

Eighth Grade Buddy

Every year, each kindergarten student is matched with an "8th Grade Buddy." The 8th graders mentor and spend time in the kindergarten classroom doing activities and helping with special projects.

Eighth Grade Graduation

Ceremony to celebrate the graduation of our 8th grade students. Graduation ceremony is held in the evening in June. The 8th graders do not attend school after the ceremony. They are officially alumni!

Eighth Grade Graduation Breakfast

Held in the Community Center and hosted by the 6th grade families the morning of graduation day. Immediately following baccalaureate mass. For 8th graders, their families, and invited guests.

Eighth Grade Graduation Reception

Immediately following the graduation ceremony. Held in the Community Center and hosted by the 7th grade families. For 8th graders, their families, and invited guests.

Eighth Grade Retreat

Annual overnight retreat to Warm Beach. The eighth graders make the flags for Junior Olympics and spend this last retreat together before graduation.

Email Blast

Weekly email blasts on Fridays and as needed. Friday blast contains information from the Family Folder's newsletter as well as other updated information, if necessary. Please make sure school office has most current email addresses on file.

Emergency Contact Information

All school families should ensure that all personal contact information is accurate and current. Any change in address, home, cell phone and work numbers, emergency contacts other than parents/guardians, and any change in marital status or custody arrangements should be reported immediately to the school office. Two other current emergency contacts other than your own, as well as an out of state contact, must be on file in the school office.

Emergency Notification

If school is canceled before the end of the day, for example due to a power outage or inclement weather, parents will be notified by a school wide email blast, phone call, or other measures. Parents are required to pick up their children as soon as possible or make other arrangements. ESS is closed when school is canceled.

Emergency Phone Tree

Most current and up to date contact information for every family in your assigned grade. Phone trees are an "old school" way of communicating important information to school families during unexpected circumstances such as power outages, inclement weather, etc.

Emergency Preparedness

The school has emergency plans in case of fire, earthquake or lockdown. Drills are conducted on a regular basis. A Disaster Response Unit containing emergency supplies is located on campus in the west parking lot.

See school website:

Parents/Handbook & Policies

ESS

Extended Student Services

Mon-Fri 7:00-8:15 am; 3:00-6:00 pm

On site before and after school care for enrolled students. Also, provides summer camp option after the end of the school year. ESS fees apply. Hours may change due to special circumstances such as early dismissal days,

holidays, breaks, weather, etc.

See school website:

Our School/ESS/ESS Information

Our School/ESS/Summer Thunder Squad

Extra Copies

For forms and information sent home in Family Folder. Paper copies are kept next to girls bathroom in main hallway in hanging display file. Other standard forms may be found on school website.

See school website:

Our School/Forms

F

FACTS

For tuition payments and other fees. Direct link to website is on school website's main home page. Must have username and password to access account. New users need to create an account.

See school website:

Home Page/Click on black square icon with white symbol

Faculty & Staff Directory

Complete listing of current school faculty and staff. Includes email addresses for correspondence.

See school website:

Our School/Faculty & Staff Directory

Family Auction/Carnival

All ages family event held in March, the Thursday night before the Gala Auction. Held in the Community Center. May include auction items, family games, face painting, snacks and casual dinner for sale such as hot dogs, pizza, etc.

Family Folder

Also Known As:

Family Envelope

Weekly communication sent home in color coded folders. Sent home with the youngest child. Includes newsletter, flyers for special events, order forms for school pictures, spiritwear, etc. For any questions on contents contact either the school office or coordinator who sent information.

Family Handbook

Most current official policies and guidelines of the school. Each parent is required to review every year, sign Family Handbook signature sheet and return to school office by deadline indicated.

See school website:

Our School/Forms/Family Handbook Signature Sheet

Family Vacations

Vacations taken when school is in session are discouraged. Please see Family Handbook for more details.

See school website:

Parents/Handbook & Policies

Field Trips

Field trips are an extension of the regular curriculum. In order to participate, a signed field trip form must be filled out and signed by the child's parent/guardian prior to the field trip date. If not completed the student will not be able to participate. Students may be denied participation if they do not meet academic or acceptable behavior requirements.

First Day Coffee Hour

Coffee Hour held in the Community Center on the first day of school to welcome new and returning families to the start of a new school year. Immediately following drop off. Hosted by Parents Club.

First Eucharist

After completing First Penance, the 2nd grade class begins preparations for First Eucharist by attending Sunday classes after the new year. First Eucharist is held the on the Saturday of Mother's Day weekend. This is the day after Grandparents Day and the day before Mother's Day. Must receive First Penance to be eligible. Organized through the parish office. Registration/material fees may apply.

First Penance

The 2nd grade begins preparing for First Penance by attending classes in the fall on Sundays. First Penance is held on a Saturday in early December. Registration/material fees may apply. Organized through Parish Office.

Forms

Standard forms for such things as Volunteer Background Check, Volunteer Commitment Hours Log Sheet, Driver Forms, and Admission are on the school website.

See school website: Our School/Forms

Free Dress Day

Day where students are not required to wear school uniform. Dress code guidelines must be followed. Please see Family Handbook for details. Free Dress Days can be school wide or due to reward earned by class, club, school family or individual student.

See school website: Parents/Handbook & Policies

French Club

Immersion foreign language class offered as an after school extracurricular activity. There is a fee for this program. Held in the Library. Days & times announced at start of the school year.

See school website: Our School/Extracurricular/French & Spanish Club

Full Uniform

All students are required to be in full uniform on all instructional days unless otherwise indicated. Please see Family Handbook for details. Full uniform is required on All School Mass days.

See school website: Parents/Handbook & Policies

Fundraisers

Events held throughout the year to support school operations and programs. Major fundraisers include Annual Gala Auction, Annual School Fund Drive, and SCRIP sales. Other events include Huff 'n Puff, Gift Wrap Sales, etc.

See school website: Fundraising

G

Gala Auction

This is it! The major school fundraiser. Saturday night, Adults only, live auction formal event held in the Community Center. Full cash bar and sit down dinner. Cocktail attire or attire reflecting the theme are encouraged. Requires many volunteers for planning, preparing and working day of event.

Gift Wrap Sale

Fall fundraiser. Catalogs are sent home in Family Folder. Online ordering option is also offered.

See school website: Fundraising/Gift Wrap and Gift Sale

Girl Scouts

Extracurricular activity organized by school and/or parish volunteers and sponsored under the St. Matthew Parish. Scout uniforms may be worn to school on meeting days. Girl Scouts fees apply.

Giving Tree

Also Known As:

Angel Tree

In December, tags are put on tree at front of the church. Parishioners choose tags after mass, purchase items and return by the indicated due date.

Grade Link

Grades 6-8 only

Parents/Guardians are able to check their child's academic progress by accessing this program. Login and access information is sent home at the beginning of the school year.

Grandparents Day

Special day where students' grandparents/grandfriends are invited guests the Friday of Mother's Day weekend. Begins with a 9:00 am mass hosted by the 2nd grade class, followed by a reception in the Community Center.

Grandparents/grandfriends may also have a tour of the school, visit child's classroom, and have their picture taken to commemorate the day. Noon dismissal.

H

Honor Society

Middle School students who maintain an A or B average in major areas of instruction are eligible to be elected to the Alpha Beta Honor Society. Students receive a pin once/year for Alpha and/or Beta Awards.

See school website: Parents/Handbook & Policies

Hot Lunch

Daily hot lunch offered by outside vendor. Prepared and distributed in the Community Center kitchen. Link on school website to vendor's website for monthly menus, pricing, and ordering guidelines.

See school website: Parents/Hot Lunch

Huff n' Puff

Fun and active fundraiser held on campus during school hours. Students collect pledges based on a per lap rate or flat donation. Students run as many laps as they can on designated course. Benefits the Athletics program.

Pledge form can be found on website under Our Schools/Forms/Huff n' Puff

See school website: Fundraising/Huff 'n Puff

I

Ice Cream Social

Held before opening day. Outside, weather permitting. Includes Used Uniform Sale. Great way to kick off the start of a new school year. Hosted by Parents Club.

ITBS (Iowa Testing)

Standardized test used nationally in most public and private catholic schools to measure a school's overall academic achievement. Starts in third grade.

See school website: Our School/Academic Achievement

J

Junior Olympics

One of the most anticipated events of the school year! Held the Friday of Memorial Day weekend. Students are divided into their "school families" for a day of friendly field competitions. Regular hot lunch is not available. All school lunch of pizza slices by preorder only for a fee. Requires many volunteers and is a lot of fun! The main event is the Tug O'War championship. Ends with closing awards ceremony. 1:45pm dismissal. 3 Day weekend! No school on Monday, Memorial Day.

K

Kid Mail

Communication from the teacher, school, Room Parent, and fellow parents/guardians may be sent home with your child. For example, the weekly Family Folder is sent home via "Kid Mail."

Kindergarten Parent Night

Event before opening day. Incoming kindergarten parents have an informational meeting in the classroom.

Include writing a welcoming letter to their child and wrapping up their school supplies as a "special gift" for them to open on the first day of class.

L

Labels for Education

Ongoing school fundraiser. School earn points based on the number of "labels" collected from marked products Information is sent home at the beginning of the school year in the Family Folder.

See school website: Fundraising/Box Tops & Labels for Education

Lake City Pioneer Days Parade

Seafair neighborhood event held in the month of August. A group of students and families are organized by the Development Director to march in this parade. All are encouraged to attend this fun neighborhood event. Students wear their school uniform and proudly carry a school banner.

Late Student Arrivals

Late student arrival should be by prearrangement. The school office, as well as, the student's teacher should be notified ahead of time. Notification should include the reason and expected time of late arrival. Students must check in the school office before going to class. Parents may need to sign their child in the "Student Late Arrival/ Early Dismissal" notebook located on the counter in the school office.

See school website: Parents/Handbook & Policies

Library

Each grade visits the library on a weekly basis. Middle school students are graded on assignments. Hosts two book sales/year as a fundraiser. Staffed by a full time accredited teacher/librarian who is also responsible for school's technology program and resources. Fees for lost borrowed items may apply.

See school website: Library Home

Lice

See school website: Parents/Handbook & Policies

Lockdown Drills

Unfortunately, on occasion, the school may be required to go into lockdown. Like fire and earthquake drills, lockdown drills are practiced in the event of an actual emergency.

See school website: Parents/Handbook & Policies

Lost & Found

Located in the small east hallway. This is the place to look if a child misplaces uniform items, jacket, lunchbox, water bottle, etc. All items are cleared out and donated to charity over Christmas and spring breaks. Please make sure all clothing and other personal items are clearly labeled with your child's last name.

M

Makeup

Also see:

Nail Polish

Students are not allowed to wear makeup to school. It is against school policy and will be enforced.

Math Team

Grades 6-8 only

Middle school students participate in an annual math contest held at Bishop Blanchet High School. Overall top scorer may win a partial scholarship to BBHS. Led by the middle school math teacher.

May Crowning

All school ceremony held in the month of May. A crown of flowers is placed on the statue of Mary (located outside at the front of the school) to signify her as the Queen of Heaven and Mother of God.

Medication

If a student is required to take medication during school hours and a parent is unable to come to school to administer it, special criteria must be followed. Please see the Family Handbook for further details.

See school website: Parents/Handbook & Policies

Middle School Dances

Grades 7 & 8 Only

Twice/year St. Matthew hosts a middle school dance in the Community Center. Schools from the north deanery are invited. Students must present a parental signed permission slip, current student ID card and pay an entry

fee for admittance. Dance dress code enforced. Parents chaperone. An 8th grade graduation fundraiser. Our students are invited to dances held at other schools as well. 6th grade may attend the St. Matthew spring dance.

Middle School Service Hours Grades 6-8 only

All middle school students are required to complete 13 hours of community service per trimester. Must follow guidelines, fill out and turn in proper forms by Monday after hours are completed.

See school website: Class Pages/Middle School/8th Gr-Mr Hawksford/SS/Rel.Information/
Classroom Procedures/commservreport.pdf

Milk Cards

Milk cards are available for purchase. Cost is \$10 for 20 punches. Send cash or check payment via Kid Mail in envelope marked "Milk Card" to the school office. Please include student's name and grade. May also purchase in person at the school office or daily for .50/carton.

Mission Statement

"St Matthew School, in partnership with the home and parish, promotes the Catholic faith and inspires academic excellence in an environment of cultural diversity, opportunity, service, forgiveness and love".

See school website: Our School/Mission & Philosophy
Parents/Handbook & Policies

Monster Mash Grades 6-8 only

Middle school Halloween celebration held in the Community Center. Includes games, snacks, and beverages. This is a Room Parent responsibility. Parents plan activities and ask families to contribute the snacks, beverages, and other needed supplies. Requires volunteers day of to chaperone.

Morning Drop Off

Follow established traffic patterns. Drive slowly, do not use cell phones, do not pass other cars. Be alert for pedestrians at all times you are driving on campus. You have two choices when dropping off your child: parking or drive thru. If parking, both rows of cars should be facing the west side of the school building. After parking, escort your child to the crosswalk. Wait for the patrols to raise their flags and escort your child across. Students should go directly to the location of their grade's morning line. Students should not be dropped off before 8:00 am unless they are going to ESS. ESS fees apply.

Please remember, the campus speed limit is 5 MPH.

See school website: Handbook & Policies

Morning Line

Each grade has a morning line in an assigned location. Students are to report here, rain or shine, when they arrive for school every morning. Teachers will pick up their class after the first bell rings at 8:18 am and escort them in to the school building.

Morning Prayer

Every school day begins with a school wide morning prayer recited over the loud speaker by one of the students. All students may have this opportunity.

Nail Polish

Also see:

Makeup

Students are not allowed to wear nail polish to school. It is against school policy and will be enforced.

Noon Dismissals

Some school days are designated noon dismissals due to various established reasons. Included on the official Annual School Calendar.

See school website: Home Page/Link under public Google calendar

O

Opening Day

The first day of the new school year.

Outdoor Education (5th/6th Grade)

Every spring the 5th and 6th Grades attend "outdoor ed" at Camp Hamilton in Monroe. Both grades' teachers, as well as, parent chaperones attend. 2.5days/2 nights. Camp fee applies. This is a part of the official school curriculum.

P

Parent-Teacher Conferences

Required parent-teacher conferences are held in November for all grades. Parents/Guardians reserve a time online through Bloomz. Please be respectful of the teacher's time as well as that of the parents/guardians scheduled immediately after. If a longer discussion is needed, please contact the teacher to make an appointment to meet again at a later date.

Parents Club

All parents/guardians of enrolled students are considered members of Parents Club. Parents Club hosts and supports many school events and activities. Serves as communication link between school administration and families. Each grade is represented by a volunteer Room Parent.

Parents Club Meetings

Held the fourth Tuesday of the month, 7:00 pm in the school library. Everyone is welcome to attend the monthly meetings. Minutes are posted online. Meetings are led by the Parents Club President.

See school website:

Parents/Parents Club/Parents Club Minutes

Parents Club Officers

Includes the following: President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Parent Ed Night Coordinator. All are volunteer positions.

Parish Website:

www.stmatthewseattle.org

Parking on School Days

Please do not park in front of the church and parish buildings. Parents/Guardians should use the west parking lot. Cars in both rows should face the school buildings.

See school website:

Our School/Forms/Parking and Carpool Map and Directions

Patrols

Grades 5-8 Only

Students serve as crossing guards at 3 points on campus: Entrance (front of the church on NE 127th St.), at the crosswalk of the west parking lot, and at the crosswalk at the north grounds between the middle school portables and the main school building. Schedules are posted on-line every Friday.

See school website:

Parents/Patrols

See school website:

Our School/Forms/Parking and Carpool Map and Directions

PRISM

Acronym for the expectations for every St. Matthew student at all times in all situations:

PRIDE, RESPECT, INCLUSION, SAFETY, MANNERS

See school website:

Parents/Handbook & Policies

R

Rainbow Heritage Festival

Highly anticipated event! Sponsored by both the school and parish. A community festival celebrating the many cultures that make up St. Matthew. Includes a fashion show, performers, and an international food buffet.

Each grade is responsible for providing 3 catering size pans of food. Held on a Saturday afternoon in May. Requires many volunteers for planning and working day of event.

Re-enrollment

Enrollment for the next school year is not guaranteed. All financial obligations for the current school year must be satisfied, re-enrollment forms including a signed tuition contract must be completed and turned in, and the re-enrollment fee must be paid by the posted deadline. The re-enrollment fee goes up after deadline. Space will not be held for families who do not satisfy this criteria.

See school website: Parents/Handbook & Policies

Registration Fee

Due at the time of registration for initial enrollment at St. Matthew School

Reindeer Rotations

Fun day of food and games held the Thursday before Christmas break. All grades participate and are encouraged to wear festive holiday attire such as Santa hats, reindeer antlers, red and green clothing, etc. Students visit each classroom where the teacher has planned fun holiday activities such as Christmas Bingo, Hot Chocolate station, etc. Students are in their school families for this activity.

Report Cards

Distributed three times/year at the end of each trimester for all students. For 1st and 2nd trimesters, keep the report card; sign the envelope and return it to school office.

Robotics

Grades 3-5

Extracurricular club held on Tuesdays after school. Led by the middle school math teacher.

See school website: Our School/Extracurricular/Robotics Club

Room Parent

Volunteer position. Serves as class representative at all Parents Club meetings. Helps with planning of the following: Catholic Schools Week, holiday parties, teacher's birthday, class auction project, Rainbow Heritage contribution, assigned after mass class coffee hour, etc.

Rosary Week

In May, prior to the May Crowning, all students bring a rosary to participate in this all school prayer service.

A different grade leads the service each day.

Rosetta Stone Language Program **Grades 6-8**

Middle school students may choose as an elective.

See school website: Class Pages/Rosetta Stone Language Program

Rummage Sale

Newest fundraiser. Sponsored by Parents Club. Held in late July in the Community Center. Clean out those closets, attics, and basements and donate items to this great event. Requires many volunteers for sorting, pricing, and working at this 2 day sale. Great way to get a head start on volunteer hours!

S

Safe Environment Training

All adult volunteers must have a background check and go through Safe Environment Training before they are eligible to participate as a volunteer working directly with students; such as working in the classroom, going on retreats, chaperoning field trips, etc.

See school website: Home Page/Link under Annual Calendar link
Parents/Volunteering/Safe Environment
Our School/Forms/Safe Environment Training Instructions

School Administrative Assistant

Staffs the school office and supports the entire school community including the principal, teachers, staff, students and their families. Your go to resource for any and all school matters.

School Calendar

See school website:

Also Known As:

Home Page/Link under public Google calendar

Annual Calendar

School Commission

Made up of parent/guardian volunteers. Its overall purpose is to advise and support the pastor and principal as they form policy and direct the ongoing development of the school. Meets first Thursday monthly at 7:00pm in the library.

See school website:

Our School/School Commission

School Directory

Each year every family receives a copy of the family directory. Information includes student name and grade, parents names, family address, telephone numbers, and email addresses. If a family does not wish to be included, school office must be notified by September 10th.

School Families

All students from grades K-8 are divided up in to these groups and called "families." They attend mass together and participate as a group in activities such as Reindeer Rotations, Jr. Olympics, etc. They also have a monthly family lunch where they eat in their family's assigned grade's classroom and plan their Jr. Olympics family costume, cheer, and flag. Each teacher is the head of a family.

School Newsletter

Hard copy distributed every Thursday in the Family Folder. Includes information and reminders of upcoming events and important dates. Information is also contained in the weekly email blast sent every Friday.

School Office

The hub of the school. Staffed by school administrative assistant. All information, paperwork, order forms, etc. flow through the school office.

Office Hours:

Mon-Fri 8:00 am-4:00 pm

School Pictures

Individual portraits are taken at the beginning of the school year and class pictures are taken in the spring. Order forms are sent home in the Family Folder. Students must be in full uniform on both official picture days.

School Supplies List

Required supplies list for all grades. To be labeled and brought to school on the first day. A link will be posted on the homepage of the school website prior to opening day.

School Website

www.stmattschool.org

SCRIP

Third major fundraiser. Purchase gift cards from school to do your regular shopping (see current merchant list on the website) and the merchants give the school a percentage of profit. Helps fund the operating and technology budgets. Several purchasing options are available.

Scrip Hours	Mon	1:45-2:20	Work Room
	Wed & Fri	2:45-3:30	Work Room
	Fri	8:00-8:30	Work Room
	Sun	8:30-11:30	Community Center

See school website:

Fundraising/SCRIP

Seventh Grade Buddy

Each first grade student is paired with a 7th grade "buddy". The 7th graders mentor and spend time in the 1st grade classroom doing activities and working on special projects.

Snow Day/Inclement Weather

For inclement weather information, please go to the school website or the websites for the local news stations: KOMO, KING, and KIRO. Inclement weather is also available on these stations local television broadcast. Please use your best judgment. If you do not feel comfortable sending your child to school, stay home.

Spanish Club

Immersion foreign language class offered as an after school extracurricular activity. There is a fee for this program.

See school website: Our School/Extracurricular/French & Spanish Club

Speech Team

Meets weekly starting the first week of school through January. Participates in two tournaments. A wonderful St. Matthew tradition and a great skill to learn in a fun and supportive environment.

See school website: Our School/Extracurricular/Speech Team

Spirit Day

Every Friday unless otherwise indicated. Students may wear either approved spiritwear, school team jersey, or their full uniform. Spiritwear includes athletic hooded sweatshirts and spirit t-shirts which are sold for a limited time at the beginning of the school year. Proceeds benefit Parents Club and Athletics. Spirit Day is not Free Dress day. School dress code must be followed.

See school website: Parents/Handbook & Policies

Spirit T-Shirts

Also Known As:

Spirit Shirts

Part of school's official "Spiritwear" that can be worn on Spirit Day (designated Fridays). Available for purchase for a limited time in the fall along with Athletic Hooded Sweatshirts. Order forms are sent home in the Family Folder. New designs every year! Previous year's used spirit t-shirts are available at Used Uniform Sales for free.

Spring Concert

The spring counterpart to the Christmas concert. Same format as the Christmas concert, except students dress up in spring attire or other guidelines set by the music teacher.

Spring Musical

All school musical performed in the spring. All grades may try out for parts, but there may not be a part for every student who tries out.

St Vincent de Paul

We collect food bank items year round. Donations may be put in the green collection bin located outside the school office in the kindergarten hallway.

Student Absence

Parents/Guardians should call or email the school office before 8:25 am to report child's absence. Please state your name, child's name and grade, and the reason for the absence. Students are responsible for making up any missed work.

Student Council

Grades 5-8 only

Elected student leaders who serve as representatives of the school. Helps with various events such as all school assemblies, award assemblies, and other special projects and activities. Elections are held in June for the upcoming school year. A teacher or staff member serves as student council advisor.

Student Learning Expectations (SLEs)

See school website: Parents/Handbook & Policies

Study Hall

Grades 4-8

Students are encouraged to attend study hall; Tuesday & Thursday from 3:00-3:45pm held in posted classrooms. Schedule is posted at the end of the main hallway, near the north entrance doors. Supervised by teachers.

Summer Reading List

List of books for each grade to read over the summer. Sometimes the librarian will pick the same book (one with a young reader and standard versions) for all students to read. Usually sent home the last day of school and posted on the school website. All families are encouraged to participate in the summer reading programs at their local public library.

Summer Thunder Squad

Summer childcare provided for school families. Staffed by regular ESS Director and staff. Includes weekly themes, fun activities, and field trips. Summer hours are Mon-Fri 7:30 am-6:00 pm. Must register separately by posted deadline.

See school website: Our School/Summer Thunder Squad

T

Tardy

Students are expected to be on time every day. Students arriving at school after the second bell rings at 8:25 am are considered tardy. Before going to class, student must report to the school office first and receive a green tardy slip. Parents are required to sign their child in at the school office.

See school website: Parents/Handbook & Policies

Teacher Birthday

Room Parents are responsible for making sure their teacher's birthday is acknowledged. Ideas include flowers, special treats, drawings, etc.

Teacher Luncheons

Parents Club provides teachers/staff with two luncheons: In November during parent-teacher conferences and in January for Catholic Schools Week. Parents Club plans the meal and provides all food, beverages, plates, napkins, and utensils. Room Parents are responsible for asking their grade's families to contribute these items.

Teacher/Staff Scrip Wish List

List kept by the SCRIP sellers for families to purchase gift cards for teachers and staff. Updated every year. Just let the seller know you would like to purchase a gift card for a teacher or staff member. You can pick from their preferred options or let the SCRIP seller pick for you. Families usually purchase as Christmas and end of the year teacher and staff gifts.

Technology Fee

Fee charged per student/year to help cover the costs of our technology program and supplies.

Technology/Internet Use

Computer use is a student privilege. Students are expected to use the school computers and internet responsibly. All students must sign an Acceptable Use Policy Agreement and have it signed by a parent before being allowed to use school computers and the Internet. Misuse will be taken seriously. Students parents will be notified and students may lose their computer privileges.

Tuition Policy Guidelines

See school website: Parents/Handbook & Policies

U

Uniform Policy

Students must be in full uniform on all instruction days except for Fridays which may be designated as Spirit Days.

See school website: Parents/Handbook & Policies

Uniform Purchasing Options

Dennis Uniform: The official uniform store. The only place to buy brand new sweater styles (including

cardigan, pullover, and vest styles) and plaid items (jumper, skort, skirt).

Lands End: Both PreK-5 (Royal Blue) and 6-8 (Navy) sweatshirts, polos, navy and khaki pants
Other Stores Include: Childrens Place, Gymboree, JCPenney, Nordstrom, Sears, Target, etc. as long as items meet the uniform policy guidelines

See school website: Parents/Handbook & Policies

See also: Used Uniform Sale heading below

Used Uniforms

Used, previously worn uniform items donated from school families throughout the year. Clean items should be placed in the blue collection bin by the main office. Offered for sale at the summer Used Uniform Sale in July and the ice cream social held just before school starts.

Used Uniform Sale

Twice/year: Held in the Community Center in mid July and again night of Ice Cream Social. At July event, Dennis Uniform is also on site selling brand new uniform items. Stock up and get great prices on used items. Previous year's spirit t-shirts are free! Benefits Parents Club.

V

Veterans Day Assembly

Special all school assembly in November to honor our country's veterans. There is no school and no ESS on Veteran's Day.

Visitors

All visitors (including parent volunteers) are required to check in at the school office and obtain a visitor's badge. They must also sign themselves in the visitors notebook and fill in the requested information.

Volunteer Background Check

All adult volunteers must have a background check and go through Safe Environment Training before they are eligible to participate as a volunteer working directly with students; such as working in the classroom, going on retreats, chaperoning field trips, etc. Turn in completed form to school office.

See school website: Our School/Forms/Volunteer Background Check

Volunteer Hours

Also Known As:

Commitment Hours

Per the tuition contract, every family is required to contribute time in service to the school and/or parish during the year. Each family is required to record hours worked throughout the year and turn in to the school office to be verified. 40 hours for 2 parent families and 20 hours for single head of household families.

See school website: Parents/Handbook & Policies

Our School/Forms/Volunteer Commitment Hour Log Sheet

Volunteer Opportunities

Too many to mention in this limited format! School volunteers are the backbone of any school and are a vital and supportive part of the community. Various opportunities are advertised throughout the year. Initial interest can be expressed on sign up sheets at both Curriculum Nights.

W

Water Bottles

Students are encouraged to stay well hydrated throughout the school day. Water bottles should be in good working order, not leak, and be clearly labeled with student's last name. Students must follow teacher's guidelines for storing during class time.

Work Room

Where SCRIP is sold on school days. Located directly across from the first grade classroom in the school's main hallway. Volunteers may also use this room for projects and other activities while working at school.

Y

Yearbook

Official yearbooks are the responsibility of each eighth grade class which serves as the staff and are led by an adult volunteer. Order forms are sent home in the Family Folder. Yearbooks are distributed a few days before the graduating class' last day in order for fellow students to get their signatures. Yearbooks should not be signed or looked at during class unless agreed upon by the teacher.