

**St. Matthew Catholic School, San Antonio, Texas
2017-2018 Student- Parent Handbook**

PARENT-SCHOOL COMMUNICATION

Administration/Teacher/Parent

- **School Secretary**
- **RenWeb**
- **Phone, Email**
- **Text (School Office Emergency Only)**
- **School Website and Social Media Presence**
- **School Newsletter**

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Administration/Parent Communication

The school secretary is the first point of contact for parents at St. Matthew Catholic School. The secretary can be reached at (210) 478-5044 to answer your questions, direct your calls, forward your messages and emails to the appropriate administrator or faculty/staff member, and to help make appointments with the Principal or with an administrator

RenWeb

RenWeb is the web-based school management tool that is used to communicate with parents. Through RenWeb parents receive:

- emails from school personnel
- progress reports mid-grading period and quarterly report cards
- student grades
- discipline notices
- email messages
- text messages – from the administration in the event of a school closure (see Handbook Folder: Emergency)

CHANGE OF INFORMATION FORM

For RenWeb to be a useful and effective tool for parents and the school, it is important that personal information is accurate. When an address, phone number, email, or custody arrangement has changed, a CHANGE OF INFORMATION FORM must be filled out and returned to the school. A copy of this form is in this folder.

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USE OF PARENT INFORMATION ON RenWeb

Names, addresses, phone numbers, emails are maintained in RenWeb for use by St. Matthew Catholic School and the secure St. Matthew Catholic School RenWeb portal. This data is visible in the RenWeb directory and accessed by room parents to plan events for the school and for individual classrooms. This information may be used only for events and business conducted by the school and school-sanctioned organizations. Using this information for any reason other than school business could jeopardize re-enrollment at St. Matthew Catholic School.

If a parent does not want his/her information available to **other parents** through the RenWeb school directory, he/she must contact the school to have this feature de-activated from RenWeb.

PHONE AND EMAIL COMMUNICATION

Each faculty and staff member has a direct phone extension and an email address.

TEXTING

TEXTING is reserved for EMERGENCY communication between the school and parents. Teachers do not have access to the texting features of Ren Web.

SCHOOL WEBSITE

The school website www.smccsa.org is your first stop for information about St. Matthew Catholic School. The Parent Resources section currently has the Student Parent Handbook, The School Calendar, access to the Faculty and Teacher Websites, Tech Support, information about and access to FACTS Tuition Management, links to RenWeb and St. Matthew Parish, school supply lists, and cafeteria and uniform information. The school website is updated regularly by the Development Director.

St. Matthew also has Social media accounts on Facebook, Twitter, Pinterest and Instagram.

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SCHOOL NEWSLETTER

The development director publishes a colorful and informative weekly school newsletter that highlights the events of the week and informs parents of events to come.