

# FAMILY HANDBOOK



# St. Matthew School

## MISSION STATEMENT

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

This Handbook is intended to inform you of the policies and procedures that are guidelines for the daily operation of St. Matthew School. Circumstances occasionally call for decisions outside of these guidelines by the school staff. Please use this Handbook as a reference during the year and contact the school for clarification at any time.

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**MISSION STATEMENT**

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

**PHILOSOPHY**

St. Matthew School places Catholic Identity at the center of education.

We believe:

- A partnership of family, parish and community is necessary to develop each child's potential.
- A safe and caring environment provides students with meaningful learning experiences that enrich their lives.
- A multicultural community celebrates the dignity of all people.
- Academic excellence is comprised of rich curricula and opportunities for creativity and leadership.

**STUDENT LEARNING EXPECTATIONS**

A St. Matthew School student is...

A Faith Inspired Person who:

- Demonstrates an understanding of scripture, history, traditions, rituals, and prayers of the Catholic faith.
- Serves others through words and actions.
- Participates in community prayer, worship, and Sacraments.
- Demonstrates the ability to make moral and ethical decisions based on Catholic values.

A Socially Responsible Participant of the Community who:

- Understands and respects individual differences.
- Resolves conflicts with others using peacemaking skills.
- Demonstrates skills necessary for positive leadership.
- Uses manners in everyday interactions.

A lifelong learner who:

- Utilizes a variety of study skills to facilitate academic growth.
- Meets or exceeds Archdiocesan and Washington state grade level standards.
- Establishes individual academic goals and evaluates progress.
- Uses technology effectively and responsibly.

An Effective Communicator who:

- Expresses information, ideas, and opinions effectively in written and verbal forms.
- Collaborates and cooperates with others.
- Listens to and respects other points of view.
- Uses technology and the creative arts as tools for learning and expression.

**Student Learning Expectations - Student Version**

A St. Matthew School student is....

A Faith Inspired Person who:

- Grows in knowledge of the Bible, Catholic Church teachings, and prayers.
- Serves others through words and actions.
- Participates in community prayer, worship, and Sacraments.
- Makes Christ-like decisions.

A Socially Responsible Participant in the Community who:

- Respects individual differences.
- Uses peacemaking strategies to resolve conflicts.
- Demonstrates positive leadership skills.
- Uses manners in everyday interactions.

A Lifelong Learner who:

- Uses a variety of strategies to learn.
- Uses Learning Targets to meet or exceed learning standards.
- Makes personal goals and checks progress.
- Develops skills for using technology and follows the A.U.P.

An Effective Communicator who:

- Communicates clearly in writing and speaking.
- Works together to accomplish tasks.
- Respects other points of view.
- Expresses self-using technology and creativity.

**ORGANIZATION AND MANAGEMENT OF ARCHDIOCESAN EDUCATIONAL PROGRAMS**

**ARCHDIOCESAN LEVEL****THE ARCHBISHOP**

The Most Reverend Archbishop is the policy maker for educational programs within the Archdiocese.

**THE SUPERINTENDENT OF ARCHDIOCESAN SCHOOLS**

The chief functions of the superintendent of Schools are to implement the policies of the Most Reverend Archbishop and of the Archdiocesan Education Board and to coordinate the services available to the schools of the Archdiocese.

**THE ARCHDIOCESAN EDUCATION BOARD**

The Archdiocesan Education Board is the chief advisory board to the Most Reverend Archbishop in the formation of policies affecting the Church's educational efforts in the Archdiocese. Decisions of the Board, when approved by the Archbishop, are binding on the Superintendent of Schools and the Archdiocesan Director of Religious Education, pastors, local parish boards, school principals and parish administrators of religious education.

**PARISH LEVEL****PASTOR/PRIEST ADMINISTRATOR**

The pastor is the policy maker for educational programs within the parish. He fulfills this function within the context of Archdiocesan policies and in close collaboration with the educational administrators.

**PRINCIPAL**

The principal is the professional educational leader charged with the administration and supervision of the school in conformity with archdiocesan and local school policies, rules and regulations.

**DIRECTOR OF FAITH FORMATION**

The parish director of faith formation serves as resource to the school staff and as coordinator of sacramental preparation.

**TEACHER**

The teacher is the professional educational leader in the school classroom charges with the instruction of students in the adopted curriculum of the school and the carrying out of policies of the school as assigned by the principal.

**SCHOOL COMMISSION**

The overall purpose of the School Commission is to advise and support the pastor and principal as they form policy and direct the ongoing development of the school. The Commission is advisory in nature – the operating principle is that the school or parish administrators accept the advice of the Commission when given, especially when consensus is reached. The Commission's role is to make the principal as effective as possible, giving him or her benefit of the Commission's collective wisdom.

**PARENT CLUB**

The Parent Club functions as a committee of the school commission.

The president of the Parent Club attends the monthly School Commission meetings.

**Parent Club Mission Statement:** To make St. Matthew School a better place for our children by increasing parental awareness and to support programs and activities aimed at improving the spiritual, academic and physical growth. Specifically, it is the Mission of St. Matthew School Parent Club to:

Raise funds to meet school and extracurricular needs which might otherwise be unmet.

Assist as requested, in the daily operation of the school and extracurricular activities.

Promote community awareness of St. Matthew School tradition of excellence in teaching both academic subjects and Christian values.

**ADMINISTRATION RIGHT TO AMEND**

**Amending the Handbook:** The school principal retains the right to amend the Parent Handbook for just cause and parents will be given prompt notification through the Parent Bulletin of any changes.

**ADMISSION PROCEDURES AND REQUIREMENTS****Registration**

Registration for new students is prioritized as follows:

1. Kindergarten students who are younger siblings of those already enrolled.
2. Catholic students from St. Matthew Parish
3. Catholic students from outside the parish
4. Non-Catholic students

**Transfers**

Families who want to enroll students in St. Matthew from another school are asked to meet with the principal as part of the application process. At that time, the most recent report card and representative samples of the students work is to be brought for review. If these are not available, or if circumstances indicate a separate test to aid in placement is required, the determination will be made by the principal. Generally the recommendation for promotion or retention is made by a referring school and is considered for students.

**Entrance Age**

A child must be five years of age on or prior to August 31 of the year of entry to be eligible for Kindergarten and six years on or before that date to be eligible for First Grade.

**Non-Discrimination (ARCH 4.1.C)**

St. Matthew School admits students of any gender, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other administered programs.

**Tuition Policy Guidelines**

The primary funding source for a St. Matthew School education has been and will continue to be tuition charges. As part of its mission the St. Matthew Parish supplements the school's tuition with a subsidy. Other operating revenue sources have included, or may include, interest income, donations, fundraisers, endowment income, and grant income. These non-subsidy sources are never expected to exceed 20%, with a goal of supplying at least 10%. To meet these goals, tuition will need to increase on an annual basis based on sound management provided by the School Finance Committee, with oversight and approval by the Parish Finance Council and the Pastor.

**Tuition Payments**

Each family must sign a contract at the time of enrollment or re-enrollment. These contracts may be subsequently modified as to in-parish vs. out of parish status or for granting of financial aid by the school or the Archdiocese.

**In-Parish Contract is contingent upon the applicant:**

- (1) Be registered as a St. Matthew parishioner
- (2) Regularly attend Sunday Mass and contribute financially according to your ability with offertory envelopes
- (3) Have a current, completed Stewardship Pledge Card on file

Should you not meet all three requirements, this contract is void and you must fill out an "Out of Parish Contract".

The contract (either In-Parish or Out of Parish) includes a requirement of 40 service hours to the school or payment of a separate fee. **Tuition alone does not cover the full cost of educating a student at St. Matthew School.** Families are expected to support the various fundraisers sponsored by the school and Parent Club, which help defray the cost of tuition.

Tuition payments are due on the fifth or the fifteenth day of each month beginning in July (if paying monthly). Families are required to enroll in the FACTS tuition management system in which they set up how to make their tuition payments. A signed tuition contract outlines each family's agreement to fundraising and volunteer commitments in addition to amount of tuition to be paid.

Tuition obligations must be current before first, second and third quarter report cards are released. Fourth quarter report cards will only be released if all financial obligations have been met, including: tuition, ESS fees, library or book fines, sports fees or uniforms.

**Qualifications of Tuition Rate for Parishioners (ARCH 1.9.A)**

Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children, are expected to participate actively in the life of the parish by attending Sunday Mass weekly, contributing financially to the support of the parish appropriate to their resources, and conscientiously developing a sense of Catholic community among the students, parents, faculty, parish members and parish visitors.

**Monitoring of Parishioner Tuition Rate**

Stewardship records will be monitored quarterly, beginning July 1st of each year. A parish staff member, who regularly records contributions, and maintains confidentiality and privacy, will do this.

The parish office will contact those who do not contribute some amount. They will be asked about their commitment to the parish and their plans for the future. Those who are not contributing some amount regularly by the end of the second quarter will be assigned the out of parish rate of tuition for the remainder of the school year. A three-month history of regular contributions will need to be established in order for a family to again qualify for in-parish tuition. Those who find it impossible to meet their stewardship commitment should contact the Pastor.

**Fees**

REGISTRATION: non-refundable registration fee per family is due at the time of registration.

TECHNOLOGY FEE: A technology fee is charged per student per year.

**\*\* Delinquent Tuition**

Payment schedule for tuition is selected at the time of registration and begins in July. The school bookkeeper will review the status of families who are chronically late with tuition payments, at the end of each quarter. If it is decided that insufficient effort is being made to fulfill the terms agreed upon in the tuition contract, the family will notified of their probationary status. If there is not a significant change in a ten week probationary time period, the family will be asked to leave St. Matthew School. When families leave St. Matthew School, for any reason, all financial obligations must be met before school records will be transferred. All school records will be held until all school related debts have been paid. A family with delinquent tuition who does not communicate with the school or parish will be referred to a collection agency.

**\*\* Financial Aid****A. Archdiocesan Scholarships (Fulcrum Foundation)**

Those requesting aid need to:

1. Obtain the Archdiocesan Tuition Assistance Application online through the Fulcrum Foundation on the [www.seattlearch.org](http://www.seattlearch.org) website.
2. Complete the application and return it to the principal, along with a copy of the previous year's tax form before the stated deadline.
3. The Archdiocesan office will review the application and contact the family in early May.

**B. St. Matthew School Student Financial Aid**

The principal can offer financial assistance to any family who demonstrates need and cannot afford a Catholic education for their children. The school uses the same form and timeline as the Archdiocese. To begin the process, families must have first applied through the Archdiocesan Tuition Assistance Application above and then arrange to meet with the principal directly.

**C. Scholarships for Co-curricular and Extra-curricular activities**

Financial aid for sports fees, field trips, outdoor education and other school events may be available. Parents and guardians may request a full or partial scholarship by a written request or email to the principal before the event.

**Re-enrollment**

Enrollment for the next school is not guaranteed. Financial obligations must be current before re-enrollment is confirmed. Re-enrollment forms and fees must be received by the stated deadline. Enrollment is not complete without the signed tuition contract and registration fees. Space cannot be held for students whose tuition contract and registration fee are not submitted. New students on wait lists will be given an opportunity to enroll if no communication is made with the school regarding a current.

**Fundraising**

Tuition costs for parishioners of St. Matthew reflect 60% of the cost of education. Every family is expected to support the School Fund Drive, Annual Auction and the \$CRIP Program. Eight of the forty volunteer hours need to be spent helping these three major fundraising activities of the school. All fundraising activity must be cleared through the School Commission and the Parish Finance Council at least 60 days prior to an event or prior to advertising an event.

**ACADEMIC POLICIES AND PROCEDURES****Academic Support/Learning Differences**

Many students need additional academic support in one or more subjects. At St. Matthew School, in partnership with the parents, we strive to meet the needs of a student when he/she is not making expected progress in an area, as well as when he/she needs more challenge. A teacher or parent may start the process of exploring the student's additional needs by requesting a Child Support Team meeting. When a child experiences difficulty learning in the classroom, testing to determine whether a specific learning disability is present may be recommended. A referral process through Seattle Public Schools can be requested and pursued by starting with your child's teacher, the Reading Specialist, and/or the principal.

**Conferences**

A required parent-teacher conference is scheduled in November for all grade levels. An informal conference may be requested at any time with the teacher or principal. An appointment at a mutually agreeable time is required for this conference. Teachers may be available to meet with parents from 7:30-8:00am or after 3:00pm. A teacher may also request a special conference. Any concerns should be discussed with the student's teacher first. If the problem is not resolved, the parent or teacher may meet with the principal. The pastor is not involved at the school level unless all earlier efforts fail to resolve a continuing problem.

**Curriculum**

St. Matthew School curriculum includes the following:

Religion	Math
English/Language Arts	Music
Science	Art
Fitness	Technology
Social Studies	Second Step
	Middle School Focus (elective)

Extra-curricular opportunities include: band, choir, drama, speech team, student council, safety patrol, chess, robotics, art, foreign language and yearbook staff.

**Library Resource Center (LRC)**

The library resource center is the literature, technology, and research center for the school community. Students in each grade have at least one scheduled class in the LRC each week. The teacher-librarian promotes reading and teaching 21st century information literacy skills and strategies so that students will become effective creators and users of information. The teacher-librarian purchases library materials that support curriculum areas and promote reading. Special events such as Battle of the Books, Family Reading Night, book fairs, and Young Readers Choice Award and Washington Children's Choice Picture Book Award voting are scheduled and managed by the teacher-librarian. Students may borrow materials from the library and are responsible for the materials they check out. Renewals will be granted as needed. Students are responsible for returning checked out materials and paying for any lost materials.

**Study Hall**

Students in 4th through 8th grades are encouraged to attend afternoon study hall. Study hall is held Tuesday and Thursday from 3:00 - 3:45pm. Teachers supervise study hall and are available to assist students. Students who are not picked up by 3:45pm must check into ESS.

## Homework

Homework assignments may be given at all levels. The amount of time required for students to accomplish the assigned work will vary according to the ability and study habits of the child. At times, long-range assignments are given. The amount of homework is geared to the average student but should fall within 10 minutes x grade level:

Kindergarten: 15-30 minutes

Grades 3-4-5: 30-50 minutes

Grades 1-2: 15-30 minutes

Grades 6-7-8: 60-80 minutes

### \*\* Special Notes about Homework:

If a student consistently spends more time than noted above in real studying, that is, without distractions, the teacher should be notified for possible adjustments. At times, work that is assigned to be finished in class and is not completed must be taken home to be returned the next day. Designate a special place and time that is reserved for completing homework. Provide a routine for placing the homework in the student backpack for returning to school. It is important that the child returns all work expected as part of his/her responsibility. Middle school students who do not turn in homework assignments on time may be given a study hall consequence in the case of an illness or excused absence, students will be given an appropriate time to make up missed work.

### \*\* Grades and Grading

#### Middle School

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
F below 60							

#### Grade K – 5

- 4 – Demonstrates consistent accuracy, a high level of quality, and exceeds the essential knowledge and skills of the standard
- 3 – Proficient in the essential knowledge and skills of the standard
- 2 – Approaching grade level standard
- 1 – Below grade level standard

#### Honor Society (Alpha/Beta Honor Society)

Middle School students (grades 6, 7, and 8) who maintain an A or B average in major areas are eligible to be elected to the Alpha Beta Honor Society. These awards are given at the end of the second, third and fourth quarters. An honor pin is given to students once in a school year for Alpha and/or Beta awards. Awards are given to students who fulfill the following requirements:

Alpha: 3.6-4.0 GPA in two consecutive trimesters in 6 core subjects

(religion, reading, writing/language skills, math, science and social studies).

A student earning a D grade or less is not eligible. A student with an "Unsatisfactory" in effort in any class is not eligible.

Beta: 3.0 – 3.59 GPA in two consecutive trimesters in 6 core subjects

Same conditions as Alpha.

GPA 4.0= (A+, A, A-) 3.0= (B+, B, B-) 2.0= (C+, C, C-) 1.0= (D+, D, D-) 0.0= F

#### Report Cards

Report cards are distributed to parents and students at the end of every trimester for all grades. Parents of middle school students may access student academic progress, and assignments through the school's web-based student management system, Grade Link.

**Promotion/retention**

Students are promoted once a year in June. Promotion to the next grade is based on the student having fulfilled social and academic requirements of the current grade level. Any student may be required to repeat work of a grade, whenever the principal, teacher, specialist and parents believe it would be in the child's educational interest to repeat rather than be promoted to the next grade. When a student is a candidate for retention, his/her parents will be advised of the situation at least three months prior to the end of the school year, if possible.

The following guidelines are in effect for students in grades 6-8:

1. A student receiving grades A, B, C, D in the major academic areas will be promoted to the next grade.
2. A student receiving more than two D's in a trimester is in danger of being placed on academic probation.
3. A student receiving a grade F (Failure) in a subject in the first two trimesters must demonstrate marked improvement of the student's academic performance.
4. A student receiving a grade of F (Failure) in a subject in the last two trimesters will not be promoted to the next grade until documented evidence of satisfactory completion of a course of study in that subject is presented to the principal. Summer school or professional tutoring are examples of acceptable courses of remedial study.
5. A student receiving a grade of F (Failure) in the last two trimesters in more than one subject will not be promoted. He/she will be retained at his/her present level.
6. A student receiving a grade of I (Incomplete) in any subject must make up the Incomplete to the satisfaction of the principal and/or teacher before he/she is promoted to the next grade level. An Incomplete means that work is at a passing level but certain requirements for completion of the course of study have not been met.

**ATTENDANCE POLICIES AND DEFINITIONS****Communication with school office**

Parents must call or email the school office before 8:25am to report a student absence or late arrival. The school will contact the parent/guardian if they do not contact the school. Students returning from an absence due to an illness must submit a written note or email the school office stating their type of illness with a parent signature.

**Excused Absence**

Students are considered excused from attendance of classes for medical or dental appointments. Parents are asked to notify the school prior to the appointment in writing. Parents are urged to keep appointments to a minimum and to make arrangements for appointments during vacation days, in-services days or after school hours.

**Homework for Vacation Absence**

Vacations taken when school is in session are discouraged. Learning is a sequential process. When students miss class they develop gaps in this sequence. Make up work does not adequately substitute for missing class time. The teacher is not required to supply work ahead of the vacation time for the student to complete while away from the classroom.

**Parent Responsibility for Vacation Absence**

When students will be absent from the school because of vacations, parents are required to alert the principal and teacher at least one week in advance, to prepare a plan for completion of missed school time and work. Parents will be responsible to see that the student completes assignments missed during vacations.

**Outdoor Environmental Education**

Environmental education is offered each spring for fifth and sixth graders and is a part of the school curriculum. A student may be excused from participation with a doctor's note or parent request, and permission from the principal.

**Homework for sickness**

When a student is absent due to illness, a parent may request homework assignments from the classroom teacher in writing, through email, by phone or after school in person.

**Release of Students During the School Day**

Archdiocesan policy states: “No teacher or principal shall release any pupil to any person who calls at the school to pick him/her up unless the release is to the child’s parents or to their delegate and is verified in writing”. Parents picking up their child during the school day must sign them out in the school office. The school administrative assistant will either contact your student’s teacher by phone or will retrieve your student from the classroom.

**Tardiness**

Students are expected to be on time every day. Parents are asked to notify the school before 8:25am if a student will be late for school. If your child arrives after the 8:25am bell or later in the day he/she must check in with the school office upon arrival. Parents of students are required to sign their tardy student(s) in at the school office.

**COMMUNICATION****Communication from Activity Coordinators, Room Parents and Committee Chairs**

The school principal must approve all communications being copied for distribution or sent to the office prior to expected distributions.

**Custody**

It is the responsibility of parents to notify the principal of any extraordinary circumstances pertaining to child custody issues and student release and present a court order, if applicable. In the absence of a court order to the contrary, we will provide the noncustodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**Directory Information and E-mail Addresses**

The school directory is shared within the school community. This includes the student’s name, family names, addresses, telephone numbers and e-mail addresses. Parents wishing to disallow the release of such information must notify the school office before September 10th.

**Emergency Contact Information**

All school emergency contact information should be accurate and up to date. Changes in address, home, cell or work telephones numbers, emergency contacts and changes in marital status should be immediately reported to the school office.

**Emergency Notification**

If an emergency requires that students must leave the school premises during the school day, parents will be required to pick up their children at the school office. Two current emergency telephone numbers other than your own must be on file in the school office.

**Weekly Communication**

Family email blasts are sent weekly (on Fridays) and as needed to family email addresses provided at registration. Email addresses can be added or changed as needed; contact the school office.

**Kid Mail**

Communication from the teacher or the office may be sent home with the student. Each week on Thursdays, students are given a “Kid Mail” folder to the youngest or only child with important parent communication.

**Messages**

Classes are not to be interrupted except in case of emergency. In an emergency, notify the principal or the school administrative assistant.

All staff members have voice mail and e-mail. Messages may be left at any time. If you wish to contact a teacher, please call the school office and leave a message. Teachers will return the call at the earliest convenience. All teachers utilize e-mail. Consult the school website for a listing of e-mail addresses.

**Party Invitations**

Party invitations may be given out at school only if they are given to the entire class, or to all the boys in the class or to all the girls in the class.

**Snow Days**

Please visit our school website at <http://www.stmattschool.org> or go to KOMO, KING or KIRO websites during inclement weather. Television stations receiving the school's closure information are KOMO-4, KING-5, and KIRO-7.

**CONFIDENTIALITY****Privacy Policy**

St. Matthew school directory information must not be provided to anyone outside the school community without the consent of the school principal and the affected families.

**COUNSELING OPPORTUNITIES/EXPECTATIONS**

A certified counselor trained to support children's personal development and academic success is on campus one day a week. The school counselor's role is student advocate, family and teacher consultant, and co-educator. The counselor reports directly to the principal. Parents can make an appointment to see the counselor by contacting the principal. Students are required to have parental permission to work with a counselor on an ongoing individual or small group basis.

**CRISIS PLANS/SAFETY/TRAFFIC****Emergency Preparedness**

St. Mathew School has emergency plans in case of fire, earthquake or need of a lockdown. Drills are conducted on a regular basis. A Disaster Response Unit is on campus that contains water, rations and other survival materials in the event of an emergency that requires extended care. Emergency backpacks are in each classroom with supplies including comfort letters from each parent/guardian for their child (children). Please ensure that each of your children have a comfort letter (photos may be added) for their classroom backpack. In the event parents need to pick their children up from school due to an emergency, parents will be contacted by phone. Please include emergency and out of state contacts on your child's student information form.

**Lockdown Drills**

The main purpose of a lockdown is to get students, staff and any volunteers in the school to a safe and secure area in response to a situation that is potentially dangerous. In the case of an actual emergency, parents may be notified and children sent home as needed.

**Safety Patrol**

All students in 5th through 8th grades serve on Safety Patrol. Eighth graders serve as captains. Students are formally trained for safety patrol. Serving on safety patrol is an important responsibility and should be taken seriously. Schedules are distributed to students. Student guards are on duty from 8:00-8:25am and 3:00-3:12pm.

**Carpool and Traffic Pattern**

A traffic pattern is established for those cars coming into the school grounds to bring children to school before 8:25am and to pick them up at 3:00pm. Please drive very slowly into and through the school grounds at all times. The school parking lot speed limit is **5 miles per hour**.

1. No student may be dropped off or picked up in front of the school or church either before or after school.
2. Enter by the **west gate and pull up as far as possible** along the carpool lane.
3. Children get in/out on the passenger side of the car. Proceed **slowly** to exit by the east gate (counter clock-wise around the church and school).
4. Drive in a **single line**.
5. Once your children have entered your car you may pull out of line to the left to exit, **allowing cars behind you to pull up**.
6. If your children are not leaving immediately at 3:00pm or if you wish to enter the building, **park along the west fence**. Do not block the traffic flow.
7. If you park your car with your children, **escort** them through the parking lot to the crosswalk. Foot traffic must always cross with the patrols.
8. Pick up and deliver children in front of the school only in the middle of the day (e.g. if your child is dismissed early for illness or an appointment).

### **DAILY SCHEDULE**

#### **8:18 First Bell**

8:25 Classes begin (second bell)

10:15-10:30 Recess K-8

12:10-12:35 K-4 Lunch/5-8 Recess

12:35-1:00 5-8 Lunch/K-4 Recess

1:00 Classes resume

#### **3:00 Dismissal (2:00 Mondays)**

3:12 Students to Study Hall, ESS, extra-curricular activity, or home

### **DISCIPLINE CODE**

Goals for student behavior are grounded in the school's mission statement. The faculty and staff work as partners with the parents and community to provide a learning environment that fosters Christ-like behaviors, an appreciation of education, and respectful attitude among students, faculty, staff, parents and the community.

#### **Respect for the dignity of all**

Universal Student Expectations:

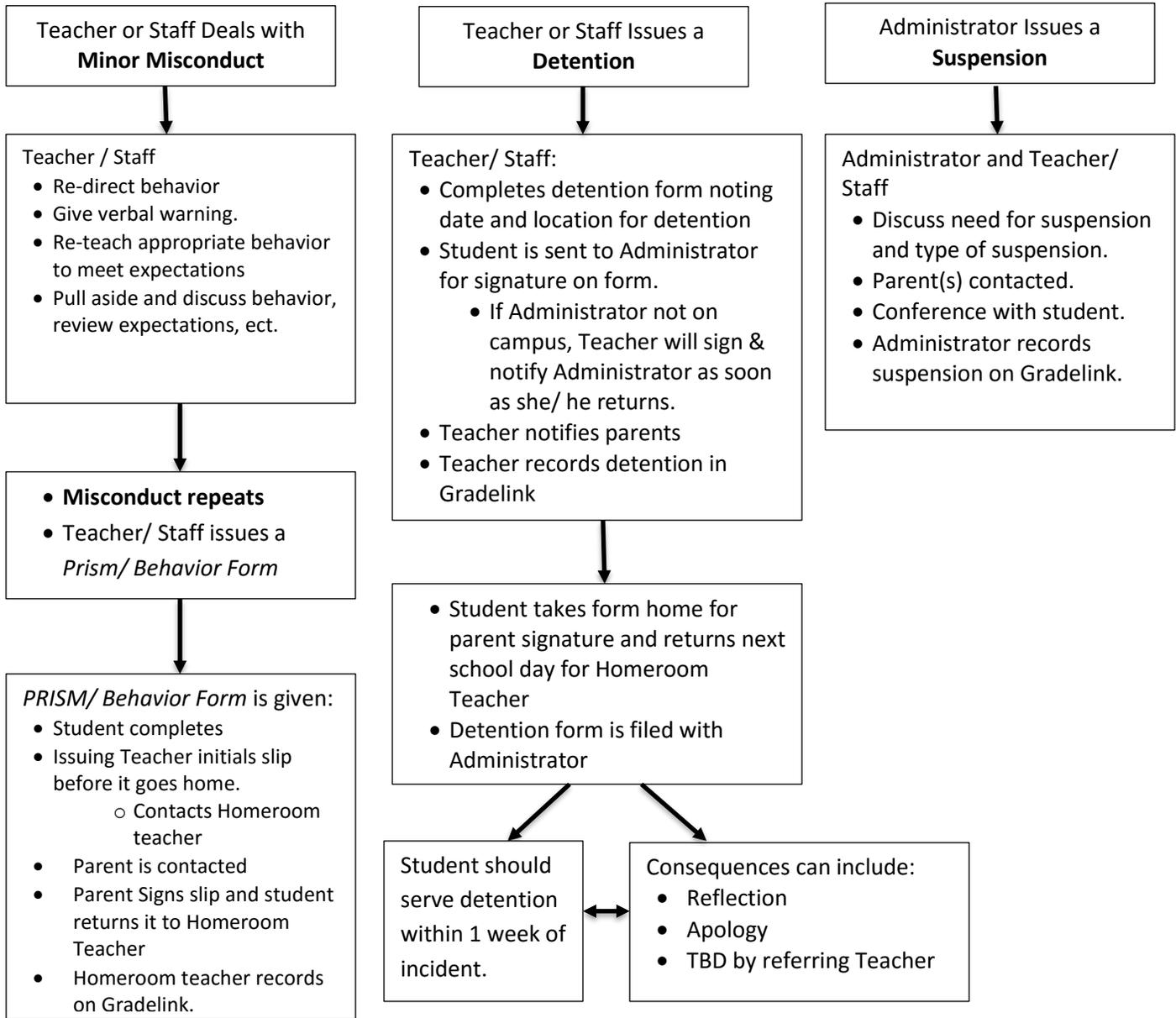
PRISM is the acronym for the expectations we have for each student of St. Matthew School at all times in all situations.

- P **Pride.** This is exemplified in school spirit, being proud to be a member of the St. Matthew School Community and pride in the quality of effort and work the student invests in the curricular and extra-curricular activities.
- R **Respect.** All students are expected to be respectful at all times to each other, staff, volunteers and visitors and to school property. This expectation applies to all communication including electronic communication.
- I **Inclusion.** Everyone we meet and know is a child of God with unique gifts and perspectives. All are welcome.
- S **Safety.** Everybody shares the responsibility of keeping our school a safe place, physically and emotionally.
- M **Manners.** Polite and thoughtful consideration is practiced in all our interactions.

#### **Student Responsibilities**

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. Each student should understand and accept this responsibility in maintaining an atmosphere in which all students can learn without interruption. In order to accomplish this, the student must observe the following standards of behavior:

**St. Matthew School**  
**Procedures for Handling Misconduct**  
 (Classrooms, School, ESS, Playground, Carpool, After-School Clubs etc.)



<b>St. Matthew School Misconduct Definitions</b>	
<b>Minor Misconduct Behaviors</b>	<b>Definition</b>
Inappropriate language	Student engages in low-intensity use of inappropriate language not directed at a person Example: <ul style="list-style-type: none"> <li>• cursing after stubbing a toe</li> </ul>
Dress code violation	Student wears clothing that is not within the dress code guidelines outlined in the Family Handbook.
Disrespect	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Examples: <ul style="list-style-type: none"> <li>• arguing</li> <li>• tone of voice</li> </ul>
Abuse of Electronics Policies	<ul style="list-style-type: none"> <li>• Student abuses the cell phone policy <i>Acceptable Use Policy for Cell Phones</i> or use of portable music devices without permission: <i>Students may have a cell phone at school but must be turned off and remain in the student's backpack while on school property. The cell phone may only be used with staff permission.</i></li> </ul>
Disruption	Student engages in low-intensity, but inappropriate disruption Examples: <ul style="list-style-type: none"> <li>• noises</li> <li>• rocking chair</li> <li>• tapping pencil</li> <li>• blurting.</li> </ul>
Failure to follow school rules	Disregard of school-wide expectations. Examples: <ul style="list-style-type: none"> <li>• running in the hall</li> <li>• inappropriate voice level</li> <li>• note passing</li> <li>• gum chewing</li> <li>• chronic tardiness</li> </ul>
Physical contact	Student engages in non-serious but inappropriate physical contact. Examples: <ul style="list-style-type: none"> <li>• not keeping hands to self</li> <li>• playing roughly</li> <li>• picking up other students.</li> </ul>
Property Abuse	Student engages in low-intensity abuse of property. Example: <ul style="list-style-type: none"> <li>• writing on books, desks, walls, bulletin boards, etc.</li> </ul>
Defiance	Student engages in brief or low-intensity failure to respond to adult requests to do something. Example: <ul style="list-style-type: none"> <li>• <i>Ignore adult requests</i></li> </ul>
Stealing	Student engages in minor acts of stealing. Example <ul style="list-style-type: none"> <li>• taking a pencil from another student.</li> </ul>
Unsafe Behaviors	Student engages in unsafe behaviors. Examples: <ul style="list-style-type: none"> <li>• mock fighting</li> <li>• bouncing a ball at carpool</li> <li>• bringing inappropriate items such as water balloons, squirt guns</li> </ul>

	<ul style="list-style-type: none"> <li>• riding bike on campus</li> <li>• not obeying crossing guards,</li> </ul>
<b>Major Misconduct Behaviors*</b>	<b>Definition</b>
Repetition of minor offenses.	Repeated disregard for school-wide expectations and disrupting the learning environment.
Abusive language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way that is directed at someone.
Fighting / Physical Aggression	Student engages in actions involving serious physical contact where injury may occur. Examples: <ul style="list-style-type: none"> <li>• hitting</li> <li>• punching</li> <li>• throwing objects, etc.</li> </ul>
Defiance	Student engages in continuous noncompliance. Examples: <ul style="list-style-type: none"> <li>• refusal to follow directions</li> <li>• talking back</li> <li>• engages in socially rude interactions.</li> </ul>
Disrespect	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy. Examples: <ul style="list-style-type: none"> <li>• inappropriate gestures</li> <li>• arguing</li> <li>• yelling.</li> </ul>
Harassment / Bullying	Student communicates disrespectful messages (verbal or gestures) to another person that include threats and intimidation, obscene gestures, pictures, or written notes.
Stealing	Student is in possession of, has passed on, or is responsible for removing someone else's property without that person's permission.
Dishonesty	Student delivers message that is untrue and/or deliberately violates the rules. Examples: <ul style="list-style-type: none"> <li>• plagiarism</li> <li>• forging signatures,</li> <li>• lying</li> <li>• cheating</li> </ul>
Property Damage	Destroying school supplies or property
Unsafe Behaviors	Student leaves supervised area for a length of time. Examples: <ul style="list-style-type: none"> <li>• leaving campus without permission,</li> <li>• possession / use of tobacco products</li> <li>• matches</li> </ul>
Weapons	Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.

**\*At the discretion of the Administrator and/or Teacher, a major problem behavior will result in a detention or suspension.**

**Detention**

Detention after school hours; and restitution for damage are considered appropriate consequences. Students will bring home a "Conduct Referral Slip" which will include the date the detention is to be completed. One copy of the slip will remain with the teacher and one copy will remain on file in the school office. Detention times are (K-3) 3:15-3:30 and (4-8) 3:15-3:45.

In grades K-3, students will write a reflection piece and in grades 4-8, students will write an apology letter to person/people affected. No excuse will be accepted for a missed detention and will result in a second detention. Three detentions will result in a one-day suspension. A detention will be given for the following offenses:

- Failure to observe general rules of order regarding behavior in the classroom, on the playground, or in any school buildings. (see student responsibilities)
- Putting others down or teasing with rude or insulting comments.
- Swearing, using vulgar or inappropriate language (verbal or written), using obscene gestures, or negative body language.
- Failure to be in designated areas at designated times.
- Being in an unsupervised area for a length of time.
- Property damage
- Intentional physical harm
- Dishonesty by lying, cheating, plagiarism, or forging signatures.
- Interfering or disrupting of the learning environment.
- Disrespect shown toward any students, any school staff or volunteers verbally, in writing, or by any actions.
- Willful disobedience of any authorized personnel.
- Fighting or mock fighting.
- Repeated violations of any school rules.
- Repeated disruption of the learning environment.
- OTHER INAPPROPRIATE CONDUCT.

**Suspension**

The student is removed from class for a given period of time. Suspension may be in school or at home, as determined by the principal. Suspensions are a part of a student's permanent file. The following offenses committed by students while under the jurisdiction of the school could be reasons for suspension:

- Harassment or teasing, which includes repeated conduct or expression directed toward another for the purpose of intimidation.
- Numerous detentions in a given trimester.
- Vandalism which includes damage or destruction or defacing school property, other people's property, or adjacent property during school hours. Students found guilty of vandalism will be responsible for replacing the damaged property or paying for restitution.
- Unauthorized entry to or use of any of the school facilities.
- Possession or use of tobacco, tobacco products or matches.
- Lying, cheating, or stealing.
- Use of objects as weapons.
- Truancy.
- Repeated disruption of the learning environment.
- Repeated violations of any school rules.

**Expulsion**

The student is asked not to return to St. Matthew School for the remainder of the school year.

**Weapons at School**

Any object used to intimidate, threaten or cause bodily harm must be considered a weapon. A facsimile of any weapon used to threaten, intimidate or coerce should be treated as a real weapon. If the principal determines that a weapon falls

into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation.

USE OR POSSESSION OF DRUGS OR ALCOHOL AT ANY TIME WILL RESULT IN IMMEDIATE EXPULSION.

#### Procedures for Suspension or Expulsion

1. Parents will be notified before a student is sent home and are expected to conference with the principal and teacher(s) before the student is allowed to return to school.
2. At the occasion of a conference regarding suspension, a parent may be notified by the principal or pastor that probation or expulsion could follow.
3. Terms of probation will be in writing by the principal.
4. In cases of EXPULSION, parents and/or student have the right to request a hearing from the pastor and/or his delegate.
5. Before a student is readmitted after a multi-day suspension, parents and student must meet with the principal.
6. Students will be responsible for any missed school work.

#### Hearing Procedure in Case of Expulsion

The Due Process for expulsion of a student is:

1. When the principal decides to expel a student a certified letter is sent to the student and parents or guardians.
2. The letter states specified charges lodged against the student, notes the disciplinary action, and states the student's right to a hearing.
3. If the parents request a hearing with the principal and pastor, they reply in writing within ten school days. If a reply is not received within this ten-day period, the student and parents are deemed to have waived a hearing and the disciplinary action takes effect. If a hearing is requested, it is held within five school days of such a request.

#### Guidelines for Discipline (Outside Activities)

The Guidelines for Discipline (in School), as outlined previously, shall apply in principle to school "outside activities" as well. Outside activities shall be defined as any official school sponsored activity, on or off school grounds, which takes place outside normal school hours, and is not under the direct supervision of a faculty/staff member of St. Matthew School. These activities are generally, but not limited to, parent sponsored and supervised events for the students' participation (i.e. school dances). Student discipline at any "outside activity" shall be the responsibility of the parent involved in the particular activity.

**Note:** Coaches involved in CYO activities shall be guided by the disciplinary policies of the CYO as well as the St. Matthew guidelines for discipline. Parents supervising "outside activities" are responsible for becoming familiar with the "Guidelines for Discipline" and administering disciplinary procedures as appropriate. Student disregard of important rules of conduct at "outside activities" will have disciplinary action which may be a verbal warning, temporary removal from the immediate area, referral to parent and/or to principal. The Principal will then initiate procedures from the "guidelines for discipline" or "disciplinary actions" such as suspension and expulsion as/if deemed appropriate.

#### Bullying

Bullying is not acceptable by or toward any member of the St. Matthew School community – student, staff, volunteers or visitors. Repeatedly targeted teasing, threatening, intimidating, name calling and excluding others are forms of bullying. St. Matthew School follows the Archdiocesan policies of the Archdiocese of Seattle and laws enacted by the State of Washington in dealing with bullying or harassment issues. The Archdiocesan policies are included in this handbook. Teachers have received training on teaching and implementing programs that increase students' capacity to develop empathy, control impulses and manage their feelings. Teachers and students model and practice ways to solve problems and resolve conflicts through communication skills and class meetings.

The Top Ten Things Adults Should Know About Bullying:

1. If you're not part of the solution, you are part of the problem.
2. You should report bullying immediately if you don't feel safe.

3. Bullying happens when a person keeps teasing or threatening after they've been told to stop.
4. You can report bullying at any time.
5. Bully is one-sided and involves a difference in power, age, size or status between people.
6. Bullying is when someone hurts, threatens, frightens, or leaves someone out on purpose.
7. When reporting a bullying situation, remember to include the 4 W's: Who, What, Where and When.
8. There are two types of bullying: behind-the-back (this includes prank calls and electronic communication) or face-to-face.
9. Reporting bullying is not tattling.
10. Spreading rumors is a form of bullying.

(ARCH Policy 4.6)

1. Any threat by a student to inflict harm to self or others must be taken seriously and addressed immediately.
  - a. Whoever hears a threat should report it immediately to the principal.
  - b. The parent/guardian of the student who has made the threat should be notified immediately.
  - c. The principal will decide if police support or notification is needed and will notify the police when necessary.
  - d. The student should be kept in the principal's office under supervision until the police, if called, and the parents arrive.
  - e. Any parent/guardian of a student who has been threatened either verbally or in writing as a potential victim shall be notified immediately.
  - f. The principal and/or adult witness will talk with the students involved separately and ask them to write out the circumstances of the incident.
  - g. The student victimizer may be placed on an Intervention Suspension or immediate expulsion. If the student is placed on an Intervention Suspension, the student must see a mental health professional who is a psychiatrist/psychologist (Ph.D.). An evaluation/risk report must be provided with recommendations before the student is admitted back into school.

NOTE: The parent chooses the mental health professional by contacting their medical doctor for a recommendation. To avoid liability issues, the school's counselor should not be involved in preparing an evaluation/risk report. The principal should require a written release from the custodial parent to allow the sharing and receiving of information with the mental health professional.

- h. The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
  - i. The principal shall receive a written, comprehensive detailed evaluation report and a documented treatment plan from the mental health care professional. The plan should state the basis upon which he/she determined that the student is not/ does not pose a danger to self or others. The principal shall make the decision whether to readmit the student to the school. The mental health care professional shall provide a follow-up assessment of the student within 30 days, and, if the student has been readmitted to the school, provide a copy of the follow-up assessment and/or evaluation, and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.
  - j. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file with access only by the principal and/or pastor and should not be part of the student's academic/disciplinary file. Before being destroyed, this documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission.

Other consequences may be warranted to safeguard the welfare of the student victimizer and other members of the school community. When readmitted to school, the principal should place the student on a behavior plan. The plan should be reviewed every three weeks until the recommendations of the mental health professionals and/or the consequences of actions from the school have been met. The school can adopt an immediate expulsion policy but an Intervention Suspension is recommended as a better way to assist the student and family.

2. Any threats made by the parents of a student will result in that family's registration at the school being made probationary for the remainder of the school year or the following school year. Probationary status will not be reversed until the investigation of the alleged incident has been completed and the recommendations or requirements for

resolution of the incident have been met to the principal's satisfaction. If an adult threatens the safety of the principal or any other member of the school staff, the principal or threatened member of the school staff may take legal action by calling the police or seeking a restraining order.

### **Harassment (Policy 4.7)**

The Archdiocese of Seattle and St. Matthew School is committed to promoting a healthy work environment in which all employees and students are treated with dignity and respect. As part of that goal, the Archdiocese works to have the work place and school free from harassment of any kind. St. Matthew School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner and in as confidential a manner as possible and if needed, will involve the Archdiocese of Seattle to investigate as appropriate, address complaints of harassment. All allegations of harassment should be addressed and handled at the lowest appropriate level.

The Archdiocese of Seattle commits itself to providing appropriate support and assistance to the alleged victim and the alleged harasser during an investigative process and to work for reconciliation between the person alleged or confirmed to have been harassed and the person alleged or confirmed to have harassed. The Archdiocese of Seattle further commits itself to prevent any retaliation or reprisal for initiating or filing a complaint of harassment. The Archdiocese of Seattle recognizes that all allegations of harassment are not always or necessarily proven.

### **Definition**

Harassment is verbal or physical conduct towards an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology, or that of his/her relatives, friends, or associates and that:

1. Has the purpose of creating an intimidating, hostile or offensive educational or work environment; or
2. Has the purpose or effect of unreasonably interfering with the individual's work performance or education; or
3. Otherwise adversely affects the individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's or students' premises, or circulated in the school or workplace.

### **Addressing Harassment**

A person who believes that he or she has been harassed has three options for initiating informal action:

A school employee or student who believes he/she has been harassed may elect to verbally express displeasure to the individual allegedly harassing before notifying the immediate supervisor of the objectionable conduct. If the person accused of harassing does not cease the objectionable conduct, the person verbally reports the harassment to the principal.

If harassment continues or if the person allegedly being harassed is not comfortable about approaching the person harassing, the person's report of harassment may go directly to the principal, unless that person is the one allegedly harassing.

If the person concerned is unable for any substantial reason (including that referenced in #2 above) to approach the principal, he/she should inform the pastor, if the school is a parish school.

A supervisor who believes, observes, or has been told that harassment may be occurring is required to verbally report any such harassment promptly to the principal or pastor, as appropriate, who will promptly initiate an investigation of the concerns and attempt to resolve the situation without completing the formal written complaint of harassment.

A complaint regarding harassment becomes formal when the person allegedly being harassed prepares and signs a written statement describing the harassment and naming the alleged harasser. If there is difficulty in preparing this document, the complainant may choose to describe the harassment verbally to the principal or, as appropriate, pastor (or the Assistant Superintendent for Personnel if the complaint is against the pastor), who will prepare a verbatim written account of the conversation. The complainant will review it, revise it as necessary, and approve it as accurate by signing the written account.

Upon receipt of a formal complaint of harassment, the principal, pastor or their delegate (or the Assistant Superintendent for Personnel, as appropriate) will initiate an investigation of the complaint. This investigation will include a meeting with the person alleged to have harassed, identifying the nature of the allegations and the identity of the person bringing forward the allegation.

The alleged harasser and the person filing the complaint will receive a copy of the written complaint filed. The alleged harasser must make a written response to the written complaint.

The first and foremost purpose of the initial contact is to effect healing and reconciliation, using all necessary resources to produce such a resolution. If reconciliation is deemed necessary, the principal, pastor (or the Archbishop if the alleged harasser is a pastor) may place the alleged harasser on paid administrative leave during the course of the investigation.

A written report of the findings of the investigation will be made available to the appropriate parties involved. The report will include an opinion and conclusion as to whether harassment has occurred, what resolution, if any, has been effected, as well as any other relevant information.

Based on the results of the investigation, the principal, pastor (and the Archbishop, if appropriate), in consultation with all appropriate persons, will determine what, if any, disciplinary action is warranted. The disciplinary action will take into account the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination or administrative leave if the offender is an employee, or expulsion if the offender is a student.

If a complaint of harassment is found to be false, the Parish/Agency of the accused reserves the right to redress the complaint.

The principal or the pastor will maintain complaints of proven harassment and all subsequent relevant information about the investigation.

At any point during this process, the Archdiocesan Office of Due Process or the Assistant Superintendent for Personnel is available for consultation.

Any appeals about the process, findings and resulting decisions of the investigation may be made to the Due Process Administrator of the Archdiocese.

## **EXTRA CURRICULAR ACTIVITIES**

### **Athletics**

After school sports are offered on a regular basis and these are coached by parents or other interested adults. School sport programs are offered through CYO. Forms for CYO sports are available in the school office and at the school website. Completed forms may be given to the coach or sent to the school office. An annual athletic fundraiser, Huff 'n Puff, provides funds for the school's athletic programs.

### **Band**

Band classes are provided for students in grades 4-8. A teacher from Bishop Blanchet High School coordinates this program. There is a fee for this program.

### **Choir**

Students in grades 5-8 can participate in choir. The Choir sings at school liturgies, concerts and assemblies. Choir practices are scheduled by the music teacher.

### **Scouts**

Boy and Girl Scout troops may be organized by parents or parish members and are sponsored under the name of St. Matthew Parish. Campfire Girl troops are also organized. The Scout uniforms may be worn to school on meeting days.

### **Speech Team**

Sixth, seventh and eighth grade students are encouraged to participate in Speech Team. Speech Team will have scheduled meetings after school. The students participate in speech tournaments sponsored by various high schools in the area.

### **Student Council**

The Student Council represents the student body through elected officers from the upper grades. The Council is primarily a service organization to the students, the staff, and the parish. Through its activities students learn citizenship by taking part in activities that a good citizen of the school, community and world, is called to do. Through its functions, the students can practice cooperative decision-making and develop a spirit of loyalty and responsibility. Officers are elected to serve one school year. A staff member serves as an advisor.

### **Yearbook**

A yearbook committee, composed of 8th grade students, is formed each year and is directed by an 8th grade parent volunteer, with the guidance of school staff. This committee will be responsible for the yearbook creation. The goal is to produce a yearbook each spring for purchase by our students.

## **FIELD TRIP POLICIES AND FORMS**

### **Field Trips**

Field Trips are extensions of the curriculum. They are initiated by the classroom teacher and approved by the principal. An Archdiocesan-approved permission form is prepared and sent home for parent approval. It is signed by the parent or guardian and must be on file at the school for each student leaving campus. If the form is not received by the school prior to the field trip, the student remains at school under staff supervision. Verbal permission is not sufficient. Field trips are a student privilege. Students may be denied participation if they fail to meet academic or behavioral requirements.

Specific requirements for school field trips:

According to **Washington's Child Passenger Restraint Law:**

- Children under age 8, unless they are 4'9" tall (which ever comes first), must be restrained in an appropriate child restraint system (car seat or booster seat).
- Children 8 years old or at least 4'9" tall who wear a seat belt MUST use it correctly (never under the arm or behind the back) or continue to use a child restraint.
- Children less than 13 years old are to be transported in the back seat, where it is practical to do so.

Drivers must be 21 years of age or older. They must have completed a background check for volunteers and be compliant in the Archdiocese Safe Environment policies.

Drivers must have on record a current Field Trip Driver Information Form. They must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per occurrence and this must be confirmed on the Field Trip Drivers Form.

A current Field Trip Drivers Form must be completed and kept on file in the school office.

**HEALTH/MEDICATION****Immunization of School Children**

To attend public/private school in Washington state each child must present:

A signed Certificate of Immunization Status form showing proof of full immunization per the required Child Immunization Schedule posted at:

<http://www.doh.wa.gov/cfh/Immunization/documents/childschedule.pdf>

or

A medical exemption with health care provider signature

or

Personal or religious exemption with a parent/guardian signature

The parent or guardian must present a complete and signed state Certificate of Immunization Status form with correct dates of immunizations or exemptions on or before the first day of school. No child may enter school unless the school administration is in possession of the form. Exceptions to this requirement, by state law, are made in special circumstances noted on the immunization form.

**Head Lice**

When a case of head lice is discovered on your child or yourself, contact your physician and treat.

**DO NOT** attend school until you have begun treatment. Report the case of Head Lice to your child's teacher and the school office. Keep your children out of school for 48 hours after treatment has begun.

You are asked to report the head lice so that the school may be cleaned, thus preventing re-infestation of your child and spreading the lice to others. If you have questions or concerns, please direct them to the teacher or school office.

After a report of head lice, all children in the reported classroom and the classroom of siblings will be checked. Families will be informed if lice is found on their child. Families in reported classrooms will also be notified.

**Medication**

If under exceptional circumstances a student is required to take a medication during the school hours and parent cannot be at school to administer the medication and a student's health may be in jeopardy without it, then the school administrative assistant, or designated persons, shall administer the medication in compliance with the regulations that follow:

A written statement is required from the parent who will request and authorize the school to give the medication in the dosage prescribed by the physician.

Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, the name of the medication, dosage, frequency and time it is to be given, the name of the prescribing physician and the date the medication was obtained.

Parents should also provide one extra day of medication for the classroom emergency backpack. Any child prescribed an Epi-pen is required to provide one for the school, which will be maintained in the school office, as well as one in the classroom emergency backpack.

**NOTE:** All medicines will be stored in the school office. In order to provide Tylenol, Ibuprofen, Benadryl, cough drops or Tums to a student, a parent signature must be provided on the student demographic form allowing the school administrative assistant to dispense the medications.

**First Aid/Safety**

First aid will be given for minor injuries that occur at the school. If a child is seriously injured or becomes ill while at school, parents will be notified immediately. We must have an emergency name and phone number on file. A doctor's written note must be provided for a child to abstain from outdoor recess or fitness class.

**PARENT SERVICE TO SCHOOL/PARISH REQUIREMENT****Parent Commitment Hours**

The tuition charged at St. Matthew School covers only a part of the operational costs. Catholic families are frequently supported financially by their local parish. Parent volunteer services are necessary to keep costs reasonable and to provide support services within school as well as raise funds. Each family is required to contribute time in service to the school and/or parish during the year. A total of 40 hours is required per enrolled family. Every family is expected to support the School Fund Drive, Annual Auction and the \$CRIP Program. Eight (8) of the forty volunteer commitment hours needs to be spent helping the fundraising activities of the school.

All fundraising activity of the school must be cleared through the School Commission and the Parish Finance Council at least 60 days prior to advertising the event.

Parents are responsible for accurately reporting commitment hours. Unreported hours will be billed at the rate of \$20.00 per hour at the end of the school year.

**PARENT/STAFF RESPONSIBILITIES****Parent Responsibilities**

As the primary educators of their children, parents have the greatest influence on a child's thinking and behavior. The school cannot attain its discipline goal without active support from the family. It is a parent's responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian. These responsibilities include:

- Supporting the spiritual development of your child by modeling Christian Catholic values.
- Keep current the record of Volunteer/Commitment Hours (via the website or paper form in kid mail folder).
- Keep current with all financial obligations to the school.
- Support \$crip, the Auction and participate in the Annual School Fund Drive.
- Fostering in your child a Christ-like concern for all students and their dignity.
- Sending your child to school on time and prepared to learn.
- Upholding the rules and policies of the school. (see Student Responsibilities).
- Sending the student to school in proper uniform.
- Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children.
- Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to have been treated unfairly.
- Attending conferences.
- Assisting your child in establishing a specified time and place to complete homework and overseeing its completion. This includes helping your child develop organizational skills necessary for success.
- Making certain that your child does not return to school after an illness until he or she is completely well. Temperature should be normal for 24 hours and your child should not have vomited for 24 hours.
- Making certain your child attends school regularly and is punctual. Parents are asked to give teachers, principal and secretary 10-14 days written notice when a child will miss school due to a vacation. Absences due to vacations taken during school time are considered non-excused, and could be detrimental to your child's progress. If parents fail to give written notification teachers may choose to not accept the student's make-up work. Students will be held accountable for all work assigned by the teachers and are responsible for arranging with teachers, time to take missed tests.
- If a parent fails to assume responsibility in any of the above, the principal may ask that the parent withdraw their child(ren).

**Moderators/Coaches Responsibilities**

- Modeling Christian values of respect toward players, parents, and other coaches in practices and competition
- Attending all training meetings as required by CYO and or the school.
- Maintaining an atmosphere that ensures each student's right to an education and personal growth without fear of intimidation by others.
- Providing athletic instruction appropriate and challenging to the students.
- Helping students develop pride in their school based on respect for themselves and others.

- Enforcing all CYO and school rules.
- Dealing promptly, consistently and fairly with unsportsmanlike behavior among student players/participants.
- Keeping parents, the athletic director and principal informed about the behavior and performance of students.
- Supervise students for safety
- Return and account for all uniforms and equipment as requested.
- Ensure appropriate participation and opportunity for each child according to the CYO guidelines

### **Teacher Responsibilities**

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

- Modeling Christian values
- Maintaining an atmosphere that ensures each student's right to an education and personal growth without fear of intimidation by others.
- Providing academic instruction appropriate and challenging to the students.
- Helping students develop a pride in their school based on respect for themselves and others.
- Enforcing all school rules.
- Dealing promptly, consistently and fairly with unchristian behavior among students.
- Keeping parents and principal informed about the behavior and academic performance of students.
- Supervise students for safety and learning.

### **Principal's Responsibility**

It is the principal's responsibility to administer the total educational program of the school in conformity with its philosophy and goals. To achieve this, the following are necessary:

- Representing the needs of students, seeing that their right to a Catholic education is ensured.
- Supervising and evaluating staff and students.
- Articulating school programs to parents and communicating parent input to school personnel.
- Facilitating the work of school personnel in their efforts.
- Working with the School Commission and Parent Club.
- Enforcing school policy as defined by the School Commission.
- Working with parish staff.
- Responsible for curriculum development in all areas.
- Responsible to the Office for Catholic Schools.
- Responsible for teacher hiring and placement and stimulating professional growth.
- Responsible for management of resources and operational procedures.
- Responsible for furthering Christian human relations among all persons involved.

### **Parents or Guardians Due Process Procedures in Case of Conflict with School Employees**

For a conflict arising between a parent or guardian and a teacher, the principal, or other school employees.

A. At the school level:

1. Informal grievance:

a. For a grievance between a parent or guardian and a teacher or employee of the school:

- The aggrieved parent or guardian shall first talk directly and privately to the employee with whom he/she has a grievance.
- If he/she is still dissatisfied, he/she may talk to the principal.

b. For a grievance between a parent or guardian and the principal:

- The aggrieved parent or guardian shall first talk directly and privately with the principal.

2. Formal grievance: (Documentation from this point on shall be kept by all parties concerned for future reference.)

a. If the parent or guardian is still dissatisfied, he/she may send a formal letter to the principal stating the grievance. The formal letter should summarize all relevant facts, the basis for the grievance, and the action or resolution the aggrieved parent or guardian seeks.

b. The principal shall respond by return letter within ten school days.

B. At the Parish level: If the aggrieved party is still dissatisfied, he/she may seek recourse from the pastor/priest administrator.

Informal recourse: The parent or guardian shall first talk directly and privately with the pastor/pastoral life director about his/her grievance.

1. Formal recourse:

a. If the parent or guardian is still dissatisfied, he/she may send a formal letter to the pastor/priest administrator stating the grievance.

b. Within 21 days of receiving the letter from the parent or guardian, the pastor/priest administrator will see that the following three tasks are completed:

- He will respond immediately to the parent or guardian within ten school days.
- He will review Archdiocesan and school policy, gather all relevant facts, and hold a formal hearing with the parent or guardian and other affected parties present to hear each other's testimony.
- He through written letter will notify the parent or guardian, the affected party or parties, and the principal of the decision on the matter.

c. At the Archdiocesan Level: If the parent or guardian is still dissatisfied, he/she may seek recourse from the DUE PROCESS of the Archdiocese. This is initiated by contacting the Personnel Consultant of the Office of Education.

d. Civil Recourse: If, after the Archdiocesan DUE PROCESS has run its course, the parent or guardian is still dissatisfied, he/she may wish to seek legal recourse.

## **STUDENT SERVICES**

### **Extended School Service – ESS Before and After School Care Program**

Extended School Service is offered to families of St. Matthew School to provide a safe, caring environment for their children before and after school.

#### **Before School:**

Students arriving before 8:00am must be checked into ESS by a parent/guardian.

#### **After School:**

School dismisses at 3:00pm.

After the 3:12pm bell students who are still on campus must check into the ESS unless:

They are attending study hall or an approved activity with a parent or teacher.

They are being supervised by a parent/guardian. Students must follow school rules.

ESS operates on school days beginning at 7:00am and from dismissal until 6:00pm

K-8 children are supervised at all times. Activities include outside and inside games, homework, art and snack.

The Archdiocesan insurance covers this program.

ESS is available to all registered students on a drop-in basis. The fee is \$4.00 per hour, per child. A \$1.00 per minute fee is charged after 6:00pm.

All parents/guardians are required to sign in their children inside the ESS portable in the morning and must sign them out in the afternoon as well. A note signed by the parents is required if another adult or sports coach is picking up their child. Please DO NOT drop your children off in the parking lot to escort themselves into ESS. Children are not authorized to sign themselves in before school or out after school.

Inclement Weather – Information will be posted on TV, radio and the school website. If the school is closed for inclement weather then ESS is closed.

## **TECHNOLOGY AND THE INTERNET**

### **Computers and the Internet**

The use of computers is a privilege. Students are expected to use computers, Internet access and electronic communication responsibly. Every student must sign an Acceptable Use Policy Agreement (AUP) and have this signed by

their parents prior to using computers and the Internet. Misuse of computers or disrespectful electronic communication will result in revoking technology privileges, informing the parents and possible disciplinary consequences.

### **Cell Phones/Electronic Games**

Electronic games are not allowed at school or ESS. Cell phones may be brought to school but must remain turned off during school hours. The principal reserves the right to confiscate any items deemed inappropriate. Between 7am and 6pm students may use the phones in the office or ESS and on rare occasions, a cell phone with staff permission.

### **Use of School Grounds**

St. Matthew School assumes liability for students only during school hours. The school is not responsible for any accidents occurring on the grounds before or after school unless a child is checked into ESS. Children who arrive at school before 8:00am will be expected to check into ESS for their safety. St. Matthew has a closed campus policy. No child is ever permitted to exit the school property during school hours without his/her parent's signature. Additionally, students must be checked into ESS before and after school hours (8:00am – 3:12pm) unless they are with a parent/guardian, attending study hall or a school sponsored event.

## **USE OF STUDENT INFORMATION**

### **Educational Records**

The school abides by the provisions of the 'Family Educational Rights and Privacy' with regards to parents' rights of access, custodial parent to his or her child's school records. Both custodial and non-custodial parents may inspect their student's records in the presence of the principal or designee, unless there is a court order or decree presented to the principal restraining a parent from such contact and inspection.

### **VISITORS**

All visitors (including parents) are required to report to the school office and sign-in. Only the school administrative assistant may retrieve a child from the classroom during class time.

### **SCHOOL UNIFORM POLICY \* Final decision on uniform policy items rests with school administration \***

Students of St Matthew School will wear the official school uniform.

Each student has the responsibility to be neat in appearance at all times.

Students are to be in uniform unless a non-uniform day is designated.

**The uniform is to be clean, well-pressed, properly fitting and in good repair.**

### **Non-compliance will result in the following steps:**

**1<sup>st</sup> time:** A student will be given the opportunity to select the necessary items from the used uniforms and a note will be sent home from teacher stating the uniform infraction.

**2<sup>nd</sup> time:** Parents will be called to bring the appropriate uniform items to school or take the student home to change.

**3<sup>rd</sup> time:** A detention will be given.

### **BOYS AND GIRLS**

#### **Shirt/Blouse – Must be tucked in**

White button-down, collared shirt/blouse – long or short sleeves

White polo shirt – long or short sleeves

Grades 6-8 Navy polo optional

Must have logo

Must be worn as part of uniform every day

Must be worn over blouse /polo

Pre-K-5 Mayfair Blue (regulation color from Dennis Uniforms)

6-8 Navy (Regulation color from Dennis Uniform)

#### **Sweater/Sweatshirt/Fleece Vest – Must have and is part of the full uniform.**

Cardigan knit sweater

Pullover sleeveless vest

Sweatshirt

Fleece vest

#### **Pants/Shorts**

PreK-5 Navy twill, relaxed fit pants/shorts

6-8 Khaki twill, relaxed fit pants/shorts

No stretch, pencil, taper or skinny silhouette

No cargo style or sagging pants

No jeans on uniform days

**Shoes**

Safe and appropriate for school  
Tie/Velcro/buckle  
Sturdy athletic shoes for fitness  
No open toed shoes  
No boots worn in the school  
No Crocs, flats, heels or clogs

**Sock/Tights/Leggings**

Must be worn every day  
Socks must show above the shoe  
Solid colors in white, navy or black only.  
Leggings must be full length to the ankle

**Jewelry****No jewelry is allowed except:**

Cross/crucifix necklace  
Small stud post earrings (girls only)  
Student activity/award pins or patches  
No bracelets/anklets  
One watch is permissible

**SPIRIT DAYS**

Each Friday is Spirit Day, except Mass days when students will wear the full uniform  
Students wear a St. Matthew Spirit Day t-shirt/sweatshirt or St. Matthew team sport jersey  
Blue jeans, uniform pants or uniform shorts and uniform skirts or skorts are acceptable  
No sweat pants, athletic shorts, yoga pants, spandex, leggings as pants or ill-fitting jeans are allowed

**FREE DRESS**

Free dress is a privilege. Students earning a Free Dress Coupon may wear free dress on any Tuesday (unless there is a Mass) with the following requirements:

Tops – t-shirts/sweatshirts (no inappropriate language or graphics), sweaters, long/short sleeved, no spaghetti straps or sleeveless tops, no cropped tops

Pants/shorts/skirts/dresses – jeans/pants (no holes), shorts (must be to the knee or two inches above, can be athletic type shorts), no cutoffs or bike and track shorts, no pajama type pants/shorts, skirts and dresses (must be to the knee or two inches above), no yoga pants or leggings as pants or ill-fitting pants/jeans

Shoes – safe and appropriate for school (as stated above)

Socks – must wear socks, can be colored

**The rules for free dress will be enforced. Your child will be asked to change into uniform clothes that we have on hand, or call a parent to bring them appropriate clothing. Free dress may be revoked for repeated offenses.**

**PURCHASING**

Uniform items may be purchased at any clothing store as long as they follow regulations  
The uniform sweaters, sweatshirts, fleece vests and plaid skirts, skorts and jumpers are only available at:  
Dennis Uniform  
12608 Interurban Avenue South  
Tukwila WA 98168  
206-431-2000  
[www.dennisuniform.com](http://www.dennisuniform.com)

**Hair**

Hair should be clean, combed and neatly trimmed  
No unnatural hair color or distracting hairstyle  
Hair must not cover the eyes  
Boy's hair must be trimmed above the collar  
No hats allowed in school building

**Makeup**

No makeup or nail polish is allowed  
No tattoos or henna

**GIRLS**

Jumper for K-5 – Regulation plaid 00 – available through Dennis Uniform only  
Skirt/Skort – Regulation plaid 00 – available through Dennis Uniform only  
Grades 6-8 – Khaki or Navy skirt/skort  
Length: Top of knee to two inches above

**Mass and Assemblies Uniform:** clean and in full uniform per above policy

