

Parent-Student Handbook

2018 – 2019



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Circumstances may arise in which St. Malachy School determines that changes are required in these guidelines and procedures. For this reason, St. Malachy School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

St. Malachy School adheres to all of the policies and guidelines of the Catholic Diocese of Peoria. These policies may be found at www.cdop.org.

June 2018

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ST. MALACHY SCHOOL



MISSION STATEMENT

To provide an educational opportunity for each student of St. Malachy School to mature spiritually, intellectually, culturally, socially and physically.

VISION STATEMENT

In partnership with the Diocese of Peoria, St. Malachy Parish, faculty, parents and the area community, St. Malachy School will graduate students whose standards reflect the values instilled by a quality Catholic education.

SCHOOL PHILOSOPHY

St. Malachy School is a Catholic elementary school in the Peoria Diocese, which is dedicated to the educational mission of the Church - to proclaim the message, to build community, to enter into prayer and worship, and to motivate to serve.

We, the faculty of St. Malachy School, believe that the school is necessary to foster a Christian education dedicated to the threefold educational mission of the Church:

- To teach the message of God
- To build a community of faith
- To promote service for the kingdom

Flowing from our religious beliefs, we as faculty are committed to create an environment which encourages children to excel spiritually, mentally, physically, emotionally and socially in the growth of their God-given talents. Although parents are the primary educators, student, faculty and clergy are also vital educators of this faith community. All must share unity of purpose and conviction for the desirable growth of the students. It can only be lived if:

- Each member is committed to create an environment, which encourages growth
- Each member participates in the dynamics of Christian educational life

As a faith community, the school recognizes Jesus Christ as the cornerstone. His teachings unite us as brothers and sisters in the family of God. Students in learning and living should experience instruction in religious truths and values. When children receive the message and experience Christian community, they are then called:

- To serve God
- To serve the Church
- To serve their neighbor through prayer, good works and participation in the cause for social justice

We believe that every child is a unique creation of God with talents and abilities. Every child has a right to be loved and respected. Therefore, all children should be given the opportunity to develop these gifts to their greatest potential. We believe that these ideals can only be fulfilled through the cooperation of the entire parish community.

GOALS

- To teach our Catholic faith and heritage through a comprehensive education program based on doctrine and experience.
- To stress moral development, and the teaching of Catholic values in all areas of the curriculum.
- To challenge children to aim for excellence and to become increasingly responsible for their own learning.
- To encourage and enable students to be respectful and self-disciplined.
- To develop critical thinking skills which encourage each child to reflect carefully and articulate clearly their own thoughts, opinions and conclusions.
- To provide an atmosphere which encourages tolerance, and which discourages prejudice and disrespect.
- To nurture each child's feelings of self-esteem, self-worth and self-confidence.
- To provide opportunities for prayer experiences and liturgy, shared by students, faculty and parents.
- To challenge students to give witness to Gospel values in their daily lives and to see themselves as responsible for the Church's mission of building a world based on concepts of justice and peace.

I. SCHOOL INFORMATION

ACCREDITATION

The National Catholic Education Association and the Illinois State Board of Education according to Policy and Guidelines officially recognize St. Malachy School for Registration and Recognition of Nonpublic Elementary and Secondary Schools.

NONDISCRIMINATION IN SCHOOLS

The school complies with applicable federal and state laws prohibiting discrimination, including but not limited to:

- a. The Individuals with Disabilities Improvement Act (20 USC 1400 et seq.)—cf. Glossary
- b. The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)
- c. Title VI of the Civil Rights Act of 1964
- d. Title VII of the Civil Rights Act of 1964
- e. The Americans with Disabilities Act of 1990 (42 USC 12111101 et seq.)
- f. Applicable sections of the Illinois School Code [105 ILCS 5]
- g. Relevant case law including *Plyler v. Doe*, 457 U.S. 202, 102 S. Ct 2382 (1982)

(D-111 PCDOP Adopted 1-03)

ADMISSION POLICY/K – 8th

The primary purpose of the school is to extend and deepen the Catholic faith and to prepare the students to live as Catholic adults in a community inspired by faith. However, students of religious denominations other than Catholic may be admitted when there is space available. St. Malachy School allows open enrollment.

- No child shall be denied admission to St Malachy solely on the basis of race, gender, color, religion, national or ethnic origin.
- All Catholics must be registered in a Catholic Parish and provide proof before they register in school.
- All parents must be willing to fulfill their service contract obligation.
- A child entering Kindergarten must be five years of age on or before September 1st of that year. St. Malachy School offers a pre-kindergarten screening.
- All students entering St. Malachy School have required immunizations and exams. (See section on Health & Safety: Policies.)
- Students transferring from another school must have records to previous academics and a medical record completed in our school office along with the application with enrollment before acceptance is considered. Transfer of records form is available in the school office or on our website.

The Non-Catholic pupil at St. Malachy School is expected to:

- Understand, and be willing to actively support the philosophy and goals of the school.
- Attend and be evaluated in religion class. These classes are an integral part of the life of the school. During religion class students are assisted in the understanding of the basic teachings of Christ and the Church.
- Attend and participate in school liturgies.

TAP – Definition

What is Tuition Assistance Program (TAP)?

- *TAP is a tuition assistance program designed to provide financial assistance to St. Malachy School families unable to pay published tuition rates.*

What is TAP intended to accomplish?

- *TAP is intended to make the Catholic Education we provide at St. Malachy School affordable for any registered and practicing Catholic family independent of the family's ability to pay the published tuition rates.*
- *TAP is intended to make the Catholic Education we provide at St. Malachy School affordable to Non-Catholic families as funds are available.*

How does it fit into the tuition plan?

- *TAP is a need-based tuition plan that facilitates both parish and school missions as is required by the Diocesan Office of Catholic Education.*

How is TAP determined?

- *Based on a family's circumstances and application, awards are calculated by the TAP committee and applied as an added discount to the published tuition rate in an effort to make Catholic Education more affordable.*

TAP Policies

Who can apply for tuition support?

- *Any registered and practicing Catholic with child/ren in grades K thru 8.*
- *Any Non-Catholic with child/ren in grades K thru 8.*

How do I apply?

- *Catholic families must apply for the John Lancaster Spalding Scholarship (JLSS) which involves the completion of a FACTS tuition assistance application. The cost is \$30.*
- *Non-Catholic families must complete the FACTS tuition assistance application. The cost is \$30.*

When do I apply?

- *TAP is an annual process that begins January 1st of each year and concludes with the beginning of the new billing cycle on or around July 1st.*
- *All applications must be submitted by March 15, 2018.*
- *New families or student transfers are eligible at any time.*

How will the school use the information?

- *For tuition purposes only to evaluate the financial needs of those applying for tuition assistance.*

How long does it take?

- *After completing the application process the families will be notified by the school office no later than May 16th.*

Who do I Contact with questions?

- *Questions regarding the application process - Director of the Parish Office of Stewardship*
- *Questions regarding TAP awards and compact - School Office/ Director of the Parish Office of Stewardship*

How is confidentiality preserved?

- *All school families will receive a TAP information packet prior to school registration*
- *All applications are completed online*
- *An anonymous number will be assigned to each application*
- *The TAP committee member will review, evaluate and discuss the anonymous applications*
- *Only officials in the Diocesan Office of Catholic Education, the Pastor, the Principal and the Director of the Parish Office of Stewardship will know the names of the applicants*

What is required of me if I receive financial assistance?

- *Financial assistance may vary from year to year, family to family*
- *Reading, signing and returning a school compact and fulfilling the obligations as contained therein.*

How is TAP funded?

- *A portion of Parish subsidy earmarked for tuition assistance*
- *Additional subsidy from participating parishes earmarked for tuition assistance*
- *An annual grant from the Henry J. Smith Trust*
- *Income from the Wally Tatar Tuition Assistance Fund*
- *Wills/Bequests/Memorials directed to the tuition assistance fund*

- *Percentage of proceeds from annual fundraisers*
- *Percentage of proceeds from the Annual Fund Drive*
- *Donations from individuals or corporations*

TAP Administration -- Roles

Who are the key players in the administration of TAP?

Education Commission

- *Propose, present, review, discuss, revise and recommend a tuition assistance program to the Pastor*

Parish Finance Committee

- *Annual consultation regarding the amount of money available in the budget for tuition assistance*

Director of the Office of Stewardship

- *Assemble and distribute TAP materials to all families*
- *Assist families throughout the application process*
- *Prepare application results for the TAP committee for review and provide (if possible) 2 years of history of previous TAP and Spalding awards for each applicant*

TAP Committee

- *Committee to consist of 3 parishioners appointed by the Pastor who have an interest in the funding of Catholic Education (Ideally should not have a current child or grandchild enrolled at the school)*
- *Review, evaluate and discuss all application results*
- *Recommend and propose awards to the Pastor*

Pastor

- *Approves recommendations from TAP committee*

School Secretary

- *Prepare compacts and notify applicants of awards received*
- *Assist families with setting up billing process through FACTS*
- *Monitor payments and prepare reports for Principal and school bookkeeper*

School Bookkeeper

- *Will have knowledge of tuition commitments and payments through FACTS Billing*

Principal

- *Consults with delinquent families and enforces tuition policy*

TAP Administration Process -- Timeline

January

- *Bulletin postings in January tied to registration and tuition announcements*
- *Information posted on school web site along with tuition rate information and deadlines*
- *All PSR students should receive school registration and tuition assistance information*
- *Letter to all school families – description of program, how to apply, deadlines and confidentiality*
- *TAP information packet distributed at the January Home and School Meeting or sent home in brown envelopes.*

- Anytime between January 1st and June 1st **new families** should register with FACTS billing and set up a payment plan (Current families are automatically re-enrolled, should access FACTS billing **ONLY** if changing account information or payment frequency)

February 1st – March 15th

- All Catholic families seeking tuition assistance must complete a John Lancaster Spalding Scholarship application which involves the completion of a FACTS tuition assistance application, online and pay a \$30 submission fee.
- All Non-Catholic families seeking tuition assistance must submit a FACTS tuition assistance application, online and pay a \$30 submission fee.
- Application deadline for all required materials is **March 15, 2018**

March 16th – April 16th

- Applications are reviewed by FACTS/Diocese
- Parish receives notification of application results from FACTS/Diocese

April 16th – May 15th

- Spalding Scholarships awards announced
- Applications are reviewed and evaluated by TAP committee
- Tuition assistance is discussed, verified and recommended to Pastor
- Tuition assistance is confirmed by Pastor

May 16th

- Applicants will be notified by school office - Compacts will be sent to families

June 1st

- Signed compacts are due back to school office
- Deadline for families to go online and register for FACTS billing to set up or revise a payment plan

July 1st

- New billing cycle begins for 2018/2019 school year

St. Malachy School Tuition Policy

Published Tuition Rates

2018/2019	Daily	Weekly	Monthly	Yearly
Catholic				
1 Child	\$11.53	\$80.96	\$350.83	\$4,210.00
2 Children	\$17.87	\$125.48	\$543.75	\$6,525.50
3 or more Children	\$24.22	\$170.02	\$736.75	\$8,841.00
Non-Catholic				
1 Child	\$14.27	\$100.19	\$434.17	\$5,210.00
2 Children	\$22.12	\$155.30	\$672.96	\$8,075.50
3 or more	\$29.98	\$210.41	\$911.75	\$10,941.00

Tuition Payment

The Education Commission has adopted the following tuition payment policy for the 2018-2019 academic terms. **All families must pay their tuition by automatic payment through FACTS Management.**

The following payment plans are available:

- 1. Full payment** - Due by August 1st. **FACTS does not charge for this plan.**
- 2. Payment by Semester** - the first half of tuition is due by August 1, 2018 and the second installment due February 1, 2019. **FACTS will charge \$10 for this plan.**
- 3. 2 Payments per month** - (24 payments starting July 2018) Payments will be withdrawn on the 1st and 15th of the month. **FACTS will charge \$45 for this plan.**
- 4. Monthly** - (12 payments starting July 2018) Payment will be withdrawn on the 2nd of the month. **FACTS will charge a \$45 for this plan.**
- 5. Weekly** – (52 Payments starting July 1, 2018) Payments will be withdrawn on Tuesdays. **FACTS will charge \$45 for this plan.**

Other Service Fees

1. A one-time FACTS application fee of \$30.00
2. A 2.75 FACTS transaction fee for each credit card payment.
3. An optional “Peace of Mind” fee of \$17.00 per school year to cover the death of the FACTS tuition plan owner of their legal spouse.
4. Late payment fee of \$30.00 (See Late Payments)

Late Enrollment

Families enrolling/registering after the start of the new billing cycle (July 1st) but before the start of school will pay the total parent cost as indicated on your school compact. These payments will be stretched over the remaining months and may not extend past June 30, 2019.

Families enrolling/registering after the start of the school year will pay a pro-rated portion of the total parent cost as indicated on your school compact. The total parent cost will be divided by the total number of days in the school year to determine the cost per day. The pro-rated portion will be calculated by taking the remaining number of school days in the year from the student start date until the end of the school year. The remaining days determined, will be multiplied, by the cost per day, to calculate tuition. These payments will be stretched over the remaining months and may not extend past June 30, 2019.

Early Withdrawal

Students that leave before the end of the school year will pay a pro-rated tuition. The total parent cost indicated on your school compact will be divided by the total number of days in the school year to determine the cost per day. Then the number of days attended will be calculated by counting the days from the beginning of the school year until the withdrawal date. The attendance days determined, will be multiplied, by the cost per day, to calculate the amount of tuition owed to St. Malachy School. The resulting balance on your family account must be paid at the time of withdrawal. Official transcripts will not be issued until any outstanding balances are paid in full. ****If you receive financial assistance, and withdraw early, you will not receive a refund.

Late Payments

Payment Plan — Tuition is automatically deducted from your account according to your selected payment plan. If a family misses a payment due to insufficient funds, a \$30.00 missed payment fee will be assessed by FACTS. An additional fee may be assessed by the family's financial institution. The missed payment will be reattempted by FACTS within 20 days.

Outstanding Balances

Enrollment of a student at St. Malachy School includes a financial obligation for tuition as outlined in the St. Malachy School Compact. Family accounts must be kept current at all times. At the end of each quarter, all tuition, aftercare fees, lunch fees and other miscellaneous fees must be paid. If your account is not current at the end of the quarter, you are required to meet with the administration regarding your outstanding balance. Your student will not be eligible for sports, aftercare or extra-curricular activities if you fail to contact us regarding your outstanding balance. In addition, any family with an outstanding balance at the end of a semester will not be permitted to enroll for subsequent semesters at St. Malachy School without the authorization of the Pastor and the administration. Any family with an outstanding balance at the time of graduation will not be issued official transcripts.

If for some reason, you are unable to pay an outstanding balance on your family account due to a hardship, please schedule an appointment to meet with the administration to discuss adjustments to your payment plan. We realize that circumstances can change, such as the loss of a job, which could affect your ability to meet your financial obligations. The pastor and the administration are committed to working with any family experiencing financial difficulty.



FAMILY SERVICE AGREEMENT 2018/2019

For St. Malachy School to continue to offer quality programs to our students at an affordable tuition, we have created the Family Service Agreement. All registered school families are required to participate in the program.

1) All families must support the parish/school ministries with at least 25 service hours (per family) during the school year. Parents, grandparents and guardians of St. Malachy students may contribute to the 25 hour requirement. You must keep track of your hours and report them quarterly to the School Secretary on the form provided. Please refer to the school website for opportunities to fulfill service hours over and above those required below. All service hours must be **completed by May 25th** of each year. **Incomplete service hours will be billed at a rate of \$15 an hour.**

The following hours in BOLD are REQUIRED

a) All families are required to attend all Home and School Meetings.

All St. Malachy parents are *automatically* members of the Home and School Association, This parent organization has a long history of providing support to our faculty, staff and students. Parents or legal guardians of children attending St. Malachy are **REQUIRED** to attend all Home and School meetings. Excused attendance must be approved **24 hours prior** to the meeting by calling the school office at 892-2011. **Each family will earn 2 service hours per meeting. If you miss a Home & School meeting – and have not been excused – you will be billed \$30.**

b) All families are required to contribute 5 service hours toward the Fall Fest.

Fall Fest is an annual fundraiser held in October which includes a turkey dinner, kid's corner and vendors. You are also invited to bring baked goods and soda.

c) All families are required to contribute 5 service hours toward the Auction. The auction is our largest fundraiser each year. A dinner is held along with a silent and live auction. You are encouraged to contribute toward the classroom auction basket and donate personal baskets or services.

d) All families are required to work concessions at 2 sporting events. The Booster Club is in charge of concessions at each sporting event. Concessions are a major source of income used to finance our athletic program. Concession sign-up sheets are available at registration. If you are unable to work your scheduled event, it is **your responsibility** to find a replacement. **If you do not find a replacement within 48 hours of your scheduled event, you will be charged \$45 and will be required to sign up for another sporting event.**

2) All families must support our fundraising efforts by selling or purchasing:

a) 15 Fall Fest tickets

All families are required to sell or purchase 15 Fall Fest raffle tickets before the posted deadline. You will be billed for any unsold tickets. You may **earn one service hour for every two tickets sold beyond the required 15.** Any additional hours should be reported to the School Secretary on the quarterly service hour form.

b) 15 Clover Club tickets

All families are required to sell or purchase 15 Tiger Club tickets before the posted deadline. You will be billed for any unsold tickets after the first drawing. You may **earn two service hours for every ticket sold beyond the required 15.** Any additional hours should be reported to the School Secretary on the quarterly service hour form.

YEAR-END BILLING

All requirements in the Family Service Agreement must be completed by May 25th. Please refer to the Tuition Policy regarding outstanding balances that may result from not fulfilling this Family Service Agreement.

II. PARENT'S ROLE IN EDUCATION

We, at St. Malachy School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-- physically, mentally, spiritually, emotionally, socially and psychologically. Your choice of St. Malachy School involves a commitment and exhibits a concern 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 these are nurtured by the example of good 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. Malachy School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. 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.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interest 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 test, service projects, and all other assignments. 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.

PARENTS AS PARTNERS

As partners in the educational process at St. Malachy School we ask parents:

To set rules, times, and limits so that your child:

- **Gets to bed early on school nights**
- **Arrives at school on time and is picked up on time at the end of the day**
- **Is Dressed according to the school dress code**
- **Completes assignments on time**
- **Has lunch money or nutritional sack lunch every day**

➤ **Parents are to report to the school office prior to meeting with a teacher before, during, or after school.**

➤ To actively participate in school activities such as Parent-Teacher Conferences

➤ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

➤ To notify the school when the student has been absent or tardy

➤ To notify the school office of any changes of address or important phone numbers

- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete & return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

ARRIVAL AND DISMISSAL TIMES

Due to lack of supervision children are **NOT TO BE ON THE SCHOOL GROUNDS BEFORE 7:45 A.M.** each day. If a child arrives before 7:45, he/she will be sent to Before Care and charged accordingly (Exception: Fees will be waived for morning altar servers)

7:45 a.m.	School Office Opens
7:45 a.m.	School Supervision Begins
7:50 a.m.	First Bell
8:00 a.m.	(K – 8 th) -- Class Begins
11:10 a.m.	Lunch (11:43 a.m. on Fridays)
11:30 a.m.	Recess (12:03 p.m. on Fridays)
11:55 p.m.	Classes Resume for the Afternoon (12:28 p.m. on Fridays)
3:00 p.m.	K – 8 Dismissal
3:15 p.m.	School Supervision Ends
3:30 p.m.	Office Closes
5:30 p.m.	Aftercare Program Ends

All students are to be dropped off or picked up at the Belle Street entrance.

Parents are asked not to escort their children to class when arriving at school.

ABSENCE

School attendance is required by the Illinois School Code. **PARENTS ARE REQUIRED TO PHONE THE SCHOOL OFFICE TO REPORT ABSENCE BETWEEN 7:40 AND 9:00 A.M.** If a student's absence has not been reported by 9:00 A.M., a call will be made by the school office to determine the reason for the absence. Excused absences should be kept to a minimum. Illness, death in the immediate family, family emergency or pre-arranged absences are considered excused absences. **A pre-arranged absence notification form must be filled out for 5th – 8th graders.** Other absences are considered unexcused. Regular attendance is a prerequisite for successful learning and required by law. If your child is absent 9 or more days (5%) Administration will contact you to discuss ways of improving attendance. Excessive absence of 18 days or more (10%) is considered truant and may jeopardize promotion to the next grade level. Appointments or more than 3 consecutive days of absence requires a doctor's note.

TARDINESS

- Students should be in their classroom by 8:00 a.m. If a child arrives for school after 8:00 am, he/she will be marked as tardy. Tardiness interferes with the student's progress and is an injustice to other students of the class who are disturbed by the tardy member. If you are late reporting to school, the student is required to have a doctor's note to prevent the consequence of being tardy.
- Habitual tardiness will not be tolerated. If your child is tardy 10 or more days Administration will contact you to discuss ways of improving promptness.

EARLY DISMISSAL

If a student must leave school before regular dismissal time, **he/she must submit a written request from his/her parent to his/her teacher who will forward the note to the school office.** Students should collect their assignments and complete by the next day. We find this to be the most effective and secure form of communicating requests for early release of the students. For the safety of our children, please come to the school office for your child. If your child becomes ill at school, only those authorized on his/her emergency card may take him/her home. Please list a reliable person on your emergency form who can easily come to school should it be necessary. If a student returns to school from an appointment, the student is to check in at the office with a doctor's note for an admittance pass to class.

FAMILY VACATIONS

The school calendar provides ample vacation time at Christmas, Easter, Spring Break, summer and weekends. The school discourages vacations or trips taken during the school year. Valuable instruction time is lost and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue can never be replaced by the assignment of extra written work.

- If parents do plan a family vacation during school time, parents assume the responsibility of seeing that their children are instructed in the material presented in their absence.
- **A pre-arranged absence notification form must be filled out for 5th – 8th grade students.**
- Class work and homework given during the student's absence are expected to be completed.
- Teachers are **not** required to make individual or special assignments previous to the student's departure.
- Teachers are **not** required to prepare lessons, in advance, to provide assignments for the vacationing student or tutor the child when he/she returns.

LUNCH PROGRAM

Hot lunch tickets may be purchased before school (\$2.70 per day). Students may purchase an extra serving of the main entrée at a cost of 50 cents per day. Extras need to be purchased by 8 a.m.

We encourage students to eat hot lunch as it is nutritionally balanced and governmentally approved and monitored.

- Peanut/Nut free school. Items that state: contain peanuts, may contain peanuts or tree nuts, made in a peanut facility are not allowed at school.
- Students who bring cold lunches may purchase milk.
- For safety reasons, students are not allowed to bring any glass containers.
- Pop is not to be brought to school.
- Students are not to bring lunches that need to be microwaved.
- Parents shall not bring lunches for their children from carry out restaurants.
- Students are not to exchange food from each others trays.
- Student accounts must be kept current at all times. *Any family with a negative balance of \$13.00 or more and no attempt is made to contact us regarding your past due account, your student will not be eligible for sports, aftercare or extra-curricular activities. Any family with an outstanding balance at the time of graduation will not be issued an official transcript.*

RECESS

Recess is an excellent opportunity to train the children in good sportsmanship, thoughtfulness, and consideration for others.

Students are not allowed to bring toys or recess equipment from home.

When snow is on the ground students should wear boots or have a change of shoes.

When playing outside in the winter weather, students should have their heads covered. (Stocking caps or hoods)

When raining or the temperature is extreme [wind chill factor is below 20 degrees,] students will remain indoors or will go out for a very short period of time.

Every student is expected to go outside for recess. If they are well enough for school, they are well enough to go outside. An exception will be made in agreement with a physician's written notification.

LIBRARY/RESOURCE CENTER

Students in grades K-8 are allowed to check out books from the library/resource center each week. Children are responsible for the books they borrow, and they should be encouraged to handle them with clean hands and away from food and drinks. If a book is lost or severely damaged, the cost to replace the book will be charged. A fee of 10 cents per day will be charged for over due books. Fees must be paid by the last day of school. The media materials located in the library/resource center are used under the same policies and regulations as the St. Malachy computer lab. Parents of St. Malachy students have library/resource center privileges and may check out books. Please contact the school for more details.

COMPUTER

COMPUTERS ARE USED TO SUPPORT LEARNING AND TO ENHANCE INSTRUCTION AT ST. MALACHY SCHOOL.

Each classroom at St. Malachy School has a computer that is networked with all the other computers in the school. The library/resource center has networked computers that assist in the check out of books and research. A computer lab networked computers exists. Students are assigned a login that enables them to access the school's network. Students Grades 4-8 are given instruction in a variety of computer applications in the lab. Students are graded on the knowledge that they acquire during class. This insures that all students have an equal chance at receiving a fair grade, therefore not penalizing a student for not having a computer at home.

ACCEPTABLE USE POLICY

The Internet is a global network, linking computers at universities, high schools, science labs and other elementary schools. Because of its enormous size, the Internet's potential is boundless. However, with such potential for education also comes some potential for abuse. St. Malachy School has chosen to make computers and the Internet resources available to students.

The most important prerequisite for using St. Malachy School's computers is: the student takes full responsibility for his/her own actions.

PROHIBITIONS

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted

rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network is strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory Communication.
- Accessing or sending obscene or pornographic material, including language, sound or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

If a student violates any of the above listed, the consequence may be termination of computer privileges.

Students are responsible for good behavior on school computers and out in the Internet, just as they are in a classroom or a school hallway. Communications in the network are often public in nature. General school rules for behavior and communications apply.

PHYSICAL EDUCATION

St. Malachy's physical education classes strive to create a positive learning environment that instills, promotes, and motivates students to personally value a virtuous, healthy and physically active lifestyle. The purpose of physical education shall be to maximize each student's potential through the acquisition of knowledge, skills, and attitudes that will transfer to a healthy lifestyle. The 5th through 8th grade students will have physical education classes that will require the students to "dress out". On those days students will need: tennis shoes; socks; deodorant; St. Malachy T-shirt and shorts (can be purchased at registration). All students are required to wear tennis shoes on the gym floor. (Compression shorts may be worn under P.E. shorts

MONEY MATTERS

Money sent to school with the children should be sealed in an envelope with the child's name, the grade, the amount of money enclosed and the purpose for which the money is sent.

TELEPHONE USE

- As a rule, no student or teacher will be called into the office to accept a telephone call during the school day. Telephone messages will be conveyed to teachers or students involved.
- Students may **not** call home for homework assignments, books, lunches, flash drives and P.E. uniforms etc., **but will have to accept the consequences in order to promote responsibility.** If an emergency arises, the classroom teacher will allow the student to make a call from their room.
- If a student needs to make a call from the office a pass from a teacher is necessary.

CELL PHONE AND ELECTRONIC DEVICE POLICY

- Cell phones, I watches, & any other electronic devices may not be used or carried on person at anytime. Cell phones must be turned off and stored in their book bag **at all times** while on school premises.
- Please do not call or text your child during the school day. If you need to give them a message, call the School Office.
- The school is not responsible for any cell phones & electronic devices that are lost, stolen or damaged.
- If a cell phone/electronic device is out, it will be held at the office for the parent to pick up.
- A cell phone / electronic device used in a restroom or locker room will result in immediate suspension.
- Any voice recording, images or pictures taken, shared, or viewed during the school day will result in immediate suspension and possible police involvement.

CARE OF MATERIALS

Students must take good care of both school materials and their own personal things. Respect for property, one's own and others', needs to be learned and practiced by all. Students who deface, destroy or lose school books or materials are required to pay for them. Parents are asked to monitor and replenish the student's supplies.

Each student must have and use a book bag to carry materials to and from school. The student's name should be marked in permanent marker on the bag. Books belonging to the school must be neatly covered at all times.

BICYCLES

Children may bring bicycles to school if they obey the following regulations governing bicycle safety and security: Each student must lock his/her bike. The school does not accept responsibility for bicycles stolen from the premises or for damage done to bikes. Students are to use the bike racks provided on the east side of the building.

Bicycles must be walked on school property and when crossing streets by the school. Children may not ride bicycles on the playground immediately before or after school.

Violations of any of these rules may result in losing the privilege to ride bicycles to school.

LOST AND FOUND

The school is not responsible for the loss of wearing apparel, lunches, money, jewelry, bikes, etc.; however, reasonable effort is made to reunite owner with lost article. Please put child's name on any item that may be removed at school (sweaters, jackets, etc). Students are discouraged from bringing any items of value to school.

ACADEMIC INFORMATION

CURRICULUM

Curriculum may be defined as all the guided experience of the child under the direction of an educator. It includes the content of the courses of study and embraces the development of the whole child in all school activities. The school will strive to assist the child in forming the

appropriate skills, attitudes, and habits for each learning experience. The basic curriculum includes Religion, Reading, Language Arts/English, Mathematics, Science, Social Studies and Spanish. St. Malachy also supplements its curriculum with instruction in the areas of Computer Science, Library/Resource, Music, Art and Physical Education.

8th Grade ALGEBRA Placement Guidelines

The following guidelines are taken into consideration when determining if a student will be placed in Algebra for their 8th grade math course. The final decision regarding placement will be made by the school principal.

1. Classroom Performance: The student will be required to have maintained a B average or higher (87%+) in their 7th grade math class. The student will also have received no quarter grades lower than a C (77% or below).
2. AimsWeb Benchmark: The student will be required to have tested at a level of “Above Average”-“Well Above Average” (averaged) on their three assessments as a 7th grader based on a National Norms comparison.
3. ITBS: The students will be required to have total math National Percentile Ranking (NPR) of 58 or higher when tested during their 7th grade year. This indicates a proficiency level of proficient-advanced.
4. Placement Test: The student will be required to attain a passing grade (68%+) on the placement test that is administered in May of their 7th grade year.
5. Math Teacher Recommendation: The student will receive a written recommendation from their 7th grade math teacher based on study/work habits, self-motivation, and classroom discipline.

EXPECTATIONS

A student's work should consistently reflect individual ability. Complete and neat assignments, accurately and carefully executed, are the norm. All work done in class and homework must be submitted at the time required. Each student is accountable for the completion of grade work to be eligible for the next level.

STUDY HALL

Students in Grades 5 – 8 will be assigned a study hall each day as part of our daily schedule. Teachers will be available to assist students with their assignments.

Academic Marking Code

KINDERGARTEN

E= Exceeding Goals

M= Meeting Skills

D= Skill is Developing

N = Needs Improvement

+ Area of Strength, x Weak Area, No Mark- Satisfactory, NT- Not taught at this term

EFFORT: 1- Satisfactory, 2- Needs improvement

PRIMARY GRADES 1 - 2

O = Outstanding

S+ = Very Good

S = Satisfactory

S- = Below Average
N = Needs Improvement
U = Unsatisfactory

Specific Skill Areas: If subheading is blank, student meets expectations
+ Area of strength, I –Improving, x indicates improvement needed

EFFORT: 1- Satisfactory, 2- Needs improvement

INTERMEDIATE / JR. HIGH GRADES 3 – 8

Grades are determined on the basis of daily work, assignments, class participation, quizzes and test scores. The grading scale and an explanation of the letter grade for scholastic achievement for grades 3rd-8th used at St. Malachy School are as follows:

A+ = (98-100)	C = (78-82)
A = (95-97)	C- = (76-77)
A- = (93-94)	D+ = (73-75)
B+ = (91-92)	D = (70-72)
B = (87-90)	D- = (68-69)
B- = (85-86)	F = Below 68
C+ = (83-84)	

EFFORT:

1 = Very Good, 2 = Good, 3 = Satisfactory, 4 = Needs To Improve, 5 = Unsatisfactory

EXPLANATION OF LETTER GRADE

A--Indicates that the student has interest in the subject and has done work far in excess of the standards normally set for the level of work indicated.

B--Indicates that the student has done work above the standards set for the level of work indicated.

C--Is a satisfactory grade for the level of work indicated. It indicates that the student has acquired the necessary skills and understanding to proceed in the subject and can use them when applicable.

D--Indicates that the student has not satisfactorily acquired the necessary skills and understanding for the level of work indicated to work efficiently at the next tasks in the subject, or to use the ability efficiently in other situations where it is applicable.

F--Indicates that the student is failing to acquire skills and understanding in the level of materials at which he/she has been placed.

(+) and (-) may also be used with the above grades to denote levels slightly above or below, yet still within the earned grade.

Students on the Honor Roll each quarter will be recognized.

HONOR ROLL - For students in grades 3 – 8, a two-tier system will be implemented: Highest Honors- (all A's), and High Honors (any combination of A's and B's). Subject areas to be utilized for determination of Honor Roll are: Religion, Science, Social Studies, Math, English, Spelling,

Literature, Spanish, Music, and P.E. An accompanying condition for honor roll recognition is no 4's or 5's in conduct and effort in any subject area.

PRINCIPAL'S ACADEMIC CHALLENGE (P.A.C.) – Students in grades 3 - 8 are eligible for this recognition. Students who raise their level of achievement at least one letter grade in one or more of the above academic subject areas as for Honor Roll, while remaining the same in other subject will attain P.A.C. recognition. In addition, no 4's, 5's, or "checks" in respective areas for P.A.C. recognition. P.A.C. will commence with Second Quarter grades.

PROMOTION/RETENTION

Since most schools group children under a grade classification system, advancement of regular progress of pupils is ordinarily on an annual basis. Annual promotion usually indicates achievement of grade level expectations.

Retention

In the case of slow progress, each child will be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social, intellectual and academic) collected from a wide range of sources throughout the year.

The following are minimum procedures for retention for academic reasons:

1. A conference is held with the parents early in the second semester to advise of the possibility of retention and to discuss possible remedial actions.
2. Follow-up conferences with the parents are held to evaluate the academic progress of the child.
3. Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least two subject areas.
4. If a student is placed in the next grade because of parental wishes and over the objections of the school's professional staff, parents need to sign a statement as to the reason. Students would be considered "placed in" to the next grade rather than promoted.

Eighth Graders who fail to receive passing grades must complete additional work in summer school or an alternative academic plan designed by the SMS staff and approved by the school administration before a certificate of completion can be given. The student will not participate in graduation exercises with the class at the close of the year, and will not receive a diploma until a passing report for summer work is presented or has successfully completed the alternative academic plan. Each student's academic efforts, strengths, and weaknesses will also be evaluated and considered when an alternative academic plan is begin designed for graduation exercises and high school placement.

HOMEWORK

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught and understood by the majority of the class. During absences, assignments need to be completed the following day of return. In the case of arranged absences, assignments need to be completed by the due date assigned by the teacher. As extension, long-term projects such as compositions, book reports, research projects and oral presentations may be assigned. In the event of an absence, homework can be picked up on the bench at the Belle St. Entrance after 3:00 p.m. with parent request.

Written work is not the only type of homework; study and oral assignments are also given. Whatever type is assigned, the child should realize early that homework is his/her responsibility and it must be done consistently with emphasis on completeness, accuracy and neatness. On days when there is no specific assignment, students are expected to spend time studying material covered in class. **In all cases, students are encouraged to read for fifteen minutes to half an hour each night.**

Grades 1-2-3-4

Homework should be turned in the MORNING after it is assigned. If homework is not completed by the next day, the student may need to complete the work during his/her recess.

Grades 5 - 8

Students who have not completed and turned in their homework assignments, will report to "Homework Club" that day after school from 3:05-3:30 Mon. thru Fri. If a student fails to report to Homework Club, they will receive a detention. Assignments not turned in on time may receive reduced credit.

HOMework CLUB

Homework Club has been developed to help give the students an opportunity to get incomplete assignments done. It is important that students get their work done in a timely manner so that teachers can monitor their learning. Following rules will help the students develop excellent life skills for being responsible. The Homework Club will meet Monday-Friday from 3:05-3:30.

Students will be required to report to "Homework Club" from 3:05-3:30 **ON THE DAY** assigned by the teacher/staff. *Please have transportation plans in place*, if your child should have to attend "Homework Club".

Your child will call by 2:30 on the assigned day to inform you they must attend Homework Club. If they are unable to contact you @ 2:30, your child will have the option of coming to homework club or to receive the detention. If your child is unable to attend "Homework Club" for *any* reason, they will be issued a detention.

Dismissal from the Homework Club is @ 3:30. Students are not allowed to wait at school for later activities. If their ride is not here by 3:30 they will be sent to aftercare. Aftercare fees will apply if they need to be sent there.

- Homework Club is for non-behavioral infractions.
- If your child does not attend HWC, the parent will be sent an email and a detention will be issued.

KEEPING CHILDREN AFTER SCHOOL

It is necessary at times to keep children after school. There are occasions when a teacher needs to talk to a child, either about schoolwork or behavior, or to give a child some extra help. A student who has missed a test may find it necessary to make it up by coming early in the morning or staying after school according to the teacher's arrangements. The 5th – 8th may be required to stay after school from 3:00 – 3:30 to attend "Homework Club". Parents will always be notified of either situation. Parents and students need to have a transportation plan in place for those days.

RELIGIOUS EDUCATION

St. Malachy School exists to pass on the teaching of Jesus to the children of the parish, to help form them in Gospel Values and to help them transform these values into daily living. The children of St. Malachy learn and live their spiritual life. Religious instruction is integrated throughout the entire school day where forms of prayer and worship are developed. The children receive daily instruction in their faith, participate in a variety of prayer experiences, have opportunities for planning and participating in the Eucharist Celebration and other Sacraments, and share in a

variety of Para liturgical celebrations. Throughout their years at St. Malachy, students are given opportunities to give of themselves in service to others, to share their time, talents and treasure resources with others and to practice their Christianity. Since the school recognizes that **parents are the first and primary religious educators of their children**, it is assumed that children attend liturgical worship at St. Malachy Church and pray with their parents and families on a regular basis on weekends and at other significant times. Not to do so is to confuse the child and place a dichotomy between what is being taught and what is being lived.

St. Malachy students participate in various religious activities during the school year:

- . A Mass of the Holy Spirit.
- . Sacraments of Reconciliation and Holy Eucharist (grade 2).
- . Sacrament of Confirmation. (Jr. High - every 2 years).
- . Opportunity for celebration of the Sacrament of Reconciliation (grades 2-8)
- . Stations of the Cross.
- . Confirmation retreat day
- . Class retreats
- . Crowning of the Blessed Mother Statue of Mary
- . Opportunities to plan and participate in:
 - School liturgies/ Weekly Mass/Holy Days / other special occasions

Other religious activities include:

- Gifts of food to the poor Service projects
- Training of altar servers and lectors Children's choir
- Monetary sacrifices to benefit domestic and foreign missions

TESTING

Standardized Testing

Iowa Test of Basic Skills tests are given in September/October to students in grades 2-8. These achievement tests are important indicators of a student's progress in basic mastery of reading, language arts, mathematics, science, social studies and work-study skills.

Parents are cautioned, however, to understand that test results are only one bit of data about the child's learning and potential. These results must be placed in the context of the child's day-to-day output in the classroom.

Variables in testing include the child's cognitive ability, physical condition, emotional state, school curriculum, teachers' teaching style and student's learning style/ability, among other factors.

LEXIA IXL

Information to come...

Diocesan Religion Assessment Tests

Diocesan Assessment Tests are given in January/February to students in grades five and eight. These assessment tests provide information of the student's progress in basic mastery of the Catholic faith in the areas of religious knowledge, religious practices, and religious attitudes.

Teacher requests for evaluations and testing for special needs

When a concern about a student's performance occurs, a teacher may request that a parent request testing or evaluations performed to better assess the student's needs. It is important that the parents and teachers work together to determine the student's needs. Teachers are a vital source for alerting parents to academic or social concerns. It is important that early intervention is done. The teachers and parents have the same interest of the child to have a successful academic and social school year.

PUBLIC SCHOOL SERVICES

Children who need to be tested for possible learning disabilities are tested through the public schools. Parents requesting such testing are asked to contact the principal after discussing the matter with the child's teacher.

PRIVACY OF STUDENT RECORDS

There are established guidelines for school records. These guidelines describe parent's rights with regard to the records of their child, which are maintained by the school. These rules include:

Right to Inspect: Parents have the right to look at their child's permanent record which includes report cards, health records, accident reports, attendance records and biographical information (name, address, etc.)

Right to Prevent Disclosure: The school will not disclose anything to third parties from the child's record unless (1) parents consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the information is requested by a school to which your child is officially transferring. In order to review a child's permanent record, parents are asked to call the school office for an appointment with the principal.

RIGHTS OF NON-CUSTODIAL PARENTS

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

III. STUDENT INFORMATION

DRESS POLICY

Students are expected to always present a neat, clean, and modest appearance. ANY attire deemed inappropriate, distracting, immodest, or unsafe by the administration is a violation of the dress code.

St. Malachy has the right to restrict or limit any other dress or accessories that do not conform to St. Malachy's Christian environment, as determined by the principal. Teachers and coaches will impose same requirements for field trips, special programs or game days.

LUERS OF SPRINGFIELD & C&A INSPIRATIONS will be the official uniform outlets for St. Malachy School. Orders can be placed at anytime at 217-528-1012 or www.luersgroup.com for Luers.

- Plaid skirts, jumpers, and shirts/polos with St. Malachy logo must be purchased through Luers of Springfield and C&A Inspirations.
- Clothes not purchased through Luers of Springfield or C&A Inspirations MUST meet the following guidelines:
 - Items must not have visible logos (i.e. Dockers, Old Navy).
 - Pants and shorts must be worn at the waist level, never at the hips. (hip huggers and/or tight fitting pants are not to be worn)
 - Pants and shorts may not have any pockets or loops down the leg.
 - Khaki jeans or pants with jean pockets are not to be worn.
 - Pants and shorts with pockets sewn on the outside are not to be worn.
 - No wide legged or flared legged pants.
 - Pants must be straight legged, but not tight fitting.
 - Uniforms need to be clean and free from rips and tears.

ST. MALACHY SCHOOL ADHERES TO THE FOLLOWING SCHOOL UNIFORM:

Pants: Khaki/Navy

Shorts/Capris: Khaki/Navy not more than an inch above the knee

Girls: Skirt: Navy/Plaid/Khaki, not more than 1 inch above knee

Girls: Skort: Plaid/Navy/Khaki, not more than 1 inch above knee

Girls: Jumper: Plaid, not more than 1 inch above knee

Unisex Polo Shirt: Long or Short-sleeved - navy/hunter-green/white

(7th & 8th grades have the option of wearing black polos **with** the St. Malachy Logo)

Oxford Shirt: Long or short sleeved - white

Turtlenecks: solid white /navy/hunter-green

Sweaters: Crew, Cardigan, or Vest – solid navy/hunter-green/white

Socks: All students must wear socks. (5th – 8th boys and girls: white, navy or black socks) Socks must not extend above the knee.

Girls: Tights or full-length leggings (white, navy, black) may be worn but not with shorts.

Belts: Black or brown belt ((5th – 8th boys and girls)

ADDITIONAL GUIDELINES

- Only St. Malachy sweatshirts purchased through the school and available to all students will be allowed to be worn during the school day and at Mass. (Hoods must be kept down)
- Girls will wear shorts, tights, or full-length leggings under their skirts.
- Shorts may be worn at any time. (Be respectful and try to avoid on Mass days).
- Shoes must have closed toes and closed heel and be in good condition.
- No sandals, clogs, high heels, or boots are to be worn during the school day.
- Tie shoes must have shoelaces and be tied at all times.
- Socks, tights or hose must be worn at all times.
- Clothing worn under uniform shirts/blouses must be plain white; designs, words, or logos are not to be visible.
- Long sleeved shirts cannot be worn under a short-sleeved uniform shirt.
- Shirts must be tucked in.
- Snow boots may be worn to school, but students must change into tennis shoes or regular school shoes upon arrival.

- If a student wears any item(s) that may distract from the learning environment will be asked to change/remove the item(s).
- Teachers will document a dress code violation on Teacher Ease for students who are not following the dress code.

*Deliberate cutting or tearing of the uniform is not permitted, and the student will be considered out of uniform.

On “Free Dress days, shirts must have sleeves and be able to be tucked in: Shorts must be at an appropriate and proper length.

BOYS

- ✚ Hair length must be above the eye brows, ears, and collar and a natural hair color. No designs of any kind may be cut into the hair. For safety reasons certain hair styles may not be worn.
- Earrings, piercings, and excessive jewelry are not to be worn.

GIRLS

- Hair should be clean and well groomed and a natural hair color.
- Jewelry or hair accessories that distract the learning environment or pose a danger are not to be worn.
- Make-up and colored fingernail polish are not to be worn.

IV. DISCIPLINE

Perhaps the greatest single means of developing self-discipline in our students is a consistent and strong collaborative spirit among all who share in their education: parents, teachers, administrators, and parish personnel. This spirit of collaboration must be continually deepened through frequent and open communication in which each person understands and supports the other's efforts. It is in this spirit of understanding and support that the discipline program is utilized. Your attitude of respect for authority and for the good judgment of the teachers will be essential for the success of this program.

CONDUCT OF STUDENTS

The faculty and staff of St. Malachy School encourages and nurtures responsibility and self discipline in each student. St. Malachy expects student conduct to be such as to contribute to the productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all people shall have equal rights and equal responsibilities in their demeanor in a classroom or on school property.

EXPECTATIONS

Students are taught to conduct themselves as responsible members of our Christian community. We encourage the development of courtesy, kindness, respectfulness, obedience, and thoughtfulness. These school rules create a Christian atmosphere that is conducive to learning. It is important that a just and Christian solution be sought to resolve all problems for which students are responsible and for which they must accept consequences for their behavior. Students unable to abide by the rules and regulations in this handbook or unable

to function as an acceptable school citizen as determined by the teachers and administration will undoubtedly find themselves being required to stay *after* school with a teacher or administrator in order to resolve their problem. The school staff stands in place of the parents while the students are at school. We will restrict the student as necessary to ensure proper behavior.

Students continuing to be a disruptive influence to the learning environment or to the safe and efficient operation of the school will be advised on an individual basis. Action may vary from: loss of recess, demerits, detention, field trip restrictions, in-school suspension, out-of-school suspension, activity or athletic suspensions. A parent-teacher conference may be required. The teacher or administrator will be the deciding factor as to which alternative will be necessary *after* determining the severity of the problem(s) created by the student.

GENERAL STUDENTS' GUIDELINES:

1. All students will conduct themselves in an orderly manner and not endanger the health, safety and well-being of any person.
2. Walk in the classroom, hallways, stairways and general learning areas behaving in a manner that does not disturb the learning environment.
3. Enter and leave church in a respectful manner.
4. Use good manners and be polite at all times.
5. Speak to others respectfully using proper language.
6. Show respect to classmates, school personnel and volunteers.
7. Drinking fountains, play equipment and lavatories are to be used with safety and cleanliness in mind.
8. Students must learn and respect the rules and regulations; to behave with an attitude of good citizenship in school and away from school.
9. Respect school property and personal property of others.
10. Leave classroom only with permission.
11. Students are not permitted in unauthorized areas without teacher permission.
12. Be on time for school and all classes. Tardiness disrupts the educational process.
13. Follow the dress code.
14. Be prepared for class by bringing all books, supplies, assignments and other needed materials.
15. NO chewing gum anywhere on school grounds.
16. Students may not leave the school grounds at any time during the school day without permission from the office.
17. Locker area and desk must be kept clean and orderly.
18. Maintain specified conduct in all areas of the school.

DISCIPLINE FOR K-4TH GRADES

Each K-4 classroom has a discipline plan using rewards and consequences for appropriate and inappropriate behavior. The last consequence for inappropriate behavior is being sent to the principal. The following procedure will be followed for students that continually display inappropriate behavior and are sent to the principal's office.

- first trip – conference with student, principal
- second trip – conference with student, principal and teacher

A primary-grade student that exhibits chronic, incorrigible, or disruptive behavior will be in conference with the teachers, parents, and administration to address the issue and seek further assistance.

DISCIPLINE POLICY FOR 5TH-8TH GRADES:

If the school rules are not observed, one of the following steps will be taken depending on the infraction

- 1) Student will be given a consequence by the teacher; assigned to “Homework Club” or Demerit form issued
- 2) Detention form issued as a result of accumulating three demerits or for a grave offense
- 3) In School or Out of School suspension
 - Demerit and detention notification will be sent through TeacherEase.

Demerits will be given for the following infractions:

- Talking excessively
- Gum chewing
- Possession of any electronic devices (First occurrence)
- Dress Code Violation

Detention form or further disciplinary action will be given for the following infractions:

- Accumulating 3 demerits
- Lying, Stealing, Cheating, or forgery of parent’s signature
- Damaging school property or that of another student
- Impeding or otherwise interfering with the orderly conduct of the teaching environment or other school activity
- Any inappropriate “Public Display of Affection” Disruptive.....
- Disruptive or inappropriate behavior in the __ classroom __ church
__ halls __ playground __ bus __ lunch
- Disrespect toward faculty members, staff members, volunteers, other students, etc.
- Using inappropriate language
- Not attending “Homework Club” on an assigned afternoon
- Possession of any electronic devices (2nd occurrence)

IN SCHOOL OR OUT OF SCHOOL SUSPENSION

- “Bullying” or intimidation (*physical, sexual, racial*)
- Bringing potentially dangerous objects to school
- Fighting
- Cell phone or electronic device in restrooms
- Failing to serve an assigned detention
- Serious behavioral offenses

THE FOLLOWING ARE SERIOUS OFFENSES REGARDLESS OF WHETHER THEY OCCUR ON OR OFF SCHOOL GROUNDS (Discipline will be handled on a case by case basis.)

- Injuring or threatening to injure another person
- Violating any provision of the criminal law of the State of Illinois
- Smoking or use of tobacco products
- Consuming, possessing, or distributing alcohol, illegal drugs, legal drugs, or any substance used to alter behavior including look-alike drugs

- Bullying/harassment

ALL DETENTIONS WILL BE SERVED during RECESS.

- Teachers will notify the parent if a student receives a detention.
- First detention: serve the regular detention
- Second detention: Serve regular detention and meet with teacher, principal and student to discuss a plan to improve area(s) of concern.
- Third detention: Week of lunch time detentions
- Fourth detention: Parent meeting(At that time: consequence of In-School suspension or week of lunch time detentions)
- Fifth detention: Parent meeting with Father(At that time: consequence of In-School suspension, out-of-school suspension, or week of lunch time detentions along with possible probation)
- An accumulation of six or more detentions within the school year will result in:
“Out-of-School” Suspensions

ANY DETENTION MAY LEAD TO POSSIBLE LOSS OF PARTICIPATION IN FIELD AND CLASS TRIPS, PARTIES, DANCES OR OTHER CLASS ACTIVITIES AS WELL AS ADDITIONAL DISCIPLINARY ACTIONS IF NECESSARY

Demerits and suspensions will impact extracurricular participation. Each student participating in an extracurricular activity will receive a Parent/Student Extracurricular Handbook outlining expectations, rules, and regulations.

Demerits, suspensions, and misbehaviors may impact participation in field trips and class activities.

OFF CAMPUS CONDUCT

Any student who engages in activity which threatens the ability of the school to maintain a safe, orderly, Christian and disciplined educational atmosphere will not be tolerated on or away from the campus, whether or not school is in session. This includes the use of computer or other activities (bullying or intimidating) which interfere with education process. This policy is not limited to school sponsored and school related events.

Suspension

- In-school suspension is issued when a student is removed from his/her daily schedule and is assigned to be at a supervised location. Class assignments are brought to the student to be completed.
- Out-of school suspension is issued when a student is not allowed to be in the school environment for a period of time.

When serving any form of suspension all assigned work is to be completed in an acceptable manner. Credit will be given for assignments, test, quizzes, etc.; however grades may be reduced at the discretion of the teacher. Furthermore, the student will not be allowed to attend any school activity during the time of the suspension.

Expulsion

The expulsion of a student from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. Situations which demand expulsion of a student from the school can be reduced to two:

- 1) Delinquency and immorality which warrant commitment to a correctional institution or which constitutes a definite menace to other pupils
- 2) Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the entire class

Before such action is taken, the following steps will occur:

- 1) Parents will be notified of the incident.
- 2) A meeting will be held with parent(s).
- 3) If necessary, a meeting will be held between faculty and parent(s).
- 4) Education Commission will be informed for input or clarification of the decision.
- 5) Meeting between Commission and parents will be arranged if necessary

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Anyone who engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal and/or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment: or that makes such conduct a condition of a student's academic/extracurricular status
- Has the purpose or effect of:
 - substantially interfering with a student's educational environment;
 - creating an intimidating, hostile, or offensive educational environment;
 - depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
 - jeopardizing a student's safety or creating an extreme level of discomfort

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching. Crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. When a student asks that a type of action involving sexual innuendo, suggestion, invitation or conduct be discontinued, any repetition is harassment. (NOTE: Realizing that "flirting" sometimes occurs among students. Such action(s) that does not cause another student to be uncomfortable or interfere with the educational process will not be considered sexual harassment.)

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the principal, teacher or priest. Students may choose to file their report to a person of the student's same sex. Complaints will be handled discreetly to the extent possible given the need to investigate. Students making good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the principal, pastor and diocesan superintendent for appropriate action.

(In the event of a violation of this policy, St. Malachy Parish and School will follow the administrative regulations of the diocese, which are posted at www.cdop.org, C-401 AR-CDOP)

HARASSMENT

St. Malachy School fosters a Christian environment in a time when children are bombarded with contrary values. Harassment in any form cannot be tolerated in any Christian community. Harassment can result from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include derogatory ethnic slurs, unwelcome sexual advances or touching, and sexual comments or jokes. Students who are found to be harassing another student will be disciplined by the administration and parents will be contacted. Discipline, depending on the incident and age of the student, will be counseling, demerits, detentions, in-school or out of school suspensions, or other action as determined by the administration. Parents are asked to report suspected cases of harassment directly to the Principal or teacher.

ASSAULT & BATTERY

The following is the State of Illinois definition of assault:

A person commits an assault when, without lawful authority, (s)he engages in conduct which places another in reasonable apprehension of receiving a battery.

The following is the State of Illinois definition of battery:

A person commits battery if he intentionally or knowingly without legal justification and by any means, (1)causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual.

When an assault and/or battery are committed by a student or an adult on another person, it should be reported to the principal. A determination will be made as to which of the following actions are to be taken:

- ✓ assigned to in-school suspension
- ✓ assigned to out-of school suspension
- ✓ expelled from school
- ✓ reported to the police for appropriate action.

If the battery is committed against school personnel, the administrator will also notify the Illinois State Police within 3 days of the incident through the SCHOOL INCIDENT REPORTING SYSTEM (SIRS) officials contacted.

BULLYING

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical, sexual, radical, emotional and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be in any form at school or school-sponsored programs and activities including via social media.

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines.

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. When appropriate, a parent information meeting on dealing with bullying issues will be offered.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.

4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty and staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and faculty and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

GANGS/EXCLUSIVE GROUPS

St. Malachy's teaching of the Christian faith promotes the inclusion and respect of all people. The forming of groups which purposefully exclude others will not be tolerated.

ITEMS NOT TO BE BROUGHT TO SCHOOL

- Toys or personal belongings are not necessary at school.
- Weapons (such as guns-real or "look-alike", knives, or other objects that could be used as or intended for use as an instrument to inflict injury on another).
- Large amounts of money (other than amounts to purchase lunch tickets or special items) are to be left at home (unless the teacher has requested some for educational purposes)
- Anything that is of value to you, whether, monetary or personal.
- Other items including (but not limited to) matches, medications, pills, cigarettes, lighters, tools, or similar terms.
- Use of roller blades, roller skates, scooters, and skateboards are forbidden on school grounds
- Students are cautioned about wearing jewelry or watches that need to be removed for PE or sports.

Some objects brought to school have legitimate purposes in the classroom but could be used as a weapon (e.g., compass, scissors); however, if they are misused as a "weapon", then that student's behavior will be disciplined.

POSSESSION OR USE OF WEAPON OR LOOK A-LIKE WEAPONS IN SCHOOL

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment,

it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look a likes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and local police officials contacted. In addition, the administrator will notify the Illinois State Police within 3 days of the incident through the SCHOOL INCIDENT REPORTING SYSTEM (SIRS) officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-4). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

IN THE EVENT THAT A STUDENT IS IN POSSESSION OF AND/OR USES A WEAPON OR LOOK A-LIKE WEAPON, THE FOLLOWING PROCEDURES SHALL BE IMPLEMENTED:

- The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call *911* and wait for law enforcement officers to disarm the student.
- The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
- The student shall be immediately suspended pending the completion of an administrative review of the events.
- The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.
- The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
- The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
- A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look a-like weapon, the student shall be expelled from school.
- In the event of mitigating circumstances, the pastor may elect a disciplinary action other than expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:
 - Was the violation merely technical in nature (e.g. squirt guns)?
 - Was the weapon displayed or used in a threatening manner?
 - Has the weapon caused any harm, injury, destruction, or damage?
 - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
 - Did verbal threats precede the possession of the weapon?
 - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to other?
- The decision of the canonical pastor shall be final. Any appeal of the decision must be submitted in writing directly to the Superintendent of school. A review of the decision will only consider whether it violates the applicable policy.
- Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.

- If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
- Upon advance written approval from the principal, a student, or school visitor may possess a weapon an/or look alike for the following reasons:
 - Possession and/or use is required as part of an authorized class or course
 - Possession is part of an authorized school and/or class display or presentation
 - Possession and/or use are part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
 - Possession is authorized as a stage prop
 - Possession and/or use is part of an authorized interscholastic sports activity
 - Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

V. HEALTH AND SAFETY

PEANUT/NUT FREE SCHOOL: For the safety of our students St. Malachy School is a peanut/nut free facility. This prohibits the use, serving, or selling peanuts, nuts, peanut butter or any product containing peanuts/nuts/peanut oil by students, staff members, employees, visitors or guests in the St. Malachy School building and grounds. In addition, students may not bring peanut products in their lunches or snacks.

For the purposes of this policy, peanut/nuts will mean all nuts and peanuts including products that use or contain nuts and peanuts or use peanut oils. Please check all food labels carefully to ensure that they meet these regulations.

Food labels are required on containers. Labels that say- “May contain or contain peanuts and other tree nuts” or “processed in a facility that also processes peanuts and nuts” are not permitted.

VISITORS: For safety and security purposes all visitors/parents must sign in at the office.

POLICIES

Physicals

State law requires a complete physical exam of each child entering preschool, kindergarten and grade 6. A record of a physical exam must be submitted to the school office before the 1st day of school in August. Yearly physicals are also required for participation on any athletic team.

DENTAL exams are required for K, 2, and 6.

EYE exams are required for K and any student enrolling in a private, parochial, or public school for the first time.

Immunizations

All students must have received proper immunization against diseases of measles, mumps, polio, diphtheria, pertussis, tetanus and rubella, as directed by the State of Illinois. These immunizations must be recorded on physical examination forms as to month, day and year received. All immunizations must be up to date. Any student not properly immunized will be excluded from attendance unless they have been approved for a medical or religious exemption. (See the Illinois

State Board of Education website). It is important to note that new state regulations mandate a second measles shot for all school age children. Proof of immunizations must be in the child's school file before the first day of school in August.

Illness and Injury

If a child becomes ill or suffers an injury during the school day, parents will be called. Please keep phone number information up-to-date. The school will not release a student except to the parent or authorized guardian. It is necessary to have all available emergency information on file in case no one can be contacted at home. In a serious emergency, if parents, guardian or emergency contact cannot be reached, the paramedics or police will be called to assist. The school does not have a health room and there is neither a place nor the supervision for a sick child.

*Children frequently come to school not feeling well and arrangements have to be made for them to go home. If a child is sick in the morning, the school expects the student to remain at home.

COMMUNICABLE DISEASES

Communicable diseases are required by law to be reported to the school office. Parents are asked to conform conscientiously to this requirement, for the health and safety of all. Children should not be in school if they are running a fever or show signs of contagious diseases.

MEDICATION

Only Prescription medication will be administered at St. Malachy School. Medication must be kept in the school office and in the original container with clear direction for Administration. Medication will be self-administered or a parent must come to school to administer the medication. Written permission from the parent or guardian must be on file in the school office.

The procedure for self-medication is: **1)** The student will report to the office when it is time to take the medication. **2)** A staff member will retrieve the medication. **3)** The student will self-administer medication and each dose will be documented. **4)** The medication is returned to the storage area. Permission for the self-medication procedure expires at the end of the school year. It must be renewed for the following school year. Any medication for which a written request is not on file will be not be allowed in school.

SELF-ADMINISTERED MEDICATION

The Illinois School code indicates that students with asthma are allowed to keep their inhalers with them and students with severe allergies are allowed to keep an Epinephrine auto-injector (Epi Pen). In order to allow this, the school requires all of the following to authorize: **1)** A written authorization from the parents of the student. **2)** A written statement from the physician containing the following information: Name of the student/patient, name & purpose of the medication, the prescribe dosage, the time or times at which (or the special circumstance under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Malachy School.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

EMERGENCY FORMS

All parents of students must have an updated emergency form filed with the school office during the first day of classes. It is imperative that all emergency forms be submitted on or before the first day of school with complete and accurate information. When such emergency information changes; it is the obligation of the parent/guardian to notify the school office of such changes at once.

CHILD ABUSE/NEGLECT - ALLEGATIONS/SUSPICIONS

School personnel, by law, are mandated reporters of allegations/suspicious of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances should exist.

MISSING PERSONS

If it is determined that a missing child is attending our school, it the responsibility of the principal to immediately give notice of this fact to the Illinois State Board of Education, and the Illinois State Police, and the Rantoul Police Department.

STUDENT SAFETY

Visitors

Schools have numerous doors providing entrance and exit possibilities to and from the facility. In order to provide for a secure and safe environment, all outside doors, with a few exceptions, will be locked approximately fifteen (15) minutes after the regular student day begins. We ask all visitors to the school use the Belle Street entrance. Parents are reminded that all visitors to the school are to first report to the school office. All doors will remain as potential exits for the students and staff during normal daily use or in the event of an emergency.

ASBESTOS COMPLIANCE

Parents are to be advised that St. Malachy School is in compliance with all regulations of current law regarding asbestos. We have been inspected and have received a full report in the "Asbestos Management Plan" for our school.

This is to inform you of the status of St. Malachy School asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos. Our inspection was conducted on 5/2018. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Principal's office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 3:00 p.m. Any concerns relative to asbestos containing materials should be directed to the principal at 892-2011.

EMERGENCY DRILLS

State Law requires that fire, tornado, intruder and emergency drills be held regularly. Detailed plans are on file in the school office if you wish to review them.

CRISIS PLAN

In conjunction with the local fire & police department and the Diocese of Peoria, the school has adopted an Emergency Operation & Management Plan that is revised annually. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Malachy Church
2. Off Campus – American Lutheran Church

TeacherEase

Parents will be able to check their child's academic progress, behavior logs and lunch account any time throughout the school year by logging on to this program.

REMIND

This is a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used to communicate general announcements or reminders. PARENTS MUST ACTIVATE THIS PROGRAM TO RECEIVE COMMUNICATION.

WEATHER EMERGENCIES

If it should be necessary to close the school because of weather conditions, Our School Messenger program will go into effect along with an announcement made over local television (Channel 3 and 15). Every attempt will be made to announce early dismissal closings on the St. Malachy website. Please have plans for these days to eliminate calls in and out of school.

OTHER INFORMATION

BEFORE CARE and AFTERCARE PROGRAM

The Before Care and Aftercare Program is available for any student that is attending St. Malachy School. The Before Care Program operates Monday through Friday from 7:15 a.m. to 7:45 a.m. The Aftercare Program operates Monday through Friday from 3:00-5:30 p.m. and from 12:30-5:30 p.m. on early dismissal days unless there is a Teacher Institute.

FIELD TRIPS

Teachers are encouraged to plan educational field trips. These trips are part of the school program and are not optional experiences for students. On the other hand, students may be deprived of such trips if in the judgment of the teachers or principal, such is warranted. The school requires students to conduct themselves in an exemplary manner on such field trips. The cost of field trips is divided equally among those attending and is paid in advance, per deadline. Permission slips are sent home before a trip to be signed and returned to the school. Students not meeting the required deadline for fees and permission slips will have to forfeit the opportunity to accompany the class on this trip.

SAFE ENVIRONMENT

Parents and all who volunteer in the school or at school functions must follow all the Safe Environment guidelines established by the Diocese of Peoria. These guidelines will be provided to all families at the beginning of each school year.

BE SMART, DRIVE SAFE All parents or guardians are required to complete this program on www.catholicmutual.org 1. Set up an account and view an online video. 2. Fill out forms and return to school office. 3. Provide us a copy of your driver's license and insurance card.

PARTIES / CONSIDERATION FOR CLASSMATES

Classroom parties and treats are permitted on special occasions such as Para liturgical celebrations, holidays and birthdays. The teacher should be notified ahead if treats are to be brought to the classroom. Invitations to birthday parties or other events cannot be passed out in school. Parents are asked to comply with this request which is important to children. (If all students are not invited to a party, please ask your child to not discuss details during school time.) Student's behavior, respect, cooperation, attitude, and academic standards will be considered for all school parties/dances that would be available to the students. **All treats must be store bought.**

SPORTS

Volleyball, basketball, baseball and track are offered to upper grade boys and girls. Any student participating in a sport will need to submit the following before the first practice:

- Sports Physical for the current school year
- Parent signature of receiving Parent/Student Handbook

The goal of our sports program is to benefit as many children as possible. The 5th and 6th grade program is inclusive, allowing students of all ability equal opportunity to play, provided that they adhere to the eligibility requirements and their coach's guidelines. The 7th and 8th grade programs are more competitive which are meant to provide a challenge for players with greater ability. Both programs will encourage skill development and teamwork; effort will be made to keep competition in perspective for the appropriate levels of development.

ELIGIBILITY FOR SPORTS

St. Malachy recognizes the value of extracurricular activities in the educational process and the value that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. St Malachy further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, and fans.

Eligibility:

1. Sport's Physical Forms are required each year and must be on file before the first day of practice.
2. Must be in attendance at least 1/2 of the school day in order to practice or compete on that day. Students going home sick may not participate in practice or compete that day. Being absent due to tiredness, sleepiness, or completing school work will not be an acceptable excuse. See excused absences.
3. Must maintain a passing grade in every subject area

A student becomes ineligible when:

- He/she has an F average in any subject area
- He/she has a D in two or more subject areas
- A student's behavior is such that he/she is not representing our school properly -**this includes the following school rules listed in the discipline policy as well as behavior according to the "off campus conduct"**

- a) If a student is ineligible the 1st & 2nd time, they may not attend practices and home or away games or school functions.
- b) If a student is ineligible the 3rd time, they will be dropped from the team
- c) Eligibility checks are made every Friday. Any student who is receiving a D in two or more subject areas or an F in any subject area will be removed from the team for a period of one week. Ineligibility starts on Monday thru Saturday. Athletes that have "Homework Club" on a night of practice are required to attend "Homework Club" **or they cannot attend practice.**
- d) If a "Homework Club" falls on a game/meet day, the student must attend "Homework Club".
- e) Detentions are to be served regardless of the sports schedule. Players that receive detentions will have the following consequences:

1 detention -- will not be allowed to start the next game

2 detentions--will not attend the next game

3 detentions--in the season for which they are currently participating, will be suspended from the team.

It is important for athletes to learn that their behavior on the playing field is as important as their behavior for everyday life. Participation is a privilege which may be forfeited if students are not willing to meet the expectations of athletic eligibility.

SCHOOL DANCES

Students in good academic standing and have not accumulated more than 5 detentions and are not serving a suspension will be allowed to attend school dances. St. Malachy's School guidelines must be followed.

VI. PARENT INVOLVEMENT

PARENT VOLUNTEERS

Volunteers are an important part of our school program. Without a person's generous donation of time and talents, our school could not adequately provide the quality of programs and services our students need.

Family Service Hours Opportunities

You must keep track of your hours and report them quarterly to the School Secretary

School Events and Activities	Time of the Year
7th & 8th Boys' Basketball Concessions/Admissions	Fall/Winter
7th & 8th Volleyball Concessions/Admissions	Winter
Track Concessions/Admissions	April/May
First Communion Reception	April
Boys Baseball Concessions	Summer/Fall
7th & 8th Girl's Basketball Concessions/Admissions	Fall/Winter
Graduation Reception	May
5th & 6th Basketball & Volleyball Concessions	Fall/Winter
Confirmation Reception (when needed)	Spring/Fall

First Communion Reception: Two chairpersons are needed to plan and coordinate the First Communion Reception in April.

Graduation Reception: Two chairpersons are needed to plan and coordinate the Graduation Reception in May.

Confirmation: Usually done every 2 years, chairperson needed to coordinate and plan for Confirmation Reception.

LUNCHROOM & RECESS MONITORS: Adults are needed throughout the school year to monitor lunchroom activities during lunch & lunchtime recess. (Double service hours granted)

CHAPERONES: Adults are needed throughout the school year at daytime activities and to chaperone for evening or weekend events.

CHRISTMAS/SPRING MUSICAL ASSISTANTS: Adults are needed to assist the musical director with various duties related to the production and performance of the Christmas and spring musicals.

SCHOOL BEAUTIFICATION: Families are needed to beautify the school grounds during the spring/summer season.

SCHOOL REGISTRATION ASSISTANT: Adults are needed at registration day for a variety of duties.

CEREAL BOX TOPS FOR EDUCATION COORDINATOR: Would you like to help us collect cereal box tops for education and Campbell Soup Labels? We need help cutting and counting the labels. This can be done at home.

LABEL COORDINATOR: Help is needed to count and send off labels from Tyson, Sunbeam & Aunt Millie's Breads.

MAINTENANCE/CLEANUP: Adults are needed to assist in the cleanup duties after sporting events and production performance held at the school.

LIBRARY AIDE: Adults are needed to assist the librarian with cataloging and re-shelving books.

ANSWERING PHONES: Adults are needed throughout the year with answering phones.

ON CALL WORKERS: There may be times when the administration will need someone to arrange for refreshments or help with unforeseen activities. Adults are needed to be available for "last minute" calls. Time will vary.

ASSISTANTS TO ATHLETIC COACHES: Assistants to the coaches under the direction of the Head Coach and the Athletic Director are needed during the seasons for baseball, basketball, volleyball and track:

Keep score, record score book information, operate the scoreboards, assist with track events, wash basketball uniforms & have ready for the next game (2 service hrs per game)

TEACHER'S ASSISTANT: Adults needed to assist the teachers with special activities, classroom projects, field trips, convenient errands, etc.

WASHING SCHOOL UNIFORMS: Adults are needed throughout the year to wash school uniforms.

PROFESSIONAL TRADES: Individuals in professional lines of work willing to occasionally assist in the operation, maintenance, upkeep, upgrade, etc. of the school throughout the year.

We recognize that there are many ways that parents and grandparents can serve the School and Church Community. Contact a Home & School officer if you have a suggestion for fulfilling your service contract hours.

EACH FAMILY IS REQUIRED TO COMPLETE *THE SERVICE FAMILY AGREEMENT CONTRACT* SO THAT ALL MAY BE ACTIVELY INVOLVED!

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in the fall. These conferences are a requirement for parents to attend. Optional Parent/Teacher conferences are held in February. Other conferences may be requested and arranged by teacher or parent as the need arises by appointment.

COMMUNICATION

Parents are encouraged to contact the school any time they have a question or a concern regarding their child's progress, school policy, curriculum, or behavior policy. Any parent who wishes to talk to a teacher should make an appointment by telephone or letter. If a parent has a concern or a complaint about a teacher, it seems only just that the parent discuss the difficulty first with the teacher. If concerns are not resolved, the principal should then be contacted.

CONFLICT RESOLUTION

There are times when students, teachers, parents, staff or administrators find themselves in conflict with one another. When this happens, we ask that all parties involved follow the Biblical principles set forth in Matthew 18. First, go to the person with whom you have a problem. Ninety percent of the time, problems are resolved at this primary level. Only after such attempts have failed should others be contacted. Students' parents should proceed as follows regarding any concern, conflict, disagreement, or dispute:

Step 1 Consult the teacher or staff member. IF NO RESOLUTION → **Step 2** Consult Principal. IF NO RESOLUTION → **Step 3** Consult Pastor IF NO RESOLUTION → **Step 4** Contact the Diocese of Peoria (cdop.org under policy G-111) for a review or appeal

FAMILY ENVELOPE

School bulletins and/or information from other organizations will be sent home in the Family Envelope or by email as needed. Parents are asked to read this information so that they will have a better understanding of the operation of the school and current school activities.

The oldest child in each family is designated the "Family Envelope Carrier" as a homework assignment. The Family Envelope will be sent home generally on Thursday. **The Family Envelope is to be signed and returned to the classroom teacher by the next Wednesday morning.**

HOME AND SCHOOL ASSOCIATION

Parent/School communication is an integral part of the educational process. Unless parents and teachers are mutually cooperative, the supportive environment necessary for optimum learning is denied the child. The Home and School Association includes parents and guardians, faculty and administration. It meets four times during the school year.

VII. SPECIAL GUIDES/PARENT GUIDE

1. "Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it relies on parents to create a family atmosphere so animated with life and reverence for God and man that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those virtues which every society needs." (Declaration on Christian Education Second Vatican Council.)
2. The school does not relieve parents of their obligation toward their child's education and moral upbringing. Parents are, therefore, expected to maintain a reasonable level of interest in their child's progress. Parents are to live and practice their faith, worshiping with their child on Sunday. This practice is considered a basic requirement for attendance at St. Malachy's.
3. Parents are held responsible for informing teachers about their child's physical disabilities, such as impaired vision and hearing, communicable diseases, and conditions that would prevent participation in P.E. activities, and any medication that the child may be taking. Learning disabilities should also be brought to the teacher's attention.
4. The teacher may request a personal conference with parents to discuss a specific problem regarding a child.
5. Parents requesting a teacher conference should arrange the time for conference so the educational program will not be disrupted.
6. If a student transfers from school, the principal should be notified at least two (2) weeks in advance.
7. Parents are requested to attend school activities.
8. Parents have the obligation to pay all fees on time.
9. Parents have the privilege of teaching Christian values and principles. Actions by parents within the school setting that do not support these beliefs will not be accepted or tolerated.

When necessary, school authorities will handle inappropriate actions and determine consequences.

10. If the child is absent due to illness, homework will be placed on the bench to be picked up between 3:00 – 3:30 upon parent request.

St. Malachy School and the Administration retain the right to amend this handbook for just cause. Parents will be given prompt notification if such changes are made.

By virtue of enrollment in St. Malachy School, parents and students are required to abide by the policies, rules and regulations as delineated in this handbook. It is therefore, expected that parents will read and share with their children the contents in this handbook.

Updated 6/01/2018