

PURPOSE

St. Matthew Lutheran School is the full-time educational arm of St. Matthew Lutheran Church, Spokane, Washington. The purpose of the school is to teach children that their relationship with God takes top priority in their education and in their life. God's infallible Word shows children how desperately they need a Savior. It also leads children to know Jesus Christ as their only personal Savior, the One who died for all, and who makes them stand before the throne of the Father, forgiven and accepted.

PHILOSOPHY OF EDUCATION

We believe:

- That the teachings of Jesus Christ so permeate the atmosphere of the classroom that children know the way of salvation, are endowed with an evangelical spirit, and are able to apply Christian principles in their attitude and behavior in all situations. The whole scope of the curriculum is based on the unfailing truths of God's Word which are honored above all human wisdom, theories, and directives. Every subject is taught according to a well-planned course of study, giving harmony and continuity from one grade to the next.
- That the Christian principles learned from God's Word are reinforced by the home, the school, and the church. Parents support this belief in part by bringing their children regularly to church on Sundays, to special services, and by setting an example through service to the church. Also parents are totally involved in their children's education, supporting their academic growth.
- That each child is entitled to receive fair treatment and opportunities regardless of sex or race. Children are encouraged to perform at the level of their God-given abilities.
- That each child, as a redeemed child of God, contributes to family, to community, and to government through loyal citizenship and by showing Christian love and respect to fellow humans.

CERTIFICATION

St. Matthew is approved for operation on a yearly basis by the State Board of Education based on an annual certificate of compliance with state standards. The teachers of St. Matthew are certified by the Superintendent of Public Instruction and by the Wisconsin Evangelical Lutheran Synod.

NOTICE OF NONDISCRIMINATORY POLICY

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

ENROLLMENT POLICY

St. Matthew Lutheran School has been established for and is operated by the members of St. Matthew Lutheran Church. Students will be accepted into St. Matthew Lutheran School on an annual basis. Students will be accepted according to the following:

1. Members of St. Matthew Lutheran Church
2. Families interested in becoming members of St. Matthew
3. Families active in their own Christian churches
4. Families who accept the rules and regulations of St. Matthew Lutheran School

The following indicators will be evaluated regularly to determine a student's continuing eligibility for enrollment:

1. Church and Sunday School attendance
2. Choir attendance at St. Matthew
3. Parent's interest in becoming a member of St. Matthew Lutheran Church
4. Parent's interest in, or attendance of, the Pastor's Information Class
5. Payment of tuition and fees on a regular basis
6. Cooperation of parents with the teachers, principal, pastor, and Board of Education
7. Attendance and tardiness
8. The progress of the child:
 - a. spiritually
 - b. in self-discipline
 - c. scholastically
9. The reason for current enrollment
10. The type of education desired

ACCEPTANCE OF CHILDREN INTO ST. MATTHEW LUTHERAN SCHOOL

All children in St. Matthew are held to submit to its religious training (see Purpose, Philosophy and Curriculum). Children who hold membership in organizations which teach a philosophy of life in conflict with our principles will be encouraged to give up such membership (Romans 16: 17)

Satisfactory scholastic, health, and immunization records are required of all children entering school. Upon enrollment parents agree that these records will be requested from previous schools. These records will be placed in the child's cumulative file.

The age requirement for entering kindergarten is five years old by August 31 and for first grade is six years old by August 31. Children transferred to St. Matthew will usually be placed into the grade into which they have been promoted. Prospective students will be tested to determine proper grade placement before final acceptance.

CHOIR

Each child enrolled in St. Matthew Lutheran School is a member of the school choir. Singing in the choir is an opportunity for special growth in the child as he/she worships and sings praise to the Lord. It also offers the child the opportunity to witness and show love for our Savior.

Parents will be given a schedule in advance so that they can plan to have their children in church for choir singing. Each child is important to the beauty and success of the school choir. If your child is unable to attend when scheduled to sing, please excuse him/her in advance with a written note to the principal.

FINANCIAL RESPONSIBILITIES

Each year the Board of Education determines the overall cost of educating a child. Fees and tuition for non-member children will be provided entirely by the parents, subject to the individual review by the Board of Education. Members are urged to contribute to the support of the school with their regular Sunday offerings to the Lord.

A registration fee will be charged per child to all families enrolling children into the school.

Religious texts, such as Bibles, Bible history books, hymnals, Catechisms, and memory books are the permanent possession of each child. These books are available for purchase upon registration. The children in some grades will also be charged a paper and pencil fee. (Actual costs will be published yearly.)

PRINCIPLES, REGULATIONS AND GUIDELINES

The school shall be under the supervision of the Board of Education, which shall act by the authority of the congregation and in accordance with the regulations it lays down.

While much can be accredited to a Christian School in the area of child guidance and development, it still remains a fact that the child normally spends the largest portion of the day in the home. To achieve its highest purpose, the school is ideally the arm of the home and the church. When all three agencies are saying the same thing to the child by word and example, there will be more effective Christian training.

Every effort should be made between the teacher and parents to cooperate in the interest of guiding the child. Parents are expected to support the teacher and vice versa. If a problem seems to be developing, the parents and teacher should consult together privately according to Matthew 18: 1-20. The members of the congregation are urged to remember the obligation laid upon them by our God in the Eighth Commandment which makes it an offense to speak in a derogatory way about the school or its teachers. Complaints from parents shall be dealt with only outside the regular school hours and as a rule must be directed to the teacher involved. Appointments with a teacher and visits to the classroom are gladly arranged.

DISCIPLINE

Teachers make every effort to treat all children fairly in accordance with Gods Word. On the other hand, all must understand that students owe implicit obedience to their teachers under the Fourth Commandment. Students are expected to show this respect not only to their classroom teacher but also to all members of the staff.

All discipline in the school must be in keeping with the principles of the Word of God.

Parents having children in school automatically extend their authority to the teacher while the children are at school.

SUSPENSION

Pupils may be suspended or expelled from the school who:

1. Refuse to be corrected in spite of earnest admonition and reasonable punishment.
2. Are habitually truant.
3. In a rude manner either by word or deed rebel against the teacher.
4. Who fail to abide by standards of dress and personal appearance.
5. Drugs - Tobacco - Alcohol - Weapons - Knives (including pocket knives) - Matches - Drug paraphernalia - or any other items deemed by school authorities to be potentially dangerous; unless requested by the teacher and delivered to the teacher, are grounds for immediate suspension or dismissal.

Expulsion of a pupil shall be initiated by the principal upon approval by the Board of Education.

ATTENDANCE AND EXCUSES

Since most subjects are cumulative in nature, punctual, regular attendance is extremely important. Therefore, each absence or tardiness must be excused to the principal on an absence excuse form. These forms will be kept on file in the school office. All absences, whether excused or unexcused, will be recorded on the child's report card. The State Health Code may require a doctor's written approval in some instances before re-admittance into school after sickness.

Excusable absences are those that result from illness, medical appointments, bereavement, severe weather, or emergency family matters.

Examples of non-excusable absences are:

1. Absences from school to run errands for parents.
2. Absences from school to help care for children.
3. Absences from school because of family vacation plans (unless such plans have been approved by the teacher and principal with provision made for making up school work.)

Attendance at church when the child's choir sings is also expected.

SCHOOL HOURS

The school day begins at 8:30 a.m. and ends at 3:30 p.m. Since the playground is not supervised before school, pupils are not to report for classes before 8:00 a.m. Children are to go directly to their classrooms upon arrival. There is to be no loitering on the school premises before or after school. All children must be off the school grounds within fifteen minutes after school closes unless they are detained or are involved in a special after-school activity. Parents are expected to call the principal if they will be late in picking up their children since no day care program is available. During the course of the day no child will be permitted to leave the school grounds unless a parent accompanies the child. Such absences must be excused in writing.

SCHOOL CLOSING

In the event of severe weather, school closing will be reported on television channels 2 (KREM), 4 (KXLY), and 6 (KHQ). School closing will also be reported on the school website (www.stmatthewspokane.org). In general, school closing will follow the example of the local school districts.

CURRICULUM

St. Matthew Lutheran School offers those subjects commonly taught at the elementary level in compliance with the Washington State Department of Education. The textbooks that are used will be those that best meet those curriculum requirements. In keeping with the philosophy of the school, all subjects are taught in the light of God's Word. The chief subject in the school is the study of the Bible. As the children progress through the grades, they also progress in the knowledge of Biblical truths. Systematic study of the chief parts of Christian doctrine, prayers, hymns, and bible verses help to make God's Word a part of each child. Every child takes part in regular church services, daily devotions, and other religious projects. Memory work is required in all of the grades because we believe that this places God's Word into the very heart of each child and helps to give the child the comfort and strength needed in times of trial and tribulation. Knowing God's Word from memory will give the child a firm foundation during life and will also aid the child in being a faithful witness for Christ. (Matthew 28:19,20)

SCHOLARSHIP AND GRADING

St. Matthew Lutheran School expects each child to perform to the best of his/her God-given abilities. Records will be kept to chart the child's academic, physical, emotional, and social growth. This information will be used to help in understanding the child and improving his/her instruction. Report cards will be issued quarterly to inform parents of their child's progress in scholarship and Christian attitudes. Regular parent-teacher consultations will be held. Church attendance will also be recorded as an aid to parents to remind them of their responsibility to bring their children to worship the Lord.

Grading in Grades 1-8 follows the percent and letter system. Percentile averages are assigned letter grades according to the table below:

100-94.....	A
93-86.....	B
85-78.....	C
77-70.....	D
69-below	F

Regular testing will be administered to each grade.

All subject material for the school year must be completed before promotion will be considered. Excessive absences will also be considered in determining promotion.

HOMEWORK

Homework is an important part of the school program. In general, homework consists of daily assignments not completed during the course of the school day. This is not busy work! It is vital and necessary and is to be completed before the child returns to class the next day. Parents should arrange for a quiet place at home for their child to complete his/her homework. Make-up work is to be supervised by the parents and returned to school as soon as possible.

CARE OF BOOKS

All church and school property is to be respected and is to be treated with the greatest care. Books and workbooks issued to the pupils during the year are not to be misused or abused. Textbooks should be covered for protection and should not be written in. If a pupil should lose or damage a book, the parents will be required to pay for the loss or damage.

STANDARDS OF DRESS AND PERSONAL APPEARANCE

A neat and proper attire has a definite bearing in providing an atmosphere conducive to study and schoolwork. It also reflects our Christian attitudes. It is the parent's responsibility to see that their children are:

1. Moderately dressed, i.e., no extreme or immodest fashions.
2. Well-groomed and neat in appearance.
3. Properly dressed for existing weather conditions.

Students not meeting this dress code may be sent home or required to phone home for proper attire before being readmitted to class.

TRANSPORTATION

Transportation to and from school is NOT provided by the school. Parents are urged to make arrangements among themselves for car pools or other methods of conveyance.

ELECTRONIC DEVICES

Students are not permitted to have cell phones, mp3 players, or other electronic devices at school without the approval of a teacher or the principal.

MEDICATION

Students are not permitted to have medication at school. Teachers are permitted to give medication to students only if parents have filed a medication request form with the teacher. (Available from the school office)

USE OF THE TELEPHONE

Calls to the school while the school is in session should be kept at a minimum since such calls usually disrupt classes. Teachers and students will be called to the telephone only in cases of emergency. Please make all necessary arrangements with your child before he/she leaves for school in the morning. Children who need to use the telephone may use the phone only after they have received permission from their teacher.

MILK

The pupils bring their own lunches. If parents take a child out to lunch, arrangements should be made with the principal in writing. Hot lunches are provided periodically to students who pay for this service. Information regarding a milk program will be issued yearly.

BICYCLES

Bicycles may be ridden to school but must be locked up at the bike rack during school hours. Students are not permitted to ride bicycles on the premises during school hours. Students must provide their own bike locks.

St. Matthew will not be responsible for stolen bicycles!

MISCELLANEOUS

All articles of clothing such as coats and gloves, personal books, etc., should be labeled with the child's name. The school is not responsible for money or valuables brought to school. Unclaimed articles will be given to charity. No smoking will be permitted on the school grounds while they are being used for Day School purposes.

VISITORS

Parents are encouraged to visit the classrooms. However, they are required to first obtain permission to visit from the principal before such a visit is made. All visitors must first be cleared with the principal before visiting school.