

**St. Matthew Catholic School, San Antonio, Texas**  
**2018-2019 Student- Parent Handbook**  
**SECTION 20**

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**ST. MATTHEW CATHOLIC SCHOOL 2018-2019 AGREEMENT  
FOR THE USE OF COMPUTERS, IPADS AND  
TELECOMMUNICATIONS**

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**DISCIPLINE**

Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. St. Matthew Catholic School joins the parents in accepting responsibility for helping children to learn to control their own behavior and to be responsible for their own words and actions. Children are guided toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to comply with directives and all school policies. Parents are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student.

Additionally, it is important for parents to understand that the Administration reserves the right to modify and/or add new directives and consequences to this discipline policy, as individual circumstances require. The Administration reserves the right, in serious cases, to circumvent the disciplinary process stated below.

Self-esteem will be nurtured as part of a “peacemaking discipline” to be employed in the classroom. This program will establish expectations for student behavior and correct any behavior that disrupts the student or others in the classroom. Each of the units (Pre-K & Kindergarten; 1-3; 4-5; 6-8) has developed steps for appropriate behavior in their grade levels. Homeroom teachers will hand out classroom rules that follow the Discipline Policy. **Six cardinal rules of conduct will be followed throughout the school:**

1. Show respect for yourself, adults, others, the St. Matthew uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.

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St. Matthew School will provide an environment free of physical, verbal and sexual harassment. Refer to Section 18 of this Student/Parent Handbook for the St. Matthew policy on bullying/harassment.

The Administration reserves the right to modify and/or add new directives and consequences to this discipline policy as individual circumstances require and may not be included in this handbook. Specific questions can be directed to the School Administration.

Disciplinary action will be taken in the form of disciplinary notices, detention, disciplinary referrals, suspension and expulsion. These forms will be sent home with the student for parent signature and a notice will be sent electronically through the Ren Web communication system. Instances that involve suspension and expulsion will involve immediate parent contact.

All discipline forms (Disciplinary Notice, Detention Notice, ISS or OSS) sent home for a parent/guardian signature must be returned the next school day. Parent and child signatures on the discipline form signify that communication has taken place, not necessarily that approval of the action has been given.

**TEACHER REFERRALS**

A teacher may refer a student to the office for a conference with one of the school administrators. Depending on the circumstances, this referral may result in the issuance of a formal discipline action.

**DISCIPLINARY NOTICES (DN)**

The notice may serve as a communication tool after several classroom warnings have been given and a favorable response has not been seen. An accumulation of three Disciplinary Notices within a grading quarter will result in a Detention. A DN may be issued for such behavior as: excessive talking in class, being unprepared for class, eating in class without permission, chewing gum or any other minor infraction of the rules of good behavior expected of the students. It should be noted that any seemingly minor infraction may be viewed with more severity given the context of a specific situation.

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**DETENTION**

A detention is issued for more serious matters. A detention may be assigned for behaviors such as: repeated disruption of class, disrespectful attitude, behavior, language, academic dishonesty or any other behavior deemed significant enough by school personnel to warrant detention. The child and his/her parent/guardian will be notified of the date and length of time of a detention before the day it is to be served. If a student has been issued three Detentions in a nine-week grading period, an ISS (In-School Suspension) will be issued.

**SUSPENSION**

An **In-School Suspension (ISS)** is issued for one of the following: an accumulation of 3 detentions by a student within a grading period, or a grave/serious infraction of a school rule. Any student bringing prohibited items to school, using obscene or offensive language or gestures, failing to comply with administrative directives, exhibiting public displays of affections (PDAs), destroying property or any infraction deemed serious enough by the school administrators can be grounds for In-School Suspension.

A one-time fee of \$75.00 is charged for an In-School Suspension.

**Consequences of an ISS:**

1. A student receiving an ISS will receive a U in conduct for that quarter and is not eligible for honor roll.
2. A student who has had an in-school suspension is not be eligible for field trips or special events without special permission the principal. However, when a student's class is taking a field trip, the student must report to school and arrangements will be made for supervision.
3. A student who has received an ISS may be placed on a behavior contract at the discretion of the administration.
4. Student athletes will receive a one game suspension to be served on the first game after the ISS is issued to the student.
5. Repeated disciplinary infractions that result in multiple assignments to ISS may result in dismissal from St. Matthew School.

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**Out-of-School Suspension (OSS)** is issued for an extremely grave infraction of a school rule or a continuous disregard of school rules and regulations. A student who is placed in an OSS may not return to the classroom until the parent and child have had a formal meeting with the administration. The pastor will be consulted in deciding the final disposition of a student placed on OSS. A student granted permission to return to classes at St. Matthew Catholic School after being placed on OSS, will return under the terms of a discipline contract which must be signed by the student, parent and administration. Failure to comply with the terms of the discipline contract may result in immediate removal from St. Matthew School.

**Consequences of an OSS:**

1. A student receiving an OSS and granted permission to return to St. Matthew will be placed on a behavior contract.
2. A student receiving an OSS will receive a U in conduct for that quarter and is not eligible for honor roll.
6. A student receiving an OSS and granted permission to return to St. Matthew is not be eligible for field trips or special events without special permission of the principal. However, if that permission is not given, the student must report to school on that day and arrangements will be made for supervision.
7. A student receiving an OSS is ineligible to participate in all school activities for the duration of the OSS.
- 8. Receiving an OSS may result in a student's expulsion from St. Matthew Catholic School.**

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**EXPULSION**

Serious infractions warrant a conference with the principal, assistant principal and pastor. The following violations will result in an immediate Administrative review with the possibility of expulsion from St. Matthew School:

- Participates in disruptive activities by a group such as a gang.
- Possesses, uses, delivers, or is under the influence of narcotics, dangerous drugs or alcohol.
- Smokes or uses any tobacco product on school property or at any school related activity.
- Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school related activity.
- Threatens bodily injury or harm to a student(s) or school personnel.
- Assaults a student, parent or any school personnel.
- Sends/forwards inappropriate images/sexting.
- Vandalizes school property or the property of others.
- Engages in chronic or repeated behavior that disrupts the learning environment.
- Sets off a false alarm.
- Serves multiple In-School Suspensions in a school year.
- Serves an Out-of-School Suspension.

**St. Matthew Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.**

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**PROHIBITED ITEMS AT SCHOOL**

The following items are not permitted on school premises:

- Alcohol
- Entertainment Magazines
- Drugs
  - Prescription drugs **MUST** be stored with the school nurse and administered through the nurse's office.
  - Non-prescription drugs (ex: aspirin, Advil, cough drops) may not be brought to school, unless under the authorization of a doctor's prescription and kept in the nurse's office.
- Electronic devices/ gadgets **that have not been issued by the school**
- Fireworks
- Glassware/Glass Containers
- Guns
- Highly Caffeinated "energy" drinks
- Inappropriate books, websites, magazines/comics, music, pamphlets, literature or software
- Knives
- Laser pointers
- Lighters/matches
- Pump Sprays and Aerosol Sprays (i.e. Deodorant, body sprays, hairspray, cologne, breath sprays, perfumes)
- Strongly scented hand and body lotions
- Shock Devices
- Tobacco in any form
- Vaping paraphernalia
- Video games

Students are strongly discouraged from bringing expensive items to school. The list of these items includes, but is not limited to, expensive purses, wallets, backpacks and other personal accessories, including jewelry.

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**St. Matthew is not responsible for lost or stolen valuables. The administration reserves the right to add to this list as needed throughout the school year.**

### **COPYRIGHT**

All employees, volunteers and students will abide by the federal copyright laws. Employees, volunteers and students may copy print or non-print materials allowed by:

1. Copyright law.
2. Fair use guidelines.
3. Specific licenses or contractual agreements.
4. Other types of permission.

Employees, volunteers and students who willfully disregard copyright law are in violation of the Archdiocesan policy and do so at their own risk and assume all liability.

### **CHEATING/CONSEQUENCES OF CHEATING**

When it has been determined that cheating has taken place, all students involved in giving or receiving information will face disciplinary action. This will include receiving a zero for the assignment, project or test, serving a detention and possibly (at teacher discretion) re-submitting the assignment (a new grade will not be given). Multiple infractions may lead to more severe consequences including suspension and expulsion.

### **LOCKER AND LOCK ASSIGNMENTS**

- All Middle School Students will be assigned to a specific locker number and a specific lock and combination for that locker.
- Students are co-tenants of the locker space.
- The school will maintain a copy of the student's lock combination, as well as, a master key to unlock each individual locker.
- **The school reserves the right to inspect all lockers at any time. Students in possession of illegal substances or objects will be immediately reported to the local authorities.**
- Assigned locker combinations are the responsibility of the individual student and are not to be shared with other students.
- It is the student's responsibility not to share his/her locker combination; to keep his/her locker locked at all times.

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**ARCHDIOCESE POLICY \*3310 SEARCH AND SEIZURE**

*The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession.*

*The Parent/Student Handbook should contain a statement concerning the use and search of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas.*

**SCHOOL PHONE USE, CELL PHONES, WIRELESS/  
ELECTRONIC COMMUNICATION**

**TELEPHONE USE**

Permission to use the classroom phone must be obtained from the teacher. The office phone is a business phone and students will be permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute an emergency.

**CELL PHONES and WIRELESS COMMUNICATION DEVICES**

The possession or use of cell phones at any time during the school day is prohibited. Cell phones will be collected at the beginning of the school day in all homerooms. They will be secured and returned to the student at the end of the school day (or earlier if the student leaves before the formal end of the school day).

**Middle School students arriving after the tardy bell will leave cell phones in the office until dismissal.**

There shall be no cell phone usage in the building until the student is under the direct care, custody and/or control of his or her parent, guardian, **or** with the permission of the extracurricular moderator/coach/staff.

**FIRST OFFENSE:**

A student in possession of a cell phone (or any electronic communication device), will surrender the phone/device to the administration for a period of one week and receive a detention.

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**SECOND OFFENSE:**

A student who receives a second cell-phone infraction (or any electronic communication device) will receive an ISS (In-School Suspension), which has a \$75 ISS fee, and surrender their device to the administration for two weeks.

Continued violation of the Cell Phone Policy will result in more severe consequences.

**CELL PHONES ON CLASS TRIPS**

Class trips are extensions of the school day and student cell phones are not permitted on class trips without specific written direction from the teacher and administration approval. *This rule applies to all forms of electronic communication devices that allow wireless communication of any kind, including, but not limited to, SMART WATCHES.*

**COMPUTERS, iPADS AND TELECOMMUNICATIONS**

- Use of Electronic Communication
- Use of Electronic Communication on School-sponsored field trips and events
- **ST. MATHEW CATHOLIC SCHOOL AGREEMENT FOR THE USE OF COMPUTERS, IPADS AND TELECOMMUNICATIONS**

**Each student and his/her parent has signed the “Agreement for the Use of Computers, iPads and Telecommunications” form.** Students are to follow the policies in that agreement at all times, or risk serious disciplinary consequences. A copy of the agreement follows this Section of the handbook.

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**Use of Electronic Communication – taken from Archdiocese Policy 3307**

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

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

A school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not

limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

**Use of Electronic Communication on School-sponsored field trips and events**

The members of the Yearbook Staff, when available, are the designated photographers/ videographers on class trips and for after-school events. Personal photographs/videos, taken with cameras or electronic communication devices, must be treated as exactly that-- personal. Teachers may assign specific objects to photograph or video on a class trip or as a class project. Archdiocesan Policy regarding the Use of Electronic Communication (see above) is very clear about communication that could jeopardize the safe environment of the school or the students. Pictures or videos taken at school events, or at events where students other than members of your family are present and being photographed in St. Matthew uniforms or other easily identified clothing or costumes, are not to be electronically transmitted nor posted onto personal social network pages. These protocols must be followed to ensure the safety of all St. Matthew students.

# St. Matthew Catholic School

2018-2019

## Agreement for the Use of Computers, iPads and Telecommunications

**THE PROVISIONS OF THIS AGREEMENT APPLY IN ALL CASES TO SCHOOL PROVIDED DEVICES AND TO ALL PERSONAL ELECTRONIC DEVICES USED BOTH THROUGH THE SCHOOL NETWORK AND THROUGH OFF-CAMPUS ACCESS.**

All students attending St. Matthew Catholic School use the Internet as a learning tool and all students will abide by the Cardinal Rules, the rules of Digital Citizenship, and all laws regarding appropriate use of the Internet.

The use of the school's Internet connectivity resources and equipment is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. **Students should never access, save, or send anything that they would not want their parents or teachers to see. Serious infractions of Internet use both at school and off-campus may result in removal from St. Matthew Catholic School and will be reported to law enforcement, as mandated by the law.**

*Definitions* - **Electronic communication** includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g. Wi-Fi) **or using a personal device (off campus).**

**Social media** is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, Flickr and others. Additional social media may be developed in the future that could be covered by this policy.

### ACCEPTABLE USAGE:

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on campus grounds. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that students will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below.

**Whether the communication occurs within or outside of school property, during or after school hours, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.** Violations of the school's electronic communication policy will be addressed in conformance with the school's disciplinary policy as referenced in the Parent/Student Handbook, and in accordance with Department of Catholic Schools policy, state, and federal laws.

The school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

*Limited Access* – Students may access only those websites to which, according to school policy, they have been given permission. The school follows state and federal laws regarding the use of filters on school

computers connected to the Internet. Students may access websites that have been specified by the teacher for a specific class activity. **If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe policy infraction and may result in disciplinary action.**

*Privacy* – Users of the school’s equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files. Administrators and or teachers may review activity to maintain system integrity and insure that students are using the system responsibly.

*Storage capacity* - Employees and students are to store all materials as specified by the computer or classroom teacher.

*Illegal copying* - Students should never download or install any commercial software, shareware, or freeware onto a school computer or iPad unless they have permission from the school’s technology coordinator. Nor should any student copy other people’s work or intrude into other people’s files.

*Prohibited electronic communication* – The following types of electronic communication are prohibited: (1) electronic communication of a sexual nature; (2) electronic communication with the intent to or does threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; (3) any action that violates the school’s existing behavioral standards covered by the Parent/Student Handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

*Electronic communication by or between students* – The school provides education on digital citizenship for students.

### **Student Acceptable Use Guidelines**

The following are guidelines to maintain your status as a student in good standing at St. Matthew Catholic School:

1. Do not use social media, any computer, or other electronic device to harm other people or their work.
2. Do not alter (change the school settings) or /damage the school’s network, equipment, or resources in any way.
3. Do not interfere with the operation of the computers by installing software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view or display offensive/obscene messages or pictures.
6. Do not share passwords by giving or asking for the password of a fellow classmate.
7. Do not waste limited resources such as storage space or printing capacity.
8. Do not trespass into another’s computer or work files.
9. Do not access unauthorized sites.
10. Notify an adult immediately, if you encounter materials which violate the rules of appropriate use, even if by accident.
11. Be PREPARED to be held accountable for your actions; these could range from the loss of privileges for the use of electronic devices to being reported to the authorities for criminal behavior.
12. Report to the principal or teacher information learned from social media that could affect someone’s reputation, health, life and/or safety.

St. Matthew Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.

## **Student User Agreement**

As a user of the school's computer network and as a representative of the school's mission and values on and off campus, I agree to comply with the above stated rules to conduct myself using electronic communication within or outside of school property, during or after school hours, in a manner that does not jeopardize the safe environment of the school or is contrary to Gospel values.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name (print)

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent Permission Form**

As the parent(s)/guardian(s) of \_\_\_\_\_, a student at **St. Matthew Catholic School**, I have read the attached information regarding the appropriate use of electronic communication and the school network resources by school students and I understand this agreement will be kept on file at the school.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form taken from Sample form provided by the Catholic Schools Office of the Archdiocese of San Antonio.