

ONLINE FORMS

Please complete each of the following online forms by clicking on the links below.

Thank you!

[Emergency Information Form 2022-2023 \(google.com\)](#)

[Trash Bag Commitment Form 2022-2023 \(google.com\)](#)

[Volunteer Form \(google.com\)](#)



Family Name _____

St. Matthew Catholic School provides an updated Student and Family Handbook each school year to our families so that they can review, understand, and follow the expectations the school has for students, parents, and families.

This handbook is meant to be a guide with rules and policies for an efficient and smooth running of the school environment. The administration reserves the right to make decisions on a case-by-case basis as individual circumstances deem necessary.

Families are required to acknowledge they have reviewed and understand the Student and Family Handbook each year by reading and signing below. Families will receive the handbook electronically via email each year and/or it will be available on the school's website at <http://www.saintmatt.org/school/forms/>. If a family finds it difficult to access the Handbook via these means, they can contact the school office at (317) 251-3997 for a printed hard copy of the Handbook.

Student 1 Name _____ Date: _____

Student 2 Name _____ Date: _____

Student 3 Name _____ Date: _____

Student 4 Name _____ Date: _____

Student 5 Name _____ Date: _____

The following is required of all parent(s)/guardian(s) who wish to have their children attend St. Matthew Catholic School:

We have read and understand the 2022-23 Student and Family Handbook for St. Matthew Catholic School. We acknowledge our understanding of the rules and policies set forth in this document and agree to abide by them for the effective delivery of our quality Catholic education at St. Matthew Catholic School. This includes but is not limited to the Archdiocesan Mission Policy included in the Handbook. We also acknowledge that we understand the ways we are able to access this handbook throughout the school year.

Catholic School students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording {is used} such as 'other appropriate conduct' or 'conduct whether inside or outside of school that is detrimental to the reputation of the school...' Your child is representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in way that brings credit to Church and School. You are required to sign this form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provision of the contract.

Parent/Guardian Signature_____
Date_____
Family Name (Please Print)



To SMS Parents,

As requested by the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program, this form is to be completed and returned at Orientation. This form will allow Saint Matthew School to submit your child's immunization information to the State.

I give Saint Matthew Catholic School, permission to release immunization information concerning my child(ren) to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program.

I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me of my child's immunization status or that an immunization is due according to recommended immunization schedules.

I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3.

_____ **I hereby consent to the release of such information.**

_____ **I do not wish to participate in this information/data sharing.**

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

Child's Name

Child's Name

Child's Name

Child's Name



St. Matthew Catholic School believes that our students, staff, school, and parish benefit from positive recognition and timely communication. I understand that from time-to-time images (photographs, videos, etc.) of my child may appear without specific identifying information in school or parish publications, brochures, programs, or on websites unless I object in writing (such objections cannot be construed to include “crowd shots” in public settings such as athletic events, youth rallies and other such events over which the school/parish may not have overall control).

“Directory information” regarding my child may also be shared for legitimate purposes without parental consent. Directory information is generally defined as: names, addresses, telephone listings, e-mail addresses, date and place of birth, honors and awards, dates of attendance and similar information for school/parish use for purposes such as program rosters, athletic rosters, parish directories, parent-to-parent directories, playbills, programs, yearbooks, honor rolls and other such purposes. Directory information may generally be released to third parties such as school photographers, colleges, high schools, military recruiters, trip organizers, class ring vendors and others for legitimate purposes unless the parent objects in advance in writing.

I do permit and authorize St. Matthew Parish and School and its employees, agents, and personnel who are acting on behalf of St. Matthew Parish and School to use my child(ren)’s photograph or other likeness and appropriate identifying and accompanying information for purposes related to the educational mission of the school/parish, including publicity, marketing, and promotion of the school/parish and its various programs and ministries. I understand this photograph or likeness may be copied and distributed by means of various media, including video presentations, television, news bulletins, billboards or signs, brochures, placement on websites, or in newspapers.

I understand that, although St. Matthew will endeavor to use my child(ren)’s photograph or likeness and identifying and accompanying information in accordance with standards of good judgment, the school/parish cannot warrant or guarantee that any further dissemination of my photograph or likeness and information will be subject to school/parish supervision or control. Accordingly, I release St. Matthew School and Parish from any and all liability related to dissemination of my child(ren)’s photograph or likeness.

Parent/Guardian Signature

Date

Family Name (Please Print)

We understand there may be some circumstances that cause you not to want to have identifying information and photographs specifically of your children published. If so, please mark below.

☐ No, I do not want my child(ren)’s photograph or likeness used with identifying and accompanying information. I understand that, per the terms of the first paragraph above, this does not preclude their photographs used in group shots, but I request that my child(ren)’s specific name not be published and that specific photographs of just my child(ren) not be used.

☐ While “No” to the above, I do give permission for my child(ren)’s photograph or likeness to be used with identifying information in the official school yearbook.

Parents may review, copy, seek to amend or disclose student information in school records upon 48 hours prior notice to the school office. School records may be shared for legitimate purposes by the school without consent (for example, when a student enrolls in another school within the Archdiocese of Indianapolis or matriculates to a higher level [i.e., from middle school to high school], and other similar situations). Special provisions for release of certain records may apply to children with identified special needs.



Family Name _____

St. Matthew School (hereafter referred to as SMS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. This document is an overview of the complete St. Matthew Acceptable Use Policy for Technology and Electronic Devices that can be obtained from the office. St. Matthew School computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of St. Matthew School. SMS has the duty to investigate any suspected violations of this policy.

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of the Archdiocese and school.
2. The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final.
3. Some examples of unacceptable use include but are not limited to:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Archdiocese and/or school;
 - g. Using inappropriate language;
 - h. Use of any proxy sites to access sites that are restricted by the normal course of the network; SMS will lock down the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.
 - i. Damaging computers, computer systems, files, programs, or networks;
 - j. Vandalizing or damaging the property of another individual, including data files;
 - k. Employing the network for commercial purposes (i.e. to buy or sell items).
- **Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)**
4. Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
5. Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.

6. Students may not permit or encourage any other individual or entity from creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for the school, Archdiocese, or from photographing, video graphing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.
7. Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.
8. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/Archdiocese and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Inappropriate use of SMS computers may result in a loss of access to use them as well as other disciplinary and/or legal actions, including but not limited to those outlined in the complete St. Matthew Acceptable Use for Technology and Electronic Devices policy.

St. Matthew School Student Technology Acceptable Use Policy Authorization

The Technology Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it:

I have received training on appropriate use of technology and the Internet, and I have received, understand, and will abide by the Technology Acceptable Use Policy.

Student 1 Name _____ Date: _____

Student 2 Name _____ Date: _____

Student 3 Name _____ Date: _____

Student 4 Name _____ Date: _____

Student 5 Name _____ Date: _____

The following is required of all parent(s)/guardian(s) who wish to allow technology and Internet access for their child(ren):

I have read the Technology Acceptable Use Policy and this Authorization for Technology and Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that Internet access is intended for educational purposes and that the Archdiocese and school prohibit the access of inappropriate materials and have filters and/or other software in place to keep some/most inappropriate material away from users, but that it is impossible for the Archdiocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the Archdiocese, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with this Policy and/or use of the Internet. I have discussed the terms of this Policy and Authorization with my child, and I hereby request that my child be allowed access to technology and the Internet in school.

Parent/Guardian Signature

Date

Family Name (Please Print)