




# ST. MATTHEW SCHOOL FAMILY HANDBOOK 2023-2024

*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*

1230 NE 127<sup>th</sup> Street  
Seattle, WA 98125  
(206) 362-2785





Julie Prepotente, Principal  
[jprepotente@stmattschool.org](mailto:jprepotente@stmattschool.org)

Greg Hawksford, Lead Teacher  
[ghawksford@stmattschool.org](mailto:ghawksford@stmattschool.org)

Sandra Walls, Office Manager  
[swalls@stmattschool.org](mailto:swalls@stmattschool.org)

Helen Damitio, Business Manager  
[hdamitio@stmattschool.org](mailto:hdamitio@stmattschool.org)

Stacy Pretti, Director of Marketing & Admissions  
[spretti@stmattschool.org](mailto:spretti@stmattschool.org)

Michael Ervin, Director of Advancement  
[mwervin@stmattschool.org](mailto:mwervin@stmattschool.org)

[www.stmattschool.org](http://www.stmattschool.org)



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## MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Matthew School! In choosing St. Matthew School you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Matthew School for the 2023-2024 school year.

The St. Matthew School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Matthew School during the 2023-2024 school year.

The faculty and staff of St. Matthew School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Julie Prepotente  
Principal

The principal reserves the right to amend this handbook for just cause should such an occasion arise. All actively enrolled St. Matthew families will be notified of any changes (and the reasons for such changes) via a notice sent home with students or by a school wide email.

## DIRECTORIES

### 2023-2024 SCHOOL FACULTY AND STAFF

Principal	Julie Prepotente	jprepotente@stmattschool.org
Pre-Kindergarten	Violy David	vdavid@stmattschool.org
Kindergarten	Hanna Johnson	hjohnson@stmattschool.org
Grade 1	Mary McCloskey	mmccloskey@stmattschool.org
Grade 2	Maggie Breuner	mbreuner@stmattschool.org
Grade 3	Maggie Breuner	mbreuner@stmattschool.org
Grade 4	Kara Herber	kherber@stmattschool.org
Grade 5	Ashlinne Whitcomb	awhitcomb@stmattschool.org
Grade 6	Annie Kasprick	akasprick@stmattschool.org
Grade 7	Bejoy Thomas	bthomas@stmattschool.org
Grade 8	Greg Hawksford	ghawksford@stmattschool.org
Music	Sue Rivord	srivord@stmattschool.org
Fitness	Michael Ervin	mervinstmattschool.org
Director of Marketing & Admissions	Stacy Pretti	spretti@stmattschool.org
Director of Advancement	Michael Ervin	mervin@stmattschool.org
Office Manager	Sandra Walls	swalls@stmattschool.org
Business Manager	Helen Damitio	hdamitio@stmattschool.org
Counselor	Brian Cruess	bcruess@stmattschool.org
Before/After Care (ESS)	Cristela Pleas	cpleas@stmattschool.org
Pastoral Leader	Father Khanh Nguyen	frnguyen@stmatthewseattle.org
PAA	Linda Haptonstall	PAA@stmatthewseattle.org
Bookkeeper	Susan Rivera	bookkeeper@stmatthewseattle.org
Administrative Assistant	Prince Kyei Baffour	ParishOffice@stmatthewseattle.org
Music Coordinator		@stmatthewseattle.org
Youth Minister	Sophia Basil	YouthMinistry@stmatthewseattle.org
Facilities Supervisor	Brian Dimak	
Maintenance	Mark Nguyen	

### SCHOOL COMMISSION MEMBERS

Chair	Johann Tan
Commission Member	
Commission Member	
Commission Member	Madeleine Robinson
Commission Member	Kari San Miguel
Commission Member	Hitayit Yilma



**SCHOOL PARENTS CLUB/ORGANIZATION MEMBERS**

President	Samantha Bulger	
Secretary		
Treasurer		
Box Tops	Brandon Feldman	
SCRIP	Leah LaCamp	<a href="mailto:scrip@stmattschool.org">scrip@stmattschool.org</a>
Used Uniform Sales	Tarah Moore & Danica Stannard	<a href="mailto:useduniforms@stmattschool.org">useduniforms@stmattschool.org</a>

Parents Club members can be reached by email: [parentsclub@stmattschool.org](mailto:parentsclub@stmattschool.org)

## ST. MATTHEW INFORMATION

### SCHOOL LOCATION

St. Matthew School is a Pre-Kindergarten through 8th grade Catholic elementary school. It is located at 1230 NE 127<sup>th</sup> Street, Seattle, Washington 98125.

### SCHOOL PHILOSOPHY & VALUES

- Being faith and family centered
- Providing an excellent education
- Maintaining a safe learning environment
- Educating and developing the whole person
- Promoting responsibility and respect
- Celebrating our diverse Catholic community

### HISTORY OF ST. MATTHEW SCHOOL

St. Matthew Parish School, a diocesan school, opened its doors in September 1955 with 190 students in five grades taught by the Sisters of the Holy Cross. Over the next three years, the school added a grade per year until there were eight grades with 50 students each. Construction on the church and school began in May 1954 and the church was completed in December.

The original school consisted of six classrooms, a large kindergarten, cafeteria, kitchen, offices, faculty room and restrooms. The parish campus expanded in the 1970 with the addition of a classroom portable to accommodate the 8th grade. The church which has been considered “temporary” since the 1950s was remodeled in the 1970s and now considered the permanent site for St. Matthew Church. A community center, for parish functions, and classroom portables for the 7<sup>th</sup> and 8<sup>th</sup> grades were added in the 1990s. Seismic upgrades and a school remodel were completed in 2001. Changes in the administrative areas included adding a health room, meeting space for staff, a workroom, and storage space. The library was also expanded, allowing for a multimedia area with computer Internet research stations.

A Pre-Kindergarten program was added and welcomed its first class of ten students in September 2010.

Over the years, many other upgrades were made to improve student learning, including the addition of interactive whiteboards in grades Kindergarten-8<sup>th</sup> as well as desktop and laptop computers, iPads, and sound field systems. During the 2021-2022 school year, St. Matthew School received a grant from Shea Homes to do interior renovations to the school building including new flooring, light fixtures, paint, and blinds for the classroom windows.

Today, St. Matthew School embraces its diversity and tight, close-knit community. St. Matthew tries hard to serve the needs of those wishing to educate their children in the Catholic faith.

## MISSION STATEMENTS

### **ARCHDIOCESE OF SEATTLE**

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### **OFFICE FOR CATHOLIC SCHOOLS**

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### **ST. MATTHEW PARISH**

We believe in Jesus Christ and welcome all who seek God's Grace. Our compassionate community embraces many cultures. Through prayer, liturgy, our ministries, and service to others, we cultivate a lifelong journey of faith.

### **ST. MATTHEW SCHOOL**

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.

## NOTICE OF NON-DISCRIMINATORY POLICY

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

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

## ACCREDITATION

### WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Matthew School was first accredited in October 1999 by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

## COVENANTS

### COMMUNITY COVENANT

St. Matthew School community strives to be a covenant community. The teachers and staff at St. Matthew School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at St. Matthew Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Matthew Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline.

### CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. Matthew Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

### CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Matthew Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to

remain enrolled in St. Matthew Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Matthew School Family Handbook.
- accept and embrace the diversity at St. Matthew Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume, smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

## ADMISSION AND ENROLLMENT POLICIES

### GENERAL INFORMATION

It is understood that St. Matthew School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Matthew School. St. Matthew School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
  - a. Current students presently enrolled at St. Matthew School.
  - b. Students of families who have children presently enrolled in the school.
  - c. Students of families who are registered, supporting and active in St. Matthew Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
  - d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
  - e. Baptized Catholics who are not covered by the above qualifications.
  - f. Non-Catholic students.
  - g. When the applicants are equal, the following will be taken into consideration:
    - i. Longevity in the St. Matthew Parish;
    - ii. Children/siblings of alumni of St. Matthew School;
    - iii. Grandchildren of long-time parishioners; and
    - iv. Results of any interviews deemed necessary by the Principal.
  - h. As in all school policies, the final decision is made by the Principal and Pastoral leader of St. Matthew.
2. Non-Catholic students will be eligible for admission if space is available after April 1st. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.

3. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
  - a. 14 in Pre-Kindergarten
  - b. 28 in Kindergarten
  - c. 28 in Grades 1st-8th
4. St. Matthew School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
5. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
6. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
7. Final acceptance will be submitted in writing to all new families admitted for the following school year.
8. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31<sup>st</sup> immediately preceding the school year for which the student seeks to enroll. Please contact the school principal for exceptions to this requirement.
9. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
10. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
11. Registration will begin each year during late winter.

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. Matthew School must have complete legal documentation required by the United States government in order to do so.

## **STUDENTS WITH LEARNING DIFFERENCES**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Matthew School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Matthew School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.



Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Matthew school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Matthew School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Matthew School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Matthew School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the school office.**

## **ADMISSION FOR RE-REGISTRATION**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must return the intent form at the beginning of February, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

## **WITHDRAWAL OF STUDENTS**

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Matthew School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school

## WITHDRAWAL REGARDING FINANCIAL MATTERS

St. Matthew School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Matthew School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31<sup>st</sup>, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 95% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

## RIGHTS OF THE SCHOOL AND RELATIONSHIPS

### **PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

### **RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **SEARCH AND SEIZURE**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **USE OF STUDENT INFORMATION AND PICTURES**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **USE OF SCHOOL/PARISH GROUNDS**

St. Matthew School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

### **SCHOOL/HOME RELATIONSHIPS**

St. Matthew School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Matthew may require parents to withdraw their children and sever their relationship with the school.

## FINANCIAL POLICIES

### TUITION

#### General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

#### Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

#### St. Matthew Tuition Rates

1. In-Parish Tuition Rate
  - a. A St. Matthew In-Parish family is one who is registered in the parish prior to school registration.
    - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
    - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
  - b. A St. Matthew In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
  - c. A St. Matthew In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing at least 4 hours per month in school/parish service hours.
2. Monitoring of the St. Matthew In-Parish Tuition Rate Privilege
  - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the St. Matthew School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to St. Matthew Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- b. Each year, the School Commission will establish the actual cost of educating a student at St. Matthew School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
  - c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.
  - d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving St. Matthew scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
  - e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
3. Out-of-Parish Catholic Tuition Rate
- a. This rate is available to Catholic students who have been baptized in the Catholic Church and are not currently active members of a parish, and who are not eligible for the in-parish tuition rate.
4. Non-Catholic Tuition Rate
- a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

## TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due on or before the **fifth (5<sup>th</sup>) day or fifteenth (15<sup>th</sup>)** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
  - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
  - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
  - c. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.
- B. St. Matthew School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current

year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

- C. St. Matthew offers four tuition options to school families:
  - a. Tuition paid in full September 15<sup>th</sup>
  - b. 4 equal payments (August, November, February, May)
  - c. 10 equal payments (July through April)
  - d. 12 equal payments (July-June)
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment St. Matthew School.

## **TUITION CONTRACTS or COVENANTS**

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Matthew School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a covenant/contract fee of \$200.00 per family. The contract/covenants fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable. If the contract and fee are not turned in by the designated contract/covenants date the contract fee will increase to \$300.00.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

## St. Matthew School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the St. Matthew School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Matthew financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. St. Matthew School families who belong to St. Matthew Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

## Emergency Financial Aid

Life status changes occur, and St. Matthew School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## REGISTRATION AND FEES

### New Student Registration Fees:

1. Families of new students must pay a **\$200.00** registration fee per family to secure the student's placement at St. Matthew School. All registration fees are non-refundable. This registration fee is due with the St. Matthew School New Student Registration Application.
2. The registration fee increases to \$300 after the original registration period.

### Re-Registration Fees:

Re-registration is held each year in February for families currently enrolled at St. Matthew School. The registration process is complete when the school has received:

1. St. Matthew School Tuition Contract along with the contract fee.
2. St. Matthew School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.



### Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Book fees- the cost of textbooks and consumable workbooks
2. Technology fees- the cost of updating hardware and/or licensing fees
3. 5<sup>th</sup> & 6<sup>th</sup> Grade Camp Fee—For full details please refer to 5<sup>th</sup> & 6<sup>th</sup> Grade Camp Policy.
4. Field Trips—Prices vary due to field trip destination and costs.

## FUNDRAISING

Each school family will be required to participate in fund raising.

### Scrip

1. One fundraiser at St. Matthew School is the selling of SCRIP or gift cards. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP chairperson at [scrip@stmattschool.org](mailto:scrip@stmattschool.org).

**Statement of liability/ waiver:** The School assumes permission to send/receive financial statements and actual SCRIP gift cards directly home with the students. Parents who prefer not to participate in the pick-up and delivery process of SCRIP at St. Matthew must communicate in writing to the SCRIP Chairperson that they will relieve the school of the burden of pickup and delivery of SCRIP and establish an appropriate system for their family. (Please see St. Matthew Financial Policies for addition information on SCRIP.)

2. A family whose last child is a graduating 8<sup>th</sup> grader and who is attending a Catholic high school may forward any SCRIP profits to the Catholic high school your student has selected to attend. These profits will be sent as scholarship funds in your child's name. For the profits to be sent, a letter of designation to the selected Catholic high school must be sent to the St. Matthew School bookkeeper by June 1<sup>st</sup>.
3. A family whose last child is a graduating 8<sup>th</sup> grader and is not attending a Catholic high school may apply any SCRIP profits back to St. Matthew School or can designate to a current St. Matthew School family to help with their tuition costs. For the profits to be designated to a current St. Matthew School family, a letter of designation must be sent to the St. Matthew School bookkeeper by June 1<sup>st</sup>. If no designation has been established by the family by the end of June 1<sup>st</sup>, all SCRIP profits from their rebate will be designated to remain in the St. Matthew School SCRIP account.
4. SCRIP profits from rebates anyone else who purchases SCRIP and is not a current St. Matthew School family may be designated to support a specific St. Matthew School family's tuition needs. The purchaser must designate the benefitting family at the time of purchase to the seller of the SCRIP. Purchaser (s) may establish a specific family to receive the benefits of their SCRIP profits from rebates by communicating with the SCRIP seller, or the SCRIP Chairperson during the year. Designation must be established before March 1<sup>st</sup>. Any SCRIP profits from rebates from anyone else who purchases SCRIP and is not a current St. Matthew School family that are designated by March 1<sup>st</sup> will remain in the St. Matthew School SCRIP account.

### Auction

1. The auction is St. Matthew School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used



by the St. Matthew procurement team to purchase quality items for the auction. (Please see St. Matthew Financial Policies for additional information).

2. ST. MATTHEW REVENUE ALLOCATIONS

- a. The proceeds from St. Matthew shall be designated as follows:  
100% to school operating budget
- b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

## Annual Fund

Every family must financially support the St. Matthew School’s Annual Fund, which helps with the current and future viability of the school.

### SERVICE (VOLUNTEER) HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 40 hours for a two-parent family and 20 hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$20 per hour due **June 1<sup>st</sup>** each year.

It is the parent’s responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

**How can I fulfill my service hour commitment?** Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, St. Matthew auction, Scrip program, recycle drive, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

## ACADEMIC POLICIES

St. Matthew School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Matthew School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Matthew School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. Matthew School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available on the St. Matthew School website at the school office.

### CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

### Instruction

The instructional program at St. Matthew School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

### Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Matthew School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

**Non-Catholic Students** are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

**Sacrament of Penance** - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

**Catechetical Formation in Chaste Living** - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.”.

**Community Service** - Each student and class takes part in Christian service activities throughout the year.

**ACRE Test** - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association (NCEA)** in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

**Mass** - St. Matthew School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

## Academic Subjects

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level

math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

**Social Studies/History** - In social studies, Pre-K through 3<sup>rd</sup> grade students learn about communities, geography, and map skills. In 4<sup>th</sup> and 7<sup>th</sup> grade the focus is Washington State history. In 5<sup>th</sup> and 8<sup>th</sup> grade the focus is United States history and geography. In 6<sup>th</sup> grade the focus is world history.

**Science** – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

**Music** – Uses teacher-created lessons to encourage movement, theatricality, and joyfulness with music, explore elements of rhythm and dance, and have opportunities to present and perform.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> grade curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Matthew School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Matthew School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. St. Matthew staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Library Skills** – All students visit the school library once per week and kindergarten through 8<sup>th</sup> grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

**Art** - Art instruction takes place in Pre-K through 5<sup>th</sup> grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher.

**Personal Safety** – St. Matthew School uses an Archdiocesan required safety program in Pre-K through 8<sup>th</sup> grade.

## Middle School (Grades 6-8) Math Placement

In the 6<sup>th</sup> through 8<sup>th</sup> grades, students may be placed in an advanced math group based on the following criteria. **A student must:**

1. have a teacher recommendation as being an independent worker and learner
2. can show mastery/proficient knowledge of grade level standards and advanced standards on diagnostic assessments
3. have an A- average with no trimester grade lower than B+ in order to enter advance placement status
4. be able to solve story problems without help
5. be quick to recognize numerical and geometric patterns
6. apply thinking skills and mathematical reasoning
7. have homework scores consistent with test scores
8. have a history of turning work in on time
9. have a history of showing all steps in his or her work
10. have a history of asking teacher for help when needed
11. have a history of good attendance with minimal absences

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

### **Exception**

Teacher recommendation of exceptional math ability may be accepted in lieu of any one of the first three criteria. No other criteria will be considered for advanced placement status.

## Assessment

St. Matthew School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades Kindergarten-8th take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

## LIBRARY

### Mission Statement

The St. Matthew School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

### Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

### Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

**Overdue Notices:** Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

**Final Overdue Notices:** In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent.

**Damaged Library Books:** Students whose books are returned damaged beyond what would be considered "normal wear and tear" will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

**Lost Library Books:** If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

**Questions, Comments, Concerns:** If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarians and the

school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

Donations of used books, paperback books, or books that do not appear on the Wish List are welcomed and appreciated.

## FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Matthew School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Matthew School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any fieldtrip.) School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
  - children under age 2 must be properly secured in a rear-facing car seat,
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
  - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
  - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
  - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

The Outdoor Education Program at Camp Killoqua (location is subject to change) is a part of the 5<sup>th</sup>

and 6<sup>th</sup> grade curriculum at St. Matthew School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Camp Killoqua is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3<sup>rd</sup> trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 5<sup>th</sup> and 6<sup>th</sup> grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to St. Matthew School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 5<sup>th</sup> and 6<sup>th</sup> grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by St. Matthew School and Camp Killoqua; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 5<sup>th</sup> and 6<sup>th</sup> grade teachers and the administration will make the final determination on the selection of parent chaperones. In addition, all 5<sup>th</sup> and 6<sup>th</sup> grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

## **STUDENT SERVICE HOURS**

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform **36** hours of community service per year. Service is giving of one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. The students will record their hours and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the third trimester.

## **HOMEWORK**

The St. Matthew School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.



## **Pre-Kindergarten**

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

## **Kindergarten and First Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

## **Second and Third Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

## **Fourth and Fifth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

## **Middle School – Sixth Through Eighth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

## **Additional Homework Notes**

1. Students in 5<sup>th</sup>– 8<sup>th</sup> grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6<sup>th</sup> – 8<sup>th</sup>) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

## **Late Work**

For middle school students, if an assignment is one day late there will be a reduction on the grade.

## **Make-Up Work**

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to

arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

**GRADING**

Students in the primary grades (PreK-5) are assessed using a five-tier grading scale based on meeting the academic standards for their grade level. Students in grades 6-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students’ effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

**GRADING SCALE FOR GRADES Pre K - 5:**

4	Above Standard	O=Outstanding
3	Meeting standard	S=Satisfactory
2	Approaching standard	N=Needs Improvement
1	Below standard	U=Unsatisfactory

**GRADING SCALE FOR GRADES 6- 8:**

A	93 – 100%	C	74-76 %	
A-	90 – 92%	C-	70-73 %	E= Excellent
B-	80 – 82 %	D-	61-63 %	S=Satisfactory
C+	77-79 %	F	> 61%	N=Needs Improvement
				U=Unsatisfactory

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

**PROGRESS REPORTS**

Frequent communication between home and school is encouraged regarding your child’s academic progress. These reports are sent home several times during each trimester. Progress reports are not part of a child’s permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

**REPORT CARDS**

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child’s progress. They are tools of assessment that are used to measure a student’s achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child’s overall progress.

## **PARENT-TEACHER-STUDENT CONFERENCES**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family the week of Thanksgiving break in November. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades K-8 are expected to attend. Attendance of Pre-Kindergarten students is up to the discretion of their teachers. Registering for conferences is done online using Sign Up Genius.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

## **RETENTION**

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February. A formal letter from the principal will be sent out by March 1<sup>st</sup> and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Matthew School. In all cases, the final decision rests with the principal.

## **ACADEMIC PROBATION**

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Matthew School.

## **ACADEMIC PROMOTION**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

## **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at St. Matthew School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

## **SCHOOL SUPPLIES**

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June with the third trimester report card and is available on the school website.

## **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

## **TUTORING**

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

## DISCIPLINE AND BEHAVIORAL PROBLEMS

### DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at St. Matthew School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, library, and school safety rules.

### Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Matthew School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

### Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the St. Matthew School Family Handbook.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

## DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

**The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.**

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

### Processing/PRISM

After classroom warnings have been given, the student will receive a PRISM form. PRISM forms can be filled out in class or out in the hallway. The completed PRISM form will be sent home, signed by a parent/guardian and returned to the student’s teacher the next day.

### Behavioral Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

### Detention

#### After School Detention

After school detention will be held (unless otherwise noted) Tuesday and Thursday from 3:10 PM – 3:40 PM for PreK-4<sup>th</sup> grade and 3:10 PM to 4:00 PM for 5<sup>th</sup>-8<sup>th</sup> grade students. Students receiving after school detention are required to call home when the parent-signed detention slip is not returned. Teachers will escort students to the detention room which will be posted weekly. Students must fulfill their detention time before they can participate in an after-school club.

After school detention may result from, but is not limited to, the following:

- Gum chewing/spitting
- Inappropriate language
- Inappropriate Mass behavior

## Suspension

### In-School Suspension

Three detentions in a trimester for behavioral reasons will result in an in school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from St. Matthew School.

### Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

## Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

## Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Matthew School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

## HARRASSMENT/BULLYING

St. Matthew School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Matthew School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Matthew School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Matthew School will review and investigate such matters in a professional and timely manner.

1. St. Matthew School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Matthew School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

### Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

### Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
  - (B) Has the effect of substantially interfering with a student's education;
  - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

#### Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.



4. **Sexual Harassment:** Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
  - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
  - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
  - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. **Online Harassment:** Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

## Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

## Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.**

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

### **VIOLENT BEHAVIORS**

St. Matthew School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

### **Aggressive or Reckless Behavior**

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **Alcohol and Drug Policy**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Matthew School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-

designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **Assault or Intentionally Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

### **Criminal or Gang-Like Activity**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **Cheating**

St. Matthew School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

## Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

**Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

## Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

## Gambling

Gambling on school/parish grounds is illegal and not allowed.

## Hazing

Hazing in any form or of any type is not allowed at St. Matthew School and can result in suspension or expulsion from school.

## Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## Leaving School Grounds without Permission

Any St. Matthew student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

## Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something

found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

## Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

## Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

## Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

## Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## SEARCHING STUDENT'S BELONGINGS

St. Matthew School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

## WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds

while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object 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. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

## Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

## SCHOOL POLICIES

### DAILY SCHEDULE

School begins promptly at 8:25 AM each day and dismisses at 2:00 PM on Mondays and 3:00 PM Tuesday-Friday. Children may arrive prior to 8:25 AM if they are participating in school activities or riding in a carpool with students who are participating in school activities. Children should not come to school before 8:00 AM since there is no supervision prior to that time. Children arriving before 8:00 AM or staying past 2:00 PM on Monday and 3:00 PM Tuesday-Friday and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

### CALENDARS

The school year calendar is sent home with the third trimester report card and is available on the school's website. The monthly calendar is detailed in the weekly email sent to all school families every Friday. Should you not receive either calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

### ATTENDANCE

#### Absences

St. Matthew School hours are from 8:25 AM-3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office (206) 362-2785 before 8:45 AM or emailing [swalls@stmattschool.org](mailto:swalls@stmattschool.org). If there is no contact from the parents, the school will email the parent for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

#### Tardiness

The school day starts at 8:25 AM and a student is considered tardy if he/she is not in his/her classroom at 8:25 AM. All students arriving after 8:25 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.



## APPOINTMENTS

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

### Vacation

Daily attendance is an integral part of the educational experience at St. Matthew School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are **highly discouraged**. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

### Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the St. Matthew School website, school wide email, KOMO and KING websites and local TV channels, Facebook, and Instagram. Please listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for St. Matthew School. Please do not send students to school or **ESS** until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

## UNIFORMS

### Policy

St. Matthew School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day.

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. Final decision on uniform policy items rests with school administration. This policy is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards.

Failure to cooperate with the uniform policy will result in uniform infractions:

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 the 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.



## Where to Purchase

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 available through the Dennis Uniform Store at <https://www.dennisuniform.com> Used uniforms are available for purchase through the St. Matthew Parents Club summer sale held annually in July, at the ice cream social held a few days before the first day of school, and throughout the year by contacting the Used Uniform Coordinator by email at [useduniforms@stmattschool.org](mailto:useduniforms@stmattschool.org)

## Expectations

Parents are expected to help children keep the school uniform code. At St. Matthew School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school jumper, sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. "Full uniform" means uniform sweater, vest or sweatshirt (not athletic) as part of the uniform.

## Appearance

**Make-Up** – No make-up or nail polish is allowed. No tattoos or henna.

**Hair** - Hair must be neat, clean, with no artificial colors, and well groomed. Hair should not cover the eyes. If a student comes to school with colored hair or unusually dyed, tinted, bleached, or streaked hair, they will be required to have it dyed back to their natural color within the time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

Boys must be clean-shaven. Spiked hairstyles and mohawks of any type are not allowed. Current trends and fads will be addressed as they arise.

**Belts** - Belts will coordinate with uniforms: black, blue, gray or brown in color.

**Blouses** – Short-sleeved white blouse or designated color with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved

button-front white knit with collar. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

**Coats** – Coats/jackets are a requirement every day. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess.

**Jewelry** – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Only one set of pierced earrings may be worn for girls. **Earring guideline: earrings should be the size of a dime or smaller.** Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. **No** rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

**Jumpers, skirts, and skorts** – Girls in Pre-K-8 wear the blue plaid jumper or skirt (to be worn within **2 inches** of the knee when standing) available from the Dennis Uniform Company or at our used uniform sale. Girls in grades 6-8 may wear the Dennis Uniform khaki skirt. Shorts should be worn under the jumper or skirt, but may not be visible. Black or navy leggings (full length, no capri style) may be worn under the jumper or skirt.

**Pants** - All pants must be a uniform-style pant. Students in grades Pre-K-8 wear plain navy blue, regular navy corduroy, or cotton twill long pants, available at the Dennis Uniform or other retailers. Students in grades 6–8 may wear khaki pants. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn well fitted and not too tight, but fit snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

**Shirts** – Students in Pre-K–8 wear short sleeved, button front, white knit-polo shirts with collars. Students in grades 6-8 may also wear navy blue polo shirts. All shirts must be tucked into the waistband. (NO LOGOS or crests permitted.)

**Shoes** – Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform: black, white, blue, navy blue, brown, gray, or dark green. No print, plaid or bright neon colors. Plain matching **white laces** are acceptable and all shoes must be tied for safety purposes. Velcro laces are also acceptable. No sandals, slip-ons or slippery-soled party shoes. No flip flops. Please avoid shoes with thick black soles as they mark up the floors. (Also applies to any Non-Uniform days.) **No boots of any kind are allowed to be worn with the uniform.**

**Shorts** – Students may wear uniform navy blue (Grades Pre-K-5) and khaki (Grades 6-8) walking length shorts in cotton twill (not knit or athletic style). Shorts must be worn within 2 inches of the knee.

**Socks** - All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, or navy. Girls may wear knee-highs, anklets or tights (black, white, or navy). All socks should be plain without adornments, logos, or lace. Leggings (black or navy and must be full length to the ankle) are allowed under skirts and jumpers during the winter months.

**Sweaters, Vest or Sweatshirts** – Uniform sweaters, sweater and fleece vests or sweatshirts with the St. Matthew official school logo are a part of the full uniform.

Gr. K- 5 choices include: **Mayfair blue** cardigan sweaters, V-neck sleeveless sweater vests, V-neck pullover sweaters, fleece vests and uniform sweatshirts. All sweaters and sweatshirts must have the official school logo, fit appropriately, and need to be kept in good repair and replaced when needed.

Spiritwear sweatshirts and hoodies are only allowed on Fridays designated Spirit Day or other Non-Uniform days.

Gr. 6-8 choices include: Navy cardigan sweaters, V-neck sleeveless vests, V-neck pullover sweaters, and navy blue sweatshirts. All sweaters and sweatshirts must have the official school logo, fit appropriately and need to be kept in good repair and replaced when needed. Spiritwear sweatshirts and hoodies are only allowed on Fridays designated Spirit Day or other Non-Uniform days.

#### **Miscellaneous-**

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

Catholic Youth Organization (CYO) or Scouting uniforms may be worn to school on days of meetings.

### **Non-Uniform Days**

Occasionally the school will announce non-uniform days. It is the **parents' responsibility** to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. No leggings, jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and track suits are not allowed.

**Spirit Day:** Most Fridays are designated as Spirit Day (unless otherwise indicated) all students are welcome to wear a casual uniform. This includes any St. Matthew School sweatshirt or St. Matthew School T-shirts in good repair and appropriate length (no cropped tops); this includes CYO sweatshirts or t-shirts and spiritwear. These may be worn with blue denim jeans. Blue denim jeans must be presentable. No jeggings, skinny, or tight jeans are allowed. Jeans must be in good repair and may not be ripped, acid-washed, or have holes or any adornments on them. Skirts, shorts and/or capri pants are not allowed on Spirit Day. If a student chooses not to participate in Spirit Day, then they may always wear their uniform.

Three uniform infractions will result in a detention.

### **Lost and Found**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

### **EDUCATIONAL RECORDS**

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

### Transfer of Student Records

If a parent is registering a child in another school, St. Matthew school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records photocopies are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Matthew School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Matthew School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Matthew School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Matthew School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Matthew School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

## **PARENTS AND GUARDIANS**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The

school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **PHONES AND ELECTRONIC DEVICES**

### **Cell Phones**

Students are allowed to bring cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **Office Phone Use**

The School Office is open from 8:00 AM to 4:00 PM during the school year and 9:00 AM to Noon during the summer months unless otherwise noted. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **Electronic Devices**

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features



on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

## COMMUNICATIONS

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Matthew School. Correspondence from the school is delivered weekly to families by email **every Friday** during the school year. Important information such as the weekly principal letter, yearly calendars, school and parish flyers, CYO forms, and other materials may be sent via Constant Contact email to every family. In order to be well-informed of academic and community news as well important requirements, due dates, and deadlines, it is the **parents' responsibility** take time to open and read the school emails and newsletters when they arrive.

### With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. Please do not come by without an appointment to meet or speak with the principal. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

### With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### Electronic

Whether occurring within or outside of St. Matthew School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity

resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

## Directory

The St. Matthew family directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The St. Matthew family directory is intended solely for the use of St. Matthew School families and employees to strengthen their mutual support and the education of St. Matthew School students, and any other use of the information in this directory is strictly forbidden.

## Emails

St. Matthew School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

## Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. Matthew School students and their parents must adhere to and sign the St. Matthew School Student Computer and Internet Agreement.

## HEALTH CARE

### Health Room

A Health/First Aid room is located near to the school office. This room is staffed by school staff, who will check children's temperatures, treat minor injuries, conduct health and maintain student health records. All medications will be kept in the office.



## Medication

St. Matthew School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Matthew School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Matthew School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## Counseling and Referrals

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

**REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT**

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

**Immunizations**

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number.

**Communicable Disease Policy for Catholic Schools**

St. Matthew Catholic school follows the Archdiocese of Seattle’s policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

**ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES**

St. Matthew Catholic school is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the St. Matthew Catholic school community. We acknowledge that the novel coronavirus (“COVID-19”), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to St. Matthew Catholic school students and others in the St. Matthew Catholic community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, St. Matthew Catholic school is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the St. Matthew County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death. As of the printing of this Handbook, there is no vaccine to prevent COVID-19 and it is very possible that a vaccine will be unavailable during the 2020-21 academic year. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the St. Matthew County Department of Health and the Centers for Disease Control and Prevention and Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines and protocols adopted by St. Matthew Catholic school for reducing the spread of COVID-19 and other communicable diseases.
3. Notify St. Matthew Catholic school within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by King County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease, or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Matthew Catholic school will contact the student’s parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Matthew Catholic school will close its campus if St. Matthew Catholic school deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the St. Matthew Catholic community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

## EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Matthew School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Matthew School website, KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

### Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

### General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained

a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.

3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

## Fire Drills

Fire drills are held once each trimester. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

## Earthquakes

1. Instructions on what to do during an earthquake:
  - a. Remain calm and think through the consequences of any action you take.
  - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
  - c. If in a **CLASSROOM or COMMUNITY CENTER** you should: Get under desks or tables and begin counting, "One St. Matthew, Two St. Matthew, etc. up to sixty. Face away from windows.
  - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
  - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
  - f. If in **COMMUNITY CENTER or CHURCH** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
  - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
  - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
  - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
  - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
  - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.

- d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
- e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the community center, adjacent to the school grounds, to meet their children.
- f. Do not spread rumors. They often do great harm following emergencies.
- g. Keep the streets clear for passage of emergency vehicles if necessary.
- h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- j. Cooperate fully with Public Safety officials.

## Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

## SAFETY AT SCHOOL

St. Matthew School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Matthew School.

## Carpool Safety

Carpool procedures are currently modified and adapted each school year on an as needed basis due to Covid-19, but these basic rules always apply:

- Please drive slowly and cautiously when entering and driving in the school (west) parking lot
- The speed limit is **5 mph**
- NO CELL PHONE usage during carpool
- Respect and follow the directions of the staff and volunteers on carpool duty

## Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

## Pedestrian Safety

Students walking home are required to stop by the school office leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

## Touching Safety

*Protecting God's Children*™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

## Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

## BEFORE-CARE AND AFTER-CARE

St. Matthew School offers a before and after school program, referred to as ESS (Extended School Services). This program is located in the ESS Portable in the west parking lot.

The primary focus of ESS is to provide onsite quality supervised care for St. Matthew School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by St. Matthew School ESS Assistants that are employees of St. Matthew School. St. Matthew School ESS assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. St. Matthew School ESS assistants are under the supervision of the St. Matthew School ESS Director. Day-to-day management of the St. Matthew School ESS is the responsibility of the St. Matthew School ESS Director, who reports to the principal.

There is a separate charge for students attending the St. Matthew School ESS program. If you would like to sign up for the ESS program, please contact the principal by email.

## Policies and Procedures

ESS is open in the morning from 7:00-8:10 AM and in the afternoon from 2:00-6:00 PM Monday and 3:00-6:00 PM through Friday.

- Parents must sign in their student in the morning session of Extended Day. At 8:10 AM, the Extended Day staff will dismiss the students to their classrooms.
- For the afternoon session, the Extended Day staff will sign in students. Parents must sign out their child when picking up for the afternoon session.

Students are expected to treat each other and all Extended Day assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students



do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student’s emergency form is kept on file at Extended Day. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Extended Day.

**Open Times**

Mornings	7:00 am - 8:10 am	
Afternoons	2:00 pm - 6:00 pm	Monday
	3:00 pm - 6:00 pm	Tuesday-Friday

Early Dismissal Days – From early dismissal time until 6:00 pm unless otherwise noted.

Extended Day is open early dismissal and various other days unless otherwise noted. Extended Day is not open on federal holidays or when school is not in session.

Extended Day will not be available for before-care on school days with a late start due to inclement weather. It may be available for after-care on days with inclement weather, but please note if it is open, operating hours may have to be shortened due to weather and road conditions as well as staffing availability and safety.

**Fees**

Mornings	7:00 am - 8:10 am	\$5.00 per hour
Afternoons	2:00 pm - 6:00 pm (Mon)	\$5.00 per hour
	3:00 pm - 6:00 pm (Tues-Fri)	\$5.00 per hour
Noon Dismissal Days	Noon-6:00 pm	\$5.00 per hour
When school is not in session		<b>ESS is closed</b>
Late fees		\$5.00 per minute after 6:00 pm

Extended Care bills on a monthly basis. All bills are due within 10 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

**PLAYGROUND BEHAVIOR**

**Rules and Behavior**

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)



5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.
9. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

## **Playground Equipment**

Recess equipment is available for all students and should be shared with all those who wish to use it. Each grade is given a bin (labeled with its grade) of playground equipment.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

## **RELEASE OF STUDENT**

### **Release of Students to Another Adult**

If anyone other than a parent or guardian is sent to pick up students, St. Matthew School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Matthew School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### **Release of Students To Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## **PARENTAL INVOLVEMENT**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through St. Matthew School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT

CLUB/ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

## Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. All other doors are locked at all times and students/staff are encouraged to keep them closed at all times and not open them to anyone at any time.

## Room Parents

Each grade has a Room Parent whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.
- Hosting one special event each year depending on your child's grade. Please see your classroom room parent for more details and an explanation of the event.

## Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats

are served at lunch time under the guidance of teacher/principal and/or administrative assistant. Adhere to any and all allergy concerns in the class.

**Party invitations are not to be handed out at school or at carpool.** Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Matthew School students are allowed at classroom parties.

## **PICTURES**

Individual pictures are taken in the fall and class pictures are taken in the spring. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8<sup>th</sup> grade graduation and first communion.

## **ANIMALS AT SCHOOL**

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Matthew School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

## **DANCE POLICY**

St. Matthew School hosts two middle school dances for grades 6-8 outside of school hours each school year. St. Matthew School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. Matthew School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Matthew School.

## **HOMESCHOOLING**

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home schooling programs.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## SPECIAL POLICIES AND INFORMATION

### CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. Matthew School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

### PARENT CLUB/ORGANIZATION

The Parents Club is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

#### Article I: St. Matthew School Parents Club

The name of this organization shall be the St. Matthew School Parents, Educators, and Parishioners Club of St. Matthew Parish, part of the Archdiocese of Seattle

The Parents Club/Organization is unincorporated.

The Parents Club/Organization is affiliated with St. Matthew School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the St. Matthew School Tax ID #91-174-0396 upon approval of St. Matthew Parish.

## **Article II: Purpose**

The Parents Club/Organization is organized for education, religious and charitable purposes. To this end, the Parents Club/Organization shall assist in the support and maintenance of St. Matthew School (hereinafter “Parents Club”) and to encourage the parents and guardian attending St. Matthew School in their role of Catholic educators.

The Parents Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

All funds raised by the Parents Club/Organization, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the Parents Club/Organization and the School Commission. If a problem arises, the School Commission will make the final decision.

The Parents Club/Organization will be an advocate for the school. They will promote the school for the parish and parents.

## **Article III: Membership and Participation**

Membership of the Parent Club/Organization shall consist of all parents and guardians of children attending St. Matthew School and all adults subscribing to the purposes of the Parents Club/Organization. The management and affairs of the Parents Club/Organization shall at times be under the direction of the Parents Club/Organization Board, which shall comprise of Parents Club/Organization Club members in good standing and appointed into office. The Parents Club/Organization Board shall consist of voting members (“Executive Board”) and non-voting members (“Advisory Members”). Members of the Parents Club/Organization Board who are volunteers serving without compensation shall be personally liable for the acts, debts, liabilities or obligations of the school.

Each family is expected to volunteer time to the school and/or parish community, attend Parents Club/Organization Club meetings, support activities, and fundraising projects sponsored by Parents Club/Organization Club. In order to cover the net cost of all fundraising projects, (which constitutes part of the school budget) each family is expected to meet their fundraising commitment, PLUS their auction procurement items. Two parent families are obligated to give 40 hours per school year as service in the school or parish. Single parent families are obligated to give 20 hours of volunteer time per school year. Attending Parents Club/Organization Club meetings gives 1 hour of volunteer time.

No dues shall be required to become a member of the Parents Club/Organization Club or Parents Club/Organization Board.

## **Article IV: Meetings**

### **Parents Club/Organization - Board**

1. The Parents Club/Organization Board shall hold monthly meetings from September to May of the school year, typically the second Tuesday of each month at 7:00 PM in the school library, unless otherwise specified.
2. Robert’s Rules of Order shall be the procedural authority for conducting the meetings.
3. The meetings shall serve as a forum for discussion and planning of social events, fundraising programs, and other School and parish activities.
4. The Parent Club/Organization Board Secretary shall record the meeting minutes and submit draft for review to Parent Club/Organization Board, Principal, Vice-Principal and Pastoral

leader within five business days of the meeting. Minutes shall be approved by the Parent Club/Organization Board at the subsequent meeting and incorporated into the official records of the school.

5. The dates of the meetings shall be posted on the school's monthly calendar and on the school's website.
6. All Parent Club/Organization Club members are welcome to attend the Parent Club/Organization Board meetings to address the Parent Club/Organization Board with specific ideas or areas of concern.
7. The Parent Club/Organization Board may continue a meeting in a closed, executive session to consider security, personnel, financial and legal matters. At such time, the presiding officer shall inform the honored guests.

#### **Parent Club/Organization - General Meetings**

1. The Parent Club/Organization Club shall hold monthly meetings from September to May of the school year, typically on the second Tuesday of each month at 7:00 PM in the school library, raise awareness of any school issues, vote on official matters, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
2. The Parent Club/Organization Board Secretary shall record the meeting minutes, which shall be approved by the Principal, distributed to the Parent Club/Organization Club member via the school's website and shall be incorporated into the official records of the school.
3. The dates of the meetings shall be posted on the school's monthly calendar and on the website.
4. All Parent Club/Organization Club members are strongly encouraged to attend the general meetings.

#### **Article V: Parent Club/Organization Board Composition, Voting Rights and Quorum**

The executive members shall consist of the current Pastoral leader of St. Matthew Parish and the current principal of St. Matthew School.

#### **Executive Board Members**

There shall be the following Executive Board Members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Room Parent Chair

#### **Duties of the Parent Club/Organization Board**

1. Duties of the Parent Club/Organization Board include, but are not limited to, the following:
  - a. Setting the agenda for the monthly Parent Club/Organization Club meetings.
  - b. Making recommendations for and implementing fundraisers, budget, and future goals of the Parent Club/Organization Club.
  - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
  - d. Ensuring that information and opportunities are available for all Parent Club/Organization Club members to actively participate.
2. An officer or committee chair that does not comply with his or her assigned responsibilities may be relieved of his or her position by a two-thirds majority vote of the other executive board members.

## **Article VI: Duties of Elected Officers**

### **A. President**

The President shall:

1. Fulfill a two-year term for a maximum of two terms.
2. Preside at all meetings of both the Parent Club/Organization Board and Parent Club/Organization Club.
3. Make interim appointments as needed; oversee the recruitment of Parent Club/Organization Board members for vacant positions.
4. Serve as Ex-officio member of all committees and oversee coordination of projects taken on by the Parent Club/Organization Club.
5. Call any special meetings and manage correspondence as required.
6. Be responsible for carrying out the progress of the organization and be the official spokesperson for The Parent Club/Organization Board and Parent Club/Organization Club.
7. Work with principal on calendaring all Parent Club/Organization Board and Parent Club/Organization Club meetings.

### **B. Vice President**

The Vice President shall:

1. Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.
2. Perform duties of an absent president and perform such duties as assigned by the president.
3. Work with the principal on preparing agendas for monthly Parent Club/Organization Board and Parent Club/Organization Club meetings.
4. Is responsible for the organization, planning and selling of the [Name] t-shirts that are worn on [Name] jeans & t-shirt days

### **C. Secretary**

The Secretary shall:

1. Prepare true and accurate minutes of both the Parent Club/Organization Board and Parent Club/Organization Club meetings.
2. Provide a draft of the minutes to Parent Club/Organization Board members and, upon approval, provide a finalized copy to the Principal in order that the minutes can be posted and archived for both Board and general meetings.
3. Track Parent Club/Organization Board members' Parent Club/Organization Board binders including the assignment of binder information as deemed appropriate by the Parent Club/Organization Board.
4. Fulfill a two-year term, for a maximum of two terms.

### **D. Treasurer**

The Treasurer shall:

1. Maintain financial records by keeping a true and accurate record of Parent Club/Organization Club revenues, expenses and balances and also keep general ledger up to date.
2. Provide a monthly reconciled report at every Parent Club/Organization Board meeting and Parent Club/Organization Club meeting, a quarterly reconciled report for the School Commission, if requested, and a yearly reconciled report to the Parent Club/Organization Board at the end of the school year.
3. Upon demand of receipts or prior authorization, prepare check requests for Parent Club/Organization Club expenses.
4. Work with Fundraiser Committee Chair to ensure correct procedures are being followed regarding Parent Club/Organization Club fundraising, including the deposits of revenues from fundraisers.

5. At the end of the year establish the required amount for start-up for the upcoming school year and transfer all appropriate balances to the school's bookkeeper
6. Fulfill a two-year term, for a maximum of two terms.

**E. Parent Club/Organization Board/School Commission Liaison**

The Parent Club/Organization Board/School Commission Liaison shall:

1. Attend both Parent Club/Organization Club Board meetings and School Commission Meetings and act as a liaison between the two groups.
2. Provide a summary to each committee of the other committee's activities and discussions.
3. Fulfill a two-year term for a maximum of two terms.

**F. Communications Chair**

The Communications Chair shall:

1. Communicate to the Parent Club/Organization Board and to Parent Club/Organization Club members the activities and events of the Parent Club/Organization Club and of the parish.
2. Work with the Pastoral leader on current happenings in the parish.
3. Work with committee chairs on important events that need to be communicated.
4. Promote volunteerism with the school and parish community.
5. Fulfill a two-year term for a maximum of two terms.

**G. Hospitality Chair**

The Hospitality Chair shall:

1. Prepare a calendar of school social events.
2. Plan and host the social events.
3. Help with the organization, planning and serving teacher lunches for conference days and Catholic Schools week
4. Solicit the appropriate volunteers to assist in the execution of social events.
5. Fulfill a two-year term for a maximum of two terms.

**H. Fundraising Chair**

The Fundraising Chair shall:

1. Oversee all of the Parent Club/Organization Club's fundraising efforts.
2. Help promote all of the Parent Club/Organization Club's fundraising efforts.
3. Solicit the appropriate volunteers to assist in the execution of fundraising events.
4. Coordinate the Box Tops program (see description).
5. Fulfill a two-year term for a maximum of two terms.

**Article VII—Duties of Advisory Members**

**A. School Principal and School Vice Principal**

The School Principal and Vice Principal shall:

1. Communicate the School's progress, needs, and significant matters to the Parent Club/Organization Board.
2. Provide guidance to the Parent Club/Organization Board.
3. Assist in the implementation of Parent Club/Organization Board projects.

**B. Parish Pastoral leader**

The Parish Pastoral leader shall:

1. Communicate Parish matters to the Parent Club/Organization Board as necessary.
2. Provide guidance to the Parent Club/Organization Board in relation to policies set forth by the Archdiocese of Seattle.

**C. Box Tops Coordinator**

The Box Tops shall:

1. Promote and advertise the fundraiser.



2. Collect Box Tops from the Parent Club/Organization Club members.
3. Provide winning classroom a party.
4. The Box Tops Coordinator duties fall under the guideline of the Fundraising Chair.

**D. Used Uniform Sales Coordinator**

The Used Uniform Sales Coordinator shall:

1. Promote and advertise the Used uniform sales events.
2. Collect, wash and arrange by size the donated articles of clothing.
3. Transfer the proceeds to the school.
4. The Used Uniform Sales Coordinator shall serve at least one year.

**E. Room Parent Coordinator**

The Room Parent Coordinator shall:

1. Attend all Parent Club/Organization Board and Club meetings.
2. Oversee coordination of Room Parent events and activities per Room Parent Manual.
3. Support and guide the room parents who support classroom and school activities.
4. The Room Parent Coordinator shall serve at least one year.

**Article VIII—Parent Club/Organization Board Member Selection and Removal**

**A. Parent Club/Organization Board Member Selection**

1. Vacancy in the office of President shall be filled by the Vice President.
2. Vacancy in the office of SCRIP Chair shall be filled by the SCRIP Vice Chair.
3. Vacancy in the office of Hospitality Chair shall be filled by the Hospitality Vice Chair.
4. For all other vacancies, recruitment for open Parent Club/Organization Board positions shall begin in April.
5. The vacant positions, job descriptions, and their respective terms shall be announced via the Friday weekly email and the School’s Website.
6. A Parent Club/Organization Club member who is interested in becoming a Parent Club/Organization Board member can initiate the process of application by:
  - a. nomination by another Parent Club/Organization Club member, or
  - b. self-nomination.
7. The Executive Board shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the Parent Club/Organization Board members present during the Parent Club/Organization Board meeting dedicated to the same.
8. The eligibility criteria include the following Parent Club/Organization Club member:
  - a. is in good standing.
  - b. possess leadership skills.
  - c. possesses expertise and willingness.

**B. Parent Club/Organization Board Member Removal**

1. The Executive Board members, principal, and vice principal are required to attend and participate in the monthly Parent Club/Organization Board meetings. Three unexcused absences may be deemed as non-performance and may serve as grounds for removal by the Executive Board. Executive Board members may be removed by the Executive Board for non-performance of their duties.
2. The Advisory Board members are required to attend specific monthly Parent Club/Organization Board meetings as determined by the Parent Club/Organization Board as necessary for reporting and event planning and may only be removed by the Executive Board for non-performance of their respective duties.

**C. Continuity**

1. The selected, incoming Parent Club/Organization Board members shall attend the June Parent Club/Organization Board meeting to meet the current Parent Club/Organization Board

members, to familiarize themselves with Parent Club/Organization Board processes, to receive their respective Parent Club/Organization Board binder, and to obtain necessary training in the process of taking over certain functions from outgoing Parent Club/Organization Board members.

2. The incoming members to the Executive Board shall not have voting powers until June 1<sup>st</sup>, which is the official start of the new school year.

### **Article IX – Committees**

#### **A. *Ad Hoc* Committees**

1. The Parent Club/Organization Board may form ad hoc committees when necessary to further the objectives, goals, and purpose of the Parent Club/Organization Board or Parent Club/Organization Club.
2. A committee shall consist of at least one member of the Parent Club/Organization Board with other Parent Club/Organization Club members participating.
3. The President shall act as ex-official member of all such ad hoc committees and shall supervise each committee's activities.

### **Article X – Parent Club/Organization Club Revenue, Budget, Revenue Allocations and Expense Reimbursement**

#### **A. Parent Club/Organization Club Revenue**

1. All funds raised by the Parent Club/Organization Club (whether income, principal, gift, contribution, or otherwise) shall be recorded by the Treasurer.
2. No part of the Parent Club/Organization Club revenue shall inure to the benefit of an individual Parent Club/Organization Club member or a private person except solely for reasonable compensation for services actually rendered or goods actually sold.

#### **B. Budget**

1. The Parent Club/Organization Club Board shall tally the total funds raised during the current school year and establish an annual budget by June 15<sup>th</sup> for the following school year. This annual budget must be approved by the Executive Board and subsequently ratified by the School Commission and the Parent Club/Organization Club.
2. The annual budget must be presented and explained to the incoming Parent Club/Organization Board members.
3. Any extraordinary expenses, outside of the stated annual budget, must be approved by the School Commission and the Parent Club/Organization Club.

#### **C. Expense Reimbursement**

1. The Treasurer shall prepare check or cash requests for reimbursement for Parent Club/Organization Club expenses within 5 business days of submission.
2. All reimbursement requests for Parent Club/Organization Club expenses must be submitted to the treasurer via check request form within 14 days of expense or event.

### **Article XI – Amendment to the Constitution and By-laws**

#### **A. Minor Changes**

1. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes to term limits, changes in the composition of the Advisory Members, changes or substitution of fundraising programs, and the like, shall be made upon approval of the Executive Board.
2. Upon Executive Board approval, the revised Constitution and By-laws shall supersede the prior Constitution and By-laws.

3. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the Parent Club/Organization Board binders and school records.

#### **B. Material Changes**

1. Material changes with significant impact to the School or Parish, including but not limited to procedural changes, changes to revenue allocations, changes related to quorum, changes in the composition of the Executive Board, and the like, shall be proposed to the School Commission and the Parish Finance Council by the Executive Board.
2. Upon approval by the School Commission and the Parish Finance Council, the Executive Board shall seek the ratification of the changes by a simple majority of the Parent Club/Organization Club members and by the Pastoral leader.
3. Only upon approval by the School Commission and the Parish Finance Council, and ratification of the Parent Club/Organization Club members and the Pastoral leader, shall the revised Constitution and By-laws supersede the prior Constitution and By-laws.
4. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the Parent Club/Organization Board binders and School records.

#### **C. Compulsory Review**

1. The Parent Club/Organization Board shall review the Constitution and By-laws every two years to determine whether changes are warranted.
2. Such determination shall be noted and recorded in the meeting minutes

### **BYLAWS OF SCHOOL COMMISSION**

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

#### **SCHOOL COMMISSION CONSTITUTION & BY-LAWS**

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

#### **Article I: St. Matthew School**

The St. Matthew of this body shall be “St. Matthew School Commission.” Henceforth, the body will be referred to as the School Commission.

## **Article II: Purpose and Functions**

The School Commission is established by the principal with the approval of the pastoral leader in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

### **A. Purpose**

The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.

### **B. Governing Bodies**

The consultative School Commission shall act in collaboration with the principal and pastoral leader within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.

### **C. Responsibilities**

The School Commission responsibilities are in the following areas:

- 1. Planning** - The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.
- 2. Policy Development** - The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- 3. Financing**
  - a. The School Commission shall advise and support plans and means to finance school programs including tuition, development, and fundraising.
  - b. The School Commission provides consensus on the annual school budget.
  - c. The School Commission shall provide to the Parish Finance Council the annual school budget for review
- 4. Communications**
  - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose, such as a suggestion box.
  - b. The School Commission will also assist with recruitment of students and promote the school to the St. Matthew Parish as well as other parishes and parents.
  - c. The School Commission will maintain regular communication with the parish pastoral leader/Finance Council about the direction, state and health of the school, and the future plans for the school.
- 5. Evaluation** - The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

## **Article III: Relationship with Other Groups**

**A. Archdiocese Relationship** - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese education policies, which are available for local commission members.

**B. Parish Finance Council Relationship** - The Parish Finance Council is responsible for assisting the pastoral leader/parochial minister with effective stewardship of the parish's financial resources.

### **C. Parent Club/Organization Club Relationship**

1. The Parent Club/Organization Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide

- service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
2. The School Commission works closely with the officers of the Parent Club/Organization Club in order to more fully understand parent needs and concerns.
  3. The School Commission works with parent fundraising groups as part of coordinating the overall financing of programs for the school.
  4. The School Commission uses the school newsletter and the Parent Club/Organization Club meetings to report to school families about School Commission activities and decisions.

#### **Article IV: Membership**

**A. General Organization** - The membership of the School Commission shall consist of at least 5-7 current or former school parents/guardians, the pastoral leader, the principal, the vice-principal (who also acts as a liaison for the faculty), Parent Club/Organization Club Liaison, and the Development Director. One member of the School Commission will serve as a liaison between the School Commission and the St. Matthew Parish Finance Council.

#### **B. Members**

1. All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and work on a consensus model.
2. The Vice-Principal and /or staff member represents the voice of the St. Matthew School faculty and is allowed voting rights.

#### **C. Terms of Service**

1. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
  - a. Resignation
    - i. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
  - b. Removal
    - i. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office, or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.
  - c. Vacancies
    - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
    - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
  - d. Term Limits
    - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

## **Article V: Appointment of Members**

### **A. Selection Criteria**

1. A prospective School Commission member will complete an application with emphasis on the following criteria:
  - a. Display an interest in and commitment to Catholic education and to the school's philosophy and mission;
  - b. Be available to attend meetings and periodic in-service programs and to participate in committee work;
  - c. Ability to maintain a high level of integrity and confidentiality;
  - d. Deal with situations as they relate to the good of the entire school community;
  - e. Demonstrate public support of the school and parish and their leadership;
  - f. Capacity to be a credible witness to the Catholic faith of the school community and the other publics the school serves.

### **B. Appointments**

1. The School Commission will recommend to the principal and pastoral leader new members using the criteria identified above.

## **Article VI: Executive Officers**

The Executive board of the commission shall consist of three officers: the chair, the vice-chair, and the secretary.

### **A. Nominations**

1. The general commission shall present nominees for the position of chair, vice-chair, and secretary. A majority vote of the School Commission members present and voting shall be sufficient for election of officers.

### **B. Duties**

1. Chair
  - i. The chair shall preside at all regular and special meetings of the commission.
  - ii. The Principal prepares the agenda for each meeting after consultation with the chair.
  - iii. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.
2. Vice-Chair
  - i. The vice-chair shall perform all duties of the chair when the chair is absent or unable to act.
  - ii. The vice-chair will assume the duties of chair at the beginning of the next term.
3. Secretary
  - i. The secretary shall maintain a written record of all acts of the commission.
  - ii. The secretary shall conduct, receive, and dispense all correspondence as directed.
  - iii. The secretary shall preserve all reports and documents.

## **Article VII: Meeting**

### **A. Structure**

1. The full School Commission meets every month, as determined by the principal.
2. Standing committees meet at other times which best suit the members of the committee.

3. Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission Chair and the principal.
4. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all members of the School Commission one week prior to each regular meeting. Agendas will also be sent to the pastoral leader.
5. Complete minutes are available from the school office or from the School Commission secretary upon request.
6. Non-members may address the commission when approved for the agenda in advance of the meeting and shall leave after they have addressed the School Commission.

**B. Quorum**

1. A majority of all voting members must be present for the purpose of conducting official business.
2. Business will be conducted by the consensus method; when a vote is required, a simple majority of those present and voting shall carry the motion.

**C. Implementation of Policies**

1. In order to provide the best consultation, the consensus method of decision-making shall be used.
2. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

**D. Meeting Record**

1. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives in the school office.
2. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

**Article VIII: Committee Structure**

**A. General Guidelines**

1. The commission committees are divided into two groups: Standing Committees and Ad Hoc committees. The Standing Committees are continuous committees with specific duties.
2. These committees are described in Section 2. Ad Hoc committees are formed for short-term studies of issues and/or policies.
3. Each committee will have clearly defined goals, plans, and responsibilities.
4. Each committee will provide, as needed, a report of progress at each commission meeting.

**B. Standing Committees**

1. Budget Committee - The function of the budget committee is to work with the principal and other designated school/parish leadership to develop the annual budget.
2. Endowment Committee - The function of the Endowment Committee is to oversee the financial development of the St. Matthew School Endowment Fund (see Endowment Committee's by-laws)

**C. Ad Hoc Committees**

1. The Ad Hoc committees are generally formed as needed.

**Article IX: Amendments**

These by-laws may be amended by two-thirds majority vote of the full voting School Commission.