

St. Matthew Catholic School



PARENT/STUDENT HANDBOOK

2019-2020

St. Matthew Catholic School
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Introduction

Principal's Welcome to Parents

Dear Parents,

Welcome to St. Matthew Catholic School! In choosing St. Matthew Catholic School, you are giving your children a great academic foundation. More importantly, you are showing your commitment to growing deep roots of faith on their path to discipleship.

The faculty and staff are excited to help your children achieve their potential as they learn to live, learn, and serve with the compassion of Christ. This team takes its roles of disciple and teacher very seriously, and look forward to partnering with all of you.

This Parent/Student Handbook reflects the policies of St. Matthew School for the 2019-2020 school year. Please read this document carefully and share it with your children. You will receive a link to an online form in the coming days. By electronically signing this form, you are acknowledging that you have both read the policies and will abide by them as a family during the 2019-2020 school year.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

May God bless you and your family,

Lesley Lindell

Lesley Lindell, Principal

Principal's Welcome to Students

Dear Students,

Our theme for the 2019-2020 school year is “If we live by the Spirit, let us also walk by the Spirit,” during which we will focus on the gifts God has given us by looking at the Fruits of the Holy Spirit. Galatians 5:22 tells us these are “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” Let us spread these fruits as disciples of Christ, guided by the Holy Spirit.

Your teachers, parents, priests, and I look forward to working with you this year and helping you grow into all God wants you to be. This handbook is part of the guide that will help us all work together to do that. As a part of being a student at St. Matthew Catholic School, you are telling us you are going to do your best to follow school rules and work well with the adults who teach and help you.

I am honored to be your principal, and I look forward to seeing all the many wonderful things we can do, create, become, and achieve this school year!

God bless you!

Mrs. Lindell

Vision Statement

One community growing in Christ

Mission Statement

Guided by the Holy Spirit, St. Matthew Catholic School nurtures the whole child to live, learn, and serve with the compassion of Christ.

Philosophy

In partnership with parents, St. Matthew Catholic School and community value the ongoing academic and spiritual development of our students. A varied and challenging educational program encourages students to use their unique gifts to reach their full potential. As a Catholic school, we teach morals and values of the Catholic faith and provide opportunities through which students can live by the example of Christ to humbly serve others.

School Profile

St. Matthew Catholic School was founded in 1914 as a mission of the Sisters of St. Mary of Oregon. Today, it provides a quality education in grades Preschool–8 under the Archdiocese of Portland Department of Catholic Schools and in partnership with the Missionaries of the Holy Spirit (MSPS). In addition to the core curriculum, St. Matthew offers PE, Health, Music, Band, Tech/STEM, Art Literacy, Library, and Spanish. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected.

Local Catholic and Public High Schools recognize St. Matthew for its excellent academic preparation. The school is formally accredited by the Western Catholic Education Association. St. Matthew has strong parish support financially, philosophically, and spiritually.

Archdiocesan curriculum guidelines, consistent with the standards of the State of Oregon, are followed for the teaching of all subject areas. St. Matthew Catholic School strives to offer a program which makes use of many sources of reading material, fresh approaches to methodology, a wide variety of audio-visual and technology tools, and a multi-text approach to content areas.

Our theology complies with Archdiocesan standards and the teachings of the United States Conference of Catholic Bishops. Through meaningful liturgy, prayer, and service, St. Matthew students become living disciples of Christ. At St. Matthew, we are attempting to “teach as Jesus did.”

Schoolwide Learning Expectations

A St. Matthew student:

Humbly Serves

- Offers help to others in the school community
- Ministers to others in a polite and respectful manner
- Actively participates in service in the church, school, and community

Effectively Communicates

- Listens actively and respectfully to others
- Expresses oneself clearly and appropriately
- Demonstrates understanding and application of concepts in words and numbers

Academically Strives

- Develops questions to reach a better understanding of learning objectives
- Applies organization and time management strategies effectively
- Monitors understanding and application of knowledge and works toward individual potential

Respectfully Models Catholic Values

- Understands the basic teachings of the Catholic Church
- Reverently and actively participates in prayer, sacraments, and Mass
- Lives, acts, and speaks in accordance with the Catholic faith, values, and morals

Thinks Critically

- Understands how actions affect self and others
- Applies critical thinking and problem-solving strategies
- Recognizes, appreciates, and uses God-given talents and gifts

In other words, St. Matthew students have HEART!

General Information

Communication

Office

- The School Office is open from 7:55 a.m. – 3:30 p.m.
- Phone Number: (503) 648-2512

Information Sources

We will do our best to provide information and ask that you check all resources for updates. When you receive information about an upcoming event, please be sure to mark the information on your family's calendar.

- The School Newsletter “The Walnut Street Journal” is published monthly and distributed via email.
- Each Tuesday, an email called the “Tuesday Memo” will be sent out with weekly reminders and upcoming items for the next week.
- The principal will publish the “Friday Five” each week with five things that happened around the school in the previous week, including academic highlights.
- The School Calendar is on the website at <http://www.stmatthewschoolhillsboro.org/parent-info/calendar.cfm>
- RenWeb has information about grades, school forms, volunteering, and the school directory.
- Teachers will inform you about their procedures for routine communications and sending materials home. Please familiarize yourself with their procedures and respond promptly to any matters requiring action.

Communicating with Teachers and Administrators

- You are welcome to contact your child's teacher or the principal any time you have a question or concern.
- Email is generally the most efficient way to initiate communication. We will make every effort to respond promptly but be aware that instructional time is a teacher's first priority.
- Telephone calls are less desirable, since a “phone tag” situation may arise if you are unavailable when we are able to return your call.

Student Directory

- Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses.
- Under the laws of FERPA, parents may choose to exclude any personal contact information from the student directory.
- The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be used or sold for other purposes.

K-8 Admissions

Non-Discrimination Policy

- St. Matthew Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.
- St. Matthew Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Admission Priority

As openings become available, the following priorities will be used to accept students to St. Matthew Catholic School:

(Priority in all the following categories will be given to those enrolled in St. Matthew Preschool.)

- Children of parents who are active, registered, and contributing members of St. Matthew Catholic Church who have other children currently attending St. Matthew Catholic School.
- Children of parents, who are active, registered, and contributing members of St. Matthew Catholic Church who do not have other children currently enrolled at St. Matthew Catholic School. A parishioner verification form from the pastor is required. Priority is given to families involved in the parish Religious Education program.
- Children of parents active, registered and contributing to another Catholic parish. Parishioner verification from that parish's pastor is required.
- Children of families, not in a parish, whose parents support the philosophy of Catholic education.

Application Requirements

- Completion of Application
- \$25 Application Fee
- Birth Certificate (Copy)
- Baptismal Certificate, if the student has been baptized (Copy)

Age/Readiness Requirements

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance granted after displayed readiness on the Kindergarten assessment.

Students applying for Admission in Grades 1-8 must present a completed teacher recommendation or copy of the current report card and standardized test results. These will be

reviewed by the admissions team and administration to determine whether the program at St. Matthew School will meet the educational needs of the students.

New incoming students in Grades 1-8 may be tested in some academic areas.

All new students will be on a 90-day probationary period. If during this period there are concerns beyond what is reasonable, a student may be asked to withdraw his/her attendance at St. Matthew Catholic School. The recommendation and decision of the school is final. St. Matthew Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. If, after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Matthew Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Matthew Catholic School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Matthew Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

St. Matthew School reserves the right to refuse admission to students with behavior, discipline, or academic problems. If transferring from another Catholic or private school, tuition status at that school will be checked. In order to receive the subsidized Catholic tuition rate, all Catholic families must submit a signed Pastor Agreement form each year.

Financial Obligations

Financial Assistance

- Financial Assistance applications are available online at <https://online.factsmtg.com/aid> beginning January 1.
- The application deadline to FACTS® Grant and Aid Assessment is mid-March. Please see the School's website for more details.

Tuition Payment and Billing

All billing charges and payments will be listed on monthly statements. These statements will be delivered via email on the first of every month.

- Tuition will be billed in 10 equal installments for your family for the school year.
- The billing cycle will be from August-May.
- Payments are due on the 20th of the month.
- A return fee of \$25 will be assessed to your account for any returned tuition payment.
- Please address all tuition questions to Doreen Kemper (503) 648-1998 Ext 284 or ar@stmatthewhillsboro.org.

Enrollment/Re-Enrollment

- The \$200.00/family Registration Fee for new and returning students must be submitted by the stated registration deadline.
- All Application and Registration Fees are non-refundable.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school and complete the student withdrawal form.
- Outstanding tuition and miscellaneous fees must be paid, and all textbooks and library books must be returned.

Month of Entry/Enrollment % annual tuition to be paid	Month of Withdrawal % annual tuition to be paid
September: 100%	September: 10%
October: 90%	October: 20%
November: 80%	November: 30%
December: 70%	December: 40%
January: 60%	January: 50%
February: 50%	February: 60%
March: 40%	March 70%
April: 30%	April: 80%
May: 20%	May or June: 100%

Share Hours

We ask all parents to share generously of their time and talents. This allows St. Matthew Catholic School to keep tuition as low as possible by utilizing volunteer power rather than hiring additional staff.

- Each family is required to donate a minimum of 35 hours per school year in service to the school. Single parent families are required to give 17.5 hours of service.
- Activities must be pre-approved by the principal to count toward the service requirement. This is done by choosing from one of the already pre-approved activities on the reporting form or by emailing the principal for permission **before** completing the activity.
- Families will be charged \$25 per uncompleted Share Hour.
- Detailed information about volunteering opportunities, reporting Share Hours, and more can be found in the Share Hour pamphlet, available on the Volunteer page of the school website's Parent Info section.

Jog-a-thon

We ask all parents to share generously of their time and talents.

SCRIP

We ask all parents to share generously of their time and talents.

Daily Schedule and Procedures

School Hours

Please check the school calendar and monthly newsletter for early dismissal dates.

- **Preschool**
 - AM Classes – 8:15 a.m. - 11:15 a.m.
 - PM Classes – 12:15 p.m. - 3:15 p.m.
 - Full Day Classes – 8:15 a.m. - 3:15 p.m.

- **K-8**
 - M, T, Th, F – 8:00 a.m. - 3:00 p.m.
 - Wednesday – 8:00 a.m. - 2:30 p.m.
 - Prayer and morning announcements begin at 8:05 a.m. each day. Students not in their homeroom at 8:05 a.m. are considered tardy. Excessive tardies will have a direct impact on a student’s academic evaluation and promotion to the next grade.

Preschool Arrival/Departure

- Students should be walked to the classroom by their parent or other responsible adult.
- Preschool pick-up from morning classes will be at the front of the main school building on Walnut Street. Afternoon classes are dismissed from the classroom. Instructions will be provided to parents.

Arrival Procedure K-8

At St. Matthew Catholic School, we partner with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

- Walkers/Parents who wish to park – Students who walk to school may enter through either the Walnut Street entrance or the back entrance by the Preschool Playground. Parents who wish to walk their children into the school building should drop them off at the door to the classroom (not inside the classroom). Parents who are staying to volunteer must check in at the School Office.
- Car Riders (Kiss and Go) – The morning Kiss and Go line is on Walnut Street. Staff will be present to receive your child at the front door. ***Parents should remain in their cars.***
- Viking Club Before-School Participants/Morning Band – Students who participate in either of these activities will be released to their classrooms at 7:55. Specific instructions will be provided to participants.

Dismissal Procedure K-8

- Bus Riders – Students riding the bus will be released to the Walnut Street doors by their teacher. Staff will be present to release students to their bus.
- Park and Pick Up – Parents who wish to park and meet their children should park in the Parish Hall parking lot or use on-street parking on 3rd and walk over to meet their child on the blacktop by the Preschool playground.
- Parent Pick-Up Lanes – Those who wish to remain in their car will pull into the school lot using the entrance on 3rd Street. Cars will fill single-file lanes to both exits (2nd Street and Oak Street). Students will be sent to the car by staff; parents should not exit the car.
- Viking Club After-School Participants – Students attending Viking Club will be sent directly downstairs by their teacher to be received by the Viking Club staff.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher or parent. Students who choose to do so face the possibility of detention, suspension, or expulsion. This policy is designed for the protection of your child and to help your child to become more organized and personally responsible.

School Advisory Council

The St. Matthew School Advisory Council (SAC) provides general direction for the school and advice to the pastor and principal on school-related matters. Members include current parents, alumni, parish representatives, and community members. Members serve three-year terms and help research and provide feedback on a variety of topics: long-range planning, financial health of the school, overall tuition assistance, marketing, alumni relations, and other special projects. SAC helps to ensure St. Matthew Catholic School remains mission-driven and healthy for years to come.

Parent Club

St. Matthew Parent Club works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization. All parents are considered a part of the Parent Club, so it is recommended to stay aware of their activities so you can help support their efforts. By-Laws for the Parent Club are available on the school website.

Dress Code Policy for K-8 Students

St. Matthew School strives to maintain a dress code policy reflective of the standards of the faith community, student dignity, and Catholic school pride. We ask parents to review this dress code policy with their children and to ensure compliance on a daily basis. Your cooperation allows teachers to focus their energy on positive instruction. The principal will be the final judge of any questionable attire or appearance not explicitly covered in these guidelines.

This dress policy will be in effect on all school days. Parents will be notified of any exceptions to this dress policy.

Thank you for helping our students dress for success!

General Appearance

At all times, students should be clean, neat, size appropriate (not too large, not too small), and modest in appearance.

Most school days, unless notified by the school to the contrary, are regular uniform dress days. Thursdays are dress-up days to reflect our love and respect for Jesus and the Holy Eucharist as we attend our School Mass. Sometimes Mass will be changed to a different day of the week to reflect special liturgical celebrations. The school will notify parents of these changes. Guidelines for these dress-up days can be found below. For various reasons, some days throughout the year will be non-uniform dress days. A set of guidelines for these days may also be found below.

Approved Items for Regular Uniform Dress Days

	Boys	Girls
Tops	<p>Solid-colored white, navy blue, or “Land’s End Maize” polo style shirts (either short or long sleeve). A polo shirt has:</p> <ul style="list-style-type: none"> • A button placket, a collar, and a sleeve length at least three inches below shoulder. <p>White collared button front shirt.</p> <p>White undershirts may be worn under an approved shirt but must not be visible at the hemline or sleeve.</p> <p>Shirts must be tucked in at all times.</p> <p>*Sweatshirts: Beginning in the 2019-2020 school year, sweatshirts may only be worn before/after school and at recess. We will have “sweatshirt” days throughout the year with advance notice.</p>	<p>Solid-colored white, navy blue, or “Land’s End Maize” polo style shirt (either short or long sleeve). A polo shirt has:</p> <ul style="list-style-type: none"> • A button placket, a collar, and a sleeve length at least three inches below shoulder. <p>White collared button front blouse.</p> <p>White undershirts may be worn under an approved shirt but must not be visible at the hemline or sleeve.</p> <p>Shirts must be tucked in at all times.</p> <p>*Sweatshirts: Beginning in the 2019-2020 school year, sweatshirts may only be worn before/after school and at recess. We will have “sweatshirt” days throughout the year with advance notice.</p>
Outerwear	<p>A solid-colored white, navy blue or “Land’s End Maize” uniform style sweater, fleece, or vest may be worn over the top of an approved polo shirt in the classroom.</p> <p>Shirt collars must be visible when worn under a sweater, fleece, or vest.</p> <p>Coats and sweatshirts may not be worn in the classroom; garments will not be tied around waists.</p>	<p>A solid-colored white, navy blue or “Land’s End Maize” uniform style sweater, fleece, or vest may be worn over the top of an approved polo shirt in the classroom.</p> <p>Shirt collars must be visible when worn under a sweater, fleece, or vest.</p> <p>Coats and sweatshirts may not be worn in the classroom; garments will not be tied around waists.</p>
Bottoms	<p>Solid color navy blue or khaki corduroy or dress pants/slacks (No jogger style).</p> <p>Solid color navy blue or khaki dress shorts – minimum length of fingertip plus one inch.</p>	<p>Solid color navy blue or khaki corduroy or dress pants/slacks (No jogger style).</p> <p>Solid color navy blue or khaki dress shorts or capris – minimum length of fingertip plus one inch.</p> <p>Solid color navy blue, khaki, or Land’s End Classic Navy Plaid skorts</p>

		<p>– minimum length of fingertip plus one inch.</p> <p>Skirts and jumpers must be solid color navy blue, khaki or Land’s End Classic Navy Plaid</p> <p>– minimum length of fingertip plus one inch.</p> <p>Jumpers must be worn with an approved shirt.</p>
Shoes/Socks	<p>Shoes and socks must be worn at all times. For safety, shoes must cover the toes and heel.</p> <p>PE shoes should have non-marking soles.</p> <p>Socks must be solid-colored navy blue, black, or white.</p>	<p>Shoes and socks must be worn at all times. For safety, shoes must cover the toes and heel.</p> <p>PE shoes should have non-marking soles.</p> <p>Socks must be solid-colored navy blue, black, or white.</p> <p>Girls may wear solid navy blue or solid white tights with skirts and jumpers (no leggings).</p>
Hair and Accessories	<p>No hats or hoods up in the building.</p> <p>Students are to keep their hair clean and neat, and it must be natural color. Hair should never cover the eyes. Boys’ hair must be cut in a style that is off the collar and above the ears. Students may not wear extreme hairstyles. What is considered extreme is up to the discretion of the principal.</p> <p>No tattoos, including temporary, self-drawn, or henna.</p> <p>Boys may not wear earrings. No other piercings are allowed.</p>	<p>No hats or hoods up in the building.</p> <p>Students are to keep their hair clean and neat, and it must be natural color. Hair should never cover the eyes. Plain, solid-color headbands or bows may be worn in uniform colors. Students may not wear extreme hairstyles. What is considered extreme is up to the discretion of the principal.</p> <p>No tattoos, including temporary, self-drawn, or henna.</p> <p>Girls may wear only one school- safe earring per earlobe. No other piercings are allowed.</p> <p>K-5th grade girls may only wear natural color lip balm. No other makeup or nail polish is allowed. 6th-8th grade girls may wear minimal makeup and nail polish, both in neutral tones.</p> <p>The principal will be the final judge of any questionable makeup.</p>

Mass or Dress-Up Days

Days of All-School Liturgies on Thursdays, Holy Days and other special occasions as designated by the principal are considered dress-up days. These are school days where a more formal appearance is expected out of respect for the special purpose of the day. Besides the usual appearance standards, the following guidelines apply for the entire school day.

Boys

- Pants required; no shorts are allowed.
- Boys may choose to wear the normal polo shirt or a blazer with dress shirt and tie/bowtie in school colors or school plaid.
- Plain belts are required (grades 3-8).

Girls

- Girls may choose to wear skirts, jumpers, or pants; no shorts or capris.
- Tights in plain navy blue or white may be worn with skirts and jumpers.
- Plain belts are required with pants (grades 3-8).

PE Clothing

All students must bring non-marking lace-up tennis shoes for use during PE class. Students in grades 4-8 are required to purchase an official St. Matthew School PE uniform. The uniforms are available through the school at a cost of \$16.00.

Non-Uniform Dress Days

The following guidelines are enforced on all Non-Uniform Days:

Students May Wear:

- Jeans
- Denim or walking style shorts with a minimum length of a fingertip plus one inch
- Skirts or skorts which are a minimum length of a fingertip plus one inch
- Sweatshirts or t-shirts
- Dresses which are a minimum length of a fingertip plus one inch
- Dress pants
- Dress shirts
- All attire must be modest and appropriate for school.

Students May Not Wear:

- Athletic shorts
- Yoga pants, running tights, leggings or jeggings
- Sweatpants or jogging suits
- Sleeveless shirts
- Hats, sandals or flip-flops

Good Rule: If you think you shouldn't wear it, you shouldn't.

Clothes Closet

Families can trade standard dress items that students have outgrown for other items that they need. If you want to donate items to the Clothes Closet, we welcome any new or used items in good condition.

Academics

Attendance

Reporting

- When a student is absent from school, a parent must call the office (503) 648-2512 or email pdunn@smcshillsboro.org no later than 9:00 a.m. on the date of the absence.
- A parent will be contacted if the office does not receive a call or email.
- This policy is for the protection of the St. Matthew students and is aligned with Oregon state statutes.

Illness

- Students should be fever-free without fever-reducing medication for 24 hours before returning to school.
- Students who are sent home during the school day with a fever will not be permitted to return to school the next day as this would not allow for the 24-hour protection of the entire school community.
- The same guidelines are to be used for students who have vomited or have diarrhea.
- Students who are absent due to illness have one day for each day of absence to make up missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Scheduled Absences

- The school calendar provides for extended weekends throughout the school year.
- Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.
- Missed assignments are the student's responsibility, and no work will be given in anticipation of the vacation/planned absence.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for half a day.

Excessive Absence

- Student achievement is directly related to consistent school attendance.
- A student's attendance should not be interrupted, except for important matters or unavoidable circumstances.
- Excessive tardiness and/or absences from school inhibit learning and are disruptive to the student's classmates and teachers.

- Parents and students should be aware that the student’s grade might be adversely affected by absence or tardiness.
- Parents of students with excessive absence or tardiness will be required to meet with the principal to discuss the situation.

Curriculum

The Archdiocesan curriculum guidelines, consistent with the State of Oregon guidelines, are followed for the teaching of all subject areas. Please see the Department of Catholic Schools website for more information. (<https://schools.archdpx.org/curriculum>)

For grade-specific information, see our school website.

Counselor/Learning Support

- St. Matthew Catholic School strives to meet the needs of all learners.
- A certified counselor meets the needs of students and parents through class and individual consultation.
- Students with learning differences may be evaluated for Support Services, including an Individualized Learning Plan (ILP), with permission of the parents.

Service Projects

- The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs.
- Each grade will participate in a pre-planned fall and spring service project.
- In addition, Middle School students are required to complete Christian Service hours each year.

Grades

Grading Scale for Grades 4 – 8

<u>Grade</u>	<u>Percentage</u>	<u>GPA</u>	<u>Grade</u>	<u>Percentage</u>	<u>GPA</u>
A	93-100	4.0	C	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	0.7
C+	77-79	2.3	F	0-59	0.0

Incomplete grades may be awarded when course requirements are not fulfilled.

Grading System for Grades K – 3

4	Above	Exceeds grade level expectations and applies learning to other subject areas independently.
3	Proficient	Meets grade level expectations and can work independently.
2	Approaching	Demonstrates understanding of skills and concepts below grade level expectations. Needs additional practice and support.
1	Below	Significantly below grade level expectations. An area of concern.

Promotion Policy/Retention Policy

- Advancement to the next grade in St. Matthew Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.
- Promotion to the next grade depends on successful completion of all subject areas.
- The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.
- St. Matthew students are expected to show their best work at all times. Students who do not may be asked to miss recess or stay after school so a teacher may intervene. In addition, tuition assistance may be impacted.

Report Cards/Progress Reports

- Report Cards are important tools for communication. Report Cards will be sent home at the end of each Trimester.
- Progress Reports will be sent out through our RenWeb system.

Conferences

Routine Conferences

- Parent/Teacher Conferences are held for 15-minute periods during the fall.
- Spring conferences are typically scheduled only for students whose teachers or parents have a particular concern.
- Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent

- Parents desiring longer conferences or who wish to meet with the teacher at other times throughout the year are encouraged to contact the teacher for an appointment.

Guidelines

- Courtesy is expected on the part of all parties involved.
- Please remember that differences of opinion can occur, but questioning the teacher's authority in front of children is not helpful. The same courtesy is expected of staff for the role of parents.
- Discuss difficulties in the classroom with the teacher first before bringing them to the principal

Homework

- Research provides strong evidence that, when used appropriately, homework benefits student achievement.
- St. Matthew teachers make every attempt to ensure homework is appropriate in order to deepen students' knowledge, practice a skill that students can do independently but not fluently, introduce new content, and provide opportunities for students to explore topics of their own interest.
- The amount of homework a student does will vary according to the intensity and difficulty of the subject matter. In addition, some students require less time than others to complete the same assignment.
- Homework is given daily in grades one through eight.
- Parents are encouraged to provide their children an environment free from distraction and conducive to good study habits.
- If you have concerns about your child's homework, please contact the teacher.
- As a general rule, homework assignments will fall into these guidelines:
 - Grades 1 and 2 10-30 minutes
 - Grades 3 and 4 30-50 minutes
 - Grades 5 and 6 50-70 minutes
 - Grades 7 and 8 70-90 minutes or more
- Parents are welcome to email or call the teacher at school if they have questions about any assignments, projects, etc. Homework should not create a burden for students or families.
- Planners will be provided for all students in Grades 3-8, and parents are encouraged to check them nightly.
- **Homework is the responsibility of the student and should be completed to the best of their ability. While parents are encouraged to help, the work should be that of the student to help them learn and grow.**

Late Work Policy (Middle School)

- Work is due at the start of the next class period, unless otherwise communicated by the teacher.
- Points possible is reduced each school day when an assignment is late:
 - 4th and 5th Grades – points off (as noted by the teacher per assignment) per day, will be accepted when turned in
 - 6th-8th Grades – 10% off per day, only accepted up to five school days after the original due date
- Late projects and papers will be treated differently according to the assignment.

Homework Policy for Illness

- When a student is absent, a parent may call the School Office to arrange for homework assignments. Homework assignments may be picked up at the School Office between 3:00 p.m. and 3:30 p.m.

- For short absences, students may wish to contact a classmate to become aware of any missed assignments.
- Students may also receive missed assignments from their teacher when they return to school.
- Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Homework Policy for Vacations/Planned Absences

- Parents are encouraged to schedule vacations or planned absences around the school calendar, which is published in the spring prior to the current school year. Missing instruction time places a burden on the student.
- Missed assignments are the student's responsibility.
- No assignment will be given prior to the vacation. Make-up work will be given upon the student's return.

Academic Probation

- A student whose academic performance indicates serious deficiencies may be placed on academic probation. This is for students who can learn but choose not to learn.
- Students on academic probation will be placed on a two-week improvement plan. At the end of this two-week period, the student's academic progress will be assessed.
- Tuition Assistance may be affected if a student is placed on academic probation.

Student Conduct

The St. Matthew Catholic School philosophy emphasizes deep respect for the dignity and unique God-given gifts of every individual. Students are expected to be considerate of the rights of others at all times. The policies of the school are designed to foster mature development and personal responsibility. St. Matthew students are expected to show respect, kindness, and fairness to the best of their ability at all times. In addition, students must show care for the environment (inside and outside), strive to do their best academically, and work to be a good role model for others.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

School Rules

- Students are expected to conduct themselves in a Christ-like manner in line with the vision of St. Matthew Catholic School: “One community growing in Christ.”
- At all times, students are to:
 - Come prepared and ready to learn.
 - Act in a safe and healthy way.
 - Respect the rights and needs of everyone.
 - Treat all people and property with respect.
- The infraction of school rules will result in disciplinary procedures subject to the professional judgment of the staff and administration, appropriate to the age of the student and the seriousness of the incident. Further information for K-2, 3-5, and 6-8 will be provided to parents at Back to School Night.
- Students will be given the opportunity to solve behavior problems with the help of the school staff. If the problem is serious or reoccurs, parents will be notified and asked to be a part of the problem-solving process. In all matters, the focus is on the student thinking through how the behavior will not reoccur in the future and how to make amends.
- It is our hope that problems can be taken care of in the early stages. By working together, parents and teachers can help train students on their way to becoming responsible, Christ-centered adults.

Items That May Not Be Brought to School

- Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.
- Fidgets and focus tools are only permitted with written permission from both the teacher and administration.

- The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.
- Items taken away from students must be picked up in the School Office by a parent/guardian.

Cheating

Academic integrity is incredibly important. Students are in school to learn and show their academic progress. Therefore, cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Smoking

Smoking of any type, including e-cigarettes, is not allowed on campus by students or adults. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

School Bus Rules

St. Matthew School families may elect to have their child(ren) ride the bus home through the Hillsboro School District busses. Students who refuse to promptly obey the directions of the driver or the rules and expectations for bus riders may forfeit their privilege to ride on the busses. In addition, St. Matthew Catholic School rules still apply on the bus.

Off-Campus Conduct

The administration of St. Matthew School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyberbullying.

Bullying and Cyberbullying

St. Matthew Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Anti-Bullying Policy

Everyone at St. Matthew Catholic School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows:

- Bullying is aggressive, intentional behavior that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself.
- Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by email, text message, or social networks (cyber bullying).

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the Steps to Respect/Second Steps program to all students.
- Respond quickly and sensitively to bullying reports using the Steps to Respect Four – A Response Process and coaching models.
- Investigate all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Consequences for Misbehavior

Our basic philosophy and approach to student discipline at St. Matthew Catholic School is to guide our students with a respectful, loving, but firm hand. We believe students, no matter their age, should accept responsibility for their own behavior. If possible, we will guide them to solve their own problems. Our goal is to graduate capable, self-reliant students, who possess strong social skills and who model Gospel values in their behavior and interpersonal relationships.

When students do misbehave, courses of action may be, but are not limited to:

- The classroom teacher or any school staff member in charge of student supervision will handle minor infractions. Many of these situations are handled with an intervention that serves as a warning to a student to stop behavior that is off task, disruptive, or potentially unsafe.

- If there is repeated misbehavior, or the infraction is of a more serious nature, a “Refocus Form” may be given to the student.
 - This is a four-part NCR form, with a copy for the student and his/her parents, the student’s classroom teacher, and the principal.
 - The form has a guided, four-step problem-solving assignment for students to complete with the help of their parents and asks for a parent signature.
 - Parents remove and keep the yellow copy. The student brings back the other copies to his/her teacher the next school day.
 - The goal of this process is to help the student see the seriousness of their actions, develop a plan for how to handle situations like this in the future, and hopefully motivate the student to make better choices moving forward.
- If a Kindergarten-4th Grade student receives three Refocus Forms, the principal and/or assistant principal will call for a meeting of the student, his/her parents, and the student’s teacher to develop a support plan to help the student make more positive behavior choices.
- If a 5th-8th Grade student receives a total of three Refocus forms over any length of time during the school year, the consequence will be after-school detention.
- If a student has gone through the behavior slip/detention cycle two times (six behavior notices), the student will receive an additional detention and the principal will call a meeting with the student, the student’s parents, and teacher(s) to develop a plan moving forward. Further Refocus forms may result in suspension as determined by the principal.
- Depending on the infraction, misbehaving students may be referred directly to the principal. A meeting with the student’s parent may be called.
- Unresolved or very serious discipline problems may lead to suspension and/or expulsion.

Discipline

Detention

- Detention may be issued for a breach of classroom and/or school rules.
- Parents are provided with a written notification of the detention.
- Parents must adjust their plans to accommodate their child’s later dismissal.
- The day, date, and time of the detention are at the discretion of the principal who monitors the detention.
- Detention takes precedence over appointments, practices, lessons, tutoring, sports games, extracurricular activities, etc., including those that happen at our school.

Suspension

- Students who are given an in-school suspension will be required to report to school each day.
- It may be required, in certain instances, to work with a substitute teacher paid for (\$75.00) by the suspended student’s parents.
- Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of the suspension, but failing grades will be recorded for this work.

Expulsion

- Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Matthew Catholic School.
- Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the principal.
- Students whose parents have violated the Parents as Partners section in this handbook may also be excluded from St. Matthew Catholic School.
- In cases of involuntary separation, there will be no reimbursement for tuition and/or fees.

Medical/Health Policy

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma, allergies or other medical conditions. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. St. Matthew School makes no claim to be a peanut-free school.

Food Allergy Policy

St. Matthew School takes food allergies seriously and positively welcomes all students with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Matthew School asks that parents of children with severe allergies provide an Allergy Action Plan and provide appropriate medication to the school so we can implement the student's allergy plan. No peanut products will be served in the cafeteria.

Classrooms

- Teachers must be familiar with the Allergy Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Allergy Action Plan.
- In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder in order to be accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Immunizations

All students enrolled in St. Matthew Catholic School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Medication Dispensation Guidelines

- Detailed information about Medication Administration at school can be found on the Student Services page of the school website's Parent Info section.
- For any medications administered at school, a Medication Administration Request Form must be completed by the parent and physician. This form may be downloaded from the Student Services page of the school website, or a hard copy may be picked up in the School Office.
- If you have any questions about the administration of medications, please contact the School Office.

Medication Administration Authorization Form

A copy of the Medication Authorization form can be found on the school website or in RenWeb's ParentWeb in the Resource Documents. A hard copy can also be picked up at the School Office.

Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as, but not limited to: chicken pox, pink eye, and/or head lice.

School Policies and Procedures

Student Records

- St. Matthew Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.
- Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Matthew School Office for distribution.
- Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

Custodial Rights

- It is a great benefit to the child to have both parents involved in his/her education. Parents have a responsibility to share any official custodial information decided through the courts with the school.
- The school will view each parent as having full legal custody of his/her child unless a court document to the contrary has been provided to the school.
- Non-custodial parents have the right to receive records about their child's academic progress or lack thereof unless prohibited by a court document. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Office Records

Parents/Guardians are required to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

School Property

- The parent of a child who carelessly destroys or damages any furniture, equipment, technology, buildings, or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement.
- Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted.
- A fine will be charged for damaged or lost texts that must be paid before any final reports, transcripts, or diplomas are presented.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Library

The school has a well-equipped automated Library and Media Center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.
- Students who have lost or damaged books will not receive progress reports or report cards until their account is cleared.

Lockers

- Each middle school student is assigned a locker in which to store clothing and textbooks.
- Students in grades 4-8 are assigned PE lockers to store PE uniforms.
- In order to maintain a quiet atmosphere for class, students are permitted to go to their lockers only at specified times.
- The school reserves the right to inspect lockers at any time.
- Middle school lockers may be decorated inside, but only with material that can be easily removed such as 3M Command Strips®.
- Students are issued a school-owned combination lock to use to protect their personal items. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of St. Matthew Catholic School. Students will be responsible for replacement of any lost lock.
- A lock that is not locked on a student's locker during the school day will be taken from the locker, along with the property inside. The student must come to the office to retrieve his/her lock and materials from inside the locker.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Stand in a column, facing away from the building;
- Return to building when signal is given.

Earthquake, Lock In, and Lock Out drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds;

- Walk briskly to the assigned place in single file;
- Sit, face wall, and put hands over head;
- Return to classroom when signal is given.

Crisis Plan

- St. Matthew Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. Beginning in the 2019-2020 school year, SMCS follows the ALICE protocol per the Archdiocese of Portland and in communication with the Hillsboro Police Department. The ALICE protocol complies with Department of Homeland Security and Department of Education recommendations for response to an active shooter incident.
- In the event of an emergency requiring evacuation of the building, students will be moved to predetermined secure locations. Should this happen, we will be bused to the Washington County Fairgrounds to reunite with parents, and you will receive updates as available.
- An alternate site may be chosen if the situation warrants.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations through the Flash Alert system. A message will also be posted on our Facebook® page. Parents are highly encouraged to sign up for Flash Alert notifications and/or download the Flash Alert app at <https://www.flashalert.net/login/>.

Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission, phone call, fax, or email cannot be accepted in place of an original. Permission slips are due in the office 48-hours before the start of the field trip.

- Parents may refuse to allow their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older.

Child Abuse Laws

St. Matthew School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Visitors

- School visitors (volunteers, parents, etc.) must enter and exit through the main office.
- For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason.
- All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office.
- Visitors and/or volunteers are to sign out at the time of departure.
- Visitors may be asked to show identification in the form of a driver's license or other government issued identification.
- Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Volunteers

- A Volunteer Handbook is available online. All individuals who volunteer during school hours, for field trips, or with children must complete the Archdiocesan mandated background check and volunteer training.
- When arriving to volunteer, volunteers must sign in at the School Office and wear their Volunteer Badge.
- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, field trips, or to decorate bulletin boards.

Additional Information

Lunch Program

St. Matthew Catholic School offers a daily hot lunch program.

- Students choosing to order hot lunch from school need to complete a lunch menu/order form by the order deadline each month.
- Hot lunch costs \$4.25 per day, and students have the option to order an extra serving of the main entrée for \$1.25 more when placing their monthly lunch order. Please note the extra entrée does not qualify for Free and Reduced lunch and parents must pay the cost.
- An emergency lunch will be provided for students who have forgotten their lunch. This may or may not be the same hot lunch
- Families will be billed monthly for lunches ordered.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are expected at all times.

Gifts and Invitations

- Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.
- Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Birthday Observances

Students in Pre-K through Grade 8 may bring birthday treats to school. All treats should be store-bought and pre-packaged with ingredients listed on the package.

Items Brought to School

St. Matthew Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes but is not limited to all electronic devices.

Lost and Left

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left area.

- Items placed in the Lost and Left remain there for two weeks. After two weeks, items are donated to charity.

- Parents are to be advised that many items are actually *placed* in the Lost and Left by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Left box.
- Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Graduation Ceremony

- Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. This ceremony is typically scheduled on Tuesday of the last week of school, but please see the school website for details.
- Appropriate attire should be worn for the occasion: dress shirt, dress pants, dress shoes (no sport shoes) and tie for boys; dress attire for girls is to have sleeves and modest hemlines (if a skirt/dress). Spandex or similarly tight-fitting material and backless/strapless dresses are not appropriate. Denim is also not approved for this occasion. Please make sure dresses are a minimum length of fingertip plus one inch.

Technology

School Philosophy

As a STEM-focused school, St. Matthew Catholic School promotes the use of technology in the educational experience. Technology, when used responsibly is a vital tool in helping students expand their horizons and learn in the fast pace of the 21st century. However, St. Matthew Catholic School recognizes the need to teach students about digital citizenship, and this must be done in a close partnership with parents who are the primary educators.

We encourage the use of www.common sense media.org to help understand both the benefits and pitfalls of the use of technology by children of all ages. St. Matthew teachers use this same site to teach students the seven areas of digital citizenship: self-image & identity, relationships & communication, digital footprint & reputation, cyberbullying & digital drama, information literacy, internet safety, and privacy & security.

Unfortunately, students sometimes choose to use technology inappropriately. Whenever possible, St. Matthew Catholic School takes the opportunity to retrain students in the safe, responsible use of technology. However, students involved in some practices may face suspension and/or expulsion due to the serious nature of the offense, particularly in light of our Catholic values.

Technology Concerns

Social Media/Blogs

Photos and captions on a student or parent's Instagram®, Facebook®, or other social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action, including expulsion. Parents should refrain from creating a class/grade account on any platform without the written authorization of the principal.

Use of Student Photographs

St. Matthew Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Matthew School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Matthew are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page or other social media site. Such postings are a violation of the St. Matthew School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Matthew Catholic School.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should have a cell phone permission form on file and bring the phone to the office daily. The cell phone will be returned to the student at dismissal. At no time during the day should a cell phone be in a student's locker

or in his/her possession. If the cell phone is found in a student's possession (including their locker) during the school day, it will be taken and given to the principal. Confiscated property may be picked up by a parent/guardian in the School Office.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Hillsboro Police Department will be notified.

Texting/Video Communication

Students should at no time be involved in texting or using video communication during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Electronic Readers (E-readers)

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. St. Matthew Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

Acceptable Use

St. Matthew Catholic School offers use of online electronic information services for students. The faculty and staff strongly believe in the educational value of such information services and recognize their potential to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Matthew Catholic School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Preschool

The St. Matthew Preschool program provides children with an introduction to learning within a nurturing, Christ-centered environment. We believe preschool children learn best through play. The program inspires a student's natural curiosity by providing many opportunities for free exploration and play.

Parents are the primary educators and the school strives to create a seamless partnership to best support each child. Students' spiritual, intellectual, and physical growth are nurtured by providing a balance of individual, group, and teacher-guided activities.

Programs Offered

Three-year-old Preschool

Two days a week, Tuesdays and Thursdays

- Morning Class – 8:15 a.m. to 11:15 a.m.
- Afternoon Class – 12:15 p.m. to 3:15 p.m.
- Full Day – 8:15 a.m. to 3:15 p.m.

Four-year-old Preschool

Three days a week, Mondays, Wednesdays, and Fridays

- Morning Class – 8:15 a.m. to 11:15 a.m.
- Afternoon Class – 12:15 p.m. to 3:15 p.m.
- Full Day – 8:15 a.m. to 3:15 p.m.

Four-year-old Pre-K

Five full days a week – 8:15 a.m. to 3:15 p.m.

Class sizes are limited to 20 students per session with a 1:10 staff-to-student ratio.

Tuition

- Tuition rates may be found on the school's website. All billing charges and payments will be listed on monthly statements. These statements will be delivered via email on the first of every month.
- Tuition will be billed based on 1/10th of the total tuition for your family for the school year.
- The billing cycle will be from August–May.
- Payments are due on the 20th of the month.
- There is no financial assistance available for preschool.

Admissions Process

- Applications for preschool are made available to current school families and St. Matthew parishioners starting November 1st for the following school year.
- The general public will have access to applications the last Sunday of January.
- Preschool admission is on a first come, first served basis.
- A waiting list will be maintained if the classes are full.

Application Requirements

- Completion of Application
- Birth Certificate (Copy)
- \$75 non-refundable registration fee (\$50.00 will be refundable only if the class is full)

Admissions Requirements

- Age
 - Children must be age 3 or 4 by September 1st of the current calendar year. This policy aligns with the guidelines established by the Archdiocese of Portland.
- Potty-Trained
 - Children must be completely potty-trained before the beginning of the school year.
- Immunizations
 - Children must be current on all required immunizations. A Certificate of Immunization must be submitted by the first day of class.

Drop-off/Pick-up of Students

Students should be walked to the classroom by their parent or other responsible adult. Preschool pick-up will be done at the front of the main school building on Walnut Street.

Before/After School Care

- Viking Club before school care is available for preschoolers attending morning sessions from 7:15 a.m. to 8:15 a.m. for those families that need the service.
- After school care is available Mon., Wed, and Fri. until 6:00 p.m., for preschoolers attending afternoon sessions.
- Please see the section on Viking Club for more information of program costs and fees.

Viking Club Before and After School Care

The goal of Viking Club is to provide quality before and after school care for our families in a safe and Christian atmosphere. The program is sponsored through St. Matthew School; therefore, only St. Matthew students may participate. Viking Club operates under all school policies. Clear communication and careful coordination among parents, Viking Club, and school staff is essential to the success of this program.

Daily Program

Students will be involved in a variety of activities including outdoor play, games, snack, crafts, and homework.

Discipline Policy

Viking Club will follow the St. Matthew School discipline policy.

Hours

Before-School Care	Monday – Friday	7:00 a.m. – 7:55 a.m. (K-8th Grade) 7:30 a.m. – 8:15 a.m. (Preschool)
	After-School Care	M, T, Th, F
	Wednesday	3:00 p.m. – 6:00 p.m. (K - 8th Grade) 2:30 p.m. – 6:00 p.m. (K - 8th Grade)
	Monday – Friday	3:15 p.m. – 6:00 p.m. (Preschool)

Parents of students who arrive prior to 7:00 a.m. or who are not picked up by 6:00 p.m. will receive:

- A phone call reminding you to not drop off your child early or to pick up your students on time.
- A registered letter reminding you that dropping your child off at school prior to 7:00 a.m. or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
- Repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Regularly Scheduled Care

Participation in the program can begin once registration is complete. A yearly non-refundable fee of \$50.00 is required for each child. Registration fees will be used to help cover state application fees and to purchase supplies for the program. Upon registration, you can sign up for your child's regular schedule (i.e. Sign up for Monday, Wednesday, and Friday on a regular basis.). This guarantees your child a spot if we are not already filled to capacity on those days. It will become your monthly schedule until written notice is given to change it. Please see the Viking Club Registration Form to complete this process.

Drop-in Care

Drop-in care is only provided for after school care. To participate, two steps are required:

- Your child(ren) must have a completed registration on file.
- Call or email 2 business days ahead.

This is scheduled on a first come, first served basis with prior notification. State regulations are firm as to numbers of students served in relation to adult teachers/aides employed. If we do not have space available for that day, drop-in care will not be available.

Viking Club Fees

Fees are outlined on the Viking Club paperwork.

Viking Club Billing

- Viking Club charges will be billed monthly within the first full week of the month.
- Payment is due within 20 days of the invoice date.

Emergency Closing

- Viking Club will follow St. Matthew School's closings due to a weather event or other emergency situation in the afternoon.
- If St. Matthew School is on a late start schedule, there will be no morning Viking Club.

Health and Safety

- Students need to be signed out by a parent/guardian or those individuals designated on the registration form.
- Viking Club follows the procedures for the dispensation of medication outlined in the St. Matthew School Handbook.
 - If your child has medication that needs to be taken during Viking Club hours you will need to supply medication and forms that are specifically for Viking Club.

Parents as Partners

Parents are the primary educators of children, and St. Matthew Catholic School considers it a privilege to establish a strong partnership between school and home. As such, it is your right and duty as parents/guardians to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Matthew Catholic School involves a commitment for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Matthew Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. *To divide authority between school and home or within the home will only teach disrespect of all authority.* If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.