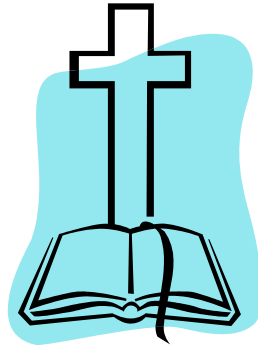


# ST. MALACHY SCHOOL



## MISSION STATEMENT

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

## 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 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**

St. Malachy School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations regarding admissions and employment, as stated in Board of Education Policies of the Diocese of Peoria. No student shall be refused admission to St. Malachy School on the basis of race, color, sex, gender, national or ethnic origin. D-111 PCDOP  
Adopted 1-03

## **ADMISSION POLICY/Preschool – 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.

- No child shall be denied admission to St Malachy solely on the basis of race, color, sex, national or ethnic origin.
- All Catholics within parish boundaries must be registered in St. Malachy Parish before they register in school.
- All parents must be willing to fulfill their service contract obligation.
- Students entering Pre-School must be three years of age on or before September 1st of that year. Contact the school for details.
- 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 must show written evidence from a doctor or clinic of having received proper immunization and a vision exam. (See section on School Physical.)
- 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.

## **Priority of Admission**

- Returning students (including preschool students) or students with older siblings currently attending and whose families are registered members of St. Malachy Parish whom regularly participates at mass, in parish life, and meets their financial obligations to the church.
- A first time student whose family is a registered member of St. Malachy Parish whom regularly participates at mass, in parish life, and meets their financial obligations to the church.
- Students returning to the school from the previous year, and who are in good standings with the school.
- Students of families that are active parishioners of other parishes.
- Non-parishioners with older children who have attended St. Malachy School.
- Non-parishioners registering their first child.

**Exceptions:** The pastor and the principal are authorized to make discretionary exceptions to these admission policies. They will inform the Education Commission of the exceptions made and the reasons, while limiting the details where confidentiality is appropriate.

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

- Understand, and be willing to support actively 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 school liturgies.

**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, 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 Catholic/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; and**
- **Has lunch money or nutritional sack lunch every day.**

- 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 and 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**

Children are requested **NOT TO BE ON THE SCHOOL GROUNDS BEFORE 7:50 A.M.** each day.

7:40 a.m.	Office Opens
7:45 a.m.	Preschool Opens
7:50 a.m.	School Supervision Begins
8:00 a.m.	First Bell – (Preschool – 8 <sup>th</sup> ) -- School Begins
10:45 a.m.	Preschool ends
11:35 a.m.	1 <sup>st</sup> shift Lunch and Recess
12:00 a.m.	2 <sup>nd</sup> shift Lunch and Recess
12:25 p.m.	Classes Resume for the Afternoon
2:55 p.m.	Jr. High Dismissal
3:00 p.m.	K – 5 Dismissal
3:15 p.m.	School Supervision Ends
3:40 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.

## **ABSENCE**

Regular school attendance is a prerequisite for successful learning. Students should strive to be in school each day and be on time. **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. Excessive absence of 20 days or more will jeopardize promotion to the next grade level. {Mandatory tutoring/summer school will determine promotion.} If tutoring or summer school is mandated for promotion any expenses incurred will be the responsibility of the parents.

## **TARDINESS**

- If a child arrives for school after 8:00 am, he/she will be marked as tardy. If a child receives three marks for being tardy, a notification slip will be sent home and the child will need to have the note signed and returned. Tardiness interferes with the student's progress and is an injustice to other students of the class who are disturbed by the tardy member
- Habitual tardiness will not be tolerated.

## **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. 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 card 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 for an admittance pass to class.

## **FAMILY VACATIONS**

The school calendar provides ample vacation time at Christmas, Easter, 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.
- 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. Five-day or daily tickets are available. Students may purchase an extra serving of the main entrée at a cost of 50 cents per day. The oldest child may buy tickets for younger brothers and sisters.

IOUs are given out as needed, but no more than 2 may be accumulated at a time. We encourage students to eat hot lunch as it is nutritionally balanced and governmentally approved and monitored.

- 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 will not be allowed to call parents to bring a forgotten lunch or lunch ticket.
- Students are not to bring lunches that need to be microwaved.
- Parents should not bring lunches for their children from carry out restaurants.
- Students are not to exchange food from each others trays.

## **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 severe,] 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. All fees must be paid before report cards are issued.

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.

## **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 with 25 networked computers exists. Students are assigned a login that enables them to access the school's network. Students 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. If a student chooses to use the computers to help in their learning, the consequences are continued use of the computer. If a student chooses to use the computers to access objectionable material, the consequence will be termination of computer privileges.

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

## **St. Malachy Acceptable Use Policy Rules and Regulations:**

A user:

May NOT "login" with any other users "login".

May NOT use impolite or abusive language.

May NOT violate rules of common sense and etiquette.

May NOT pass on to other students Internet addresses that are offensive.

May NOT change computer files that belong to someone else.

May NOT use copyrighted material without permission.

May NOT knowingly spread computer viruses.

May NOT use emails for anything other than teachers guided purposes.

Exemplary behavior is expected on all "virtual" field trips... Treat people you meet on the Internet as if they are honored guests in our school.

**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; white socks; deodorant; (boys will need an athletic supporter); St. Malachy T-shirt and shorts (can be purchased at registration). All students are required to wear tennis shoes on the gym floor.

### **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 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. Students are NOT ALLOWED into the teacher/parish mailroom to make calls.

### **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, and Social Studies. St. Malachy also supplements its curriculum with instruction in the areas of Computer Science, Library/Resource, Music, Art and Physical Education.

### **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.

## **Academic Marking Code**

### **KINDERGARTEN**

Plus = Achieving what is expected at this time

Check = The student is working at the expectation

NI = The student needs to increase practice/reinforcement

Blank = Not evaluated this quarter

P = Progress shown, but below grade level

### **PRIMARY GRADES 1 - 2 - 3**

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Skill Area = Check ( )

Specific Areas Where Improvement Is Needed

## **Intermediate / Jr. High Grades 4 – 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 2nd-8th used at St. Malachy School are as follows:

A = (94-100) Excellent

B = (86- 93) Above Average

C = (76- 85) Average

D = (68- 75) Below Average

F = Below 68 Failure

I = Incomplete

Check = Needs Improvement

### **Conduct/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 6, 7, & 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, Music, Computer, Library/Resource, 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 4-8 are eligible for this recognition. Students who raise their level of achievement at least one letter grade in one or more academic subjects (same 11 as for Honor Roll) while not dropping a letter grade in same subject areas 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. There is consultation between teachers and principal as early as possible in the first semester.
2. A conference is held with the parents no later than the beginning of second semester to advise them of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the academic progress of the child.
4. Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least two subjects.
5. 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 "transferred" to the next grade rather than promoted.

**Eighth Graders** who fail to receive passing grades must complete additional work in summer school 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. If an eighth grader does not receive passing marks, he/she cannot be advanced for 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. Due to absences, assignments need to be accomplished in a timely manner with the teacher's approval. As extension, long-term projects such as compositions, book reports, research projects and oral presentations may be assigned. Homework can be picked up on the bench at the Belle St. Entrance after 3:00 p.m.

### **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 will complete the work during his/her noon recess.

### **Grades 5 - 8**

Students that have not completed and turned in their homework assignments, will report to "Homework Club" that day after school from 3:00-3:30 Mon. thru Thurs. If a student fails to report to Homework Club, they will receive a demerit. Assignments not turned in on time may receive reduced credit.

## **HOMework TIME ALLOTMENTS**

These time allotments are approximate and may, on some days, be inaccurate. Individual students may require more or less time on a given day.

### **Primary**

Kindergarten	One activity
1 <sup>st</sup> Grade	20-35 minutes
2 <sup>nd</sup> Grade	30-45 minutes

### **Intermediate**

3 <sup>rd</sup> Grade	30-45 minutes
4 <sup>th</sup> Grade	45-60 minutes
5 <sup>th</sup> Grade	45-60 minutes

### **Junior High**

6 <sup>th</sup> Grade	60-75 minutes
7 <sup>th</sup> Grade	75-90 minutes
8 <sup>th</sup> Grade	90-120 minutes

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.**

## **HOMEWORK CLUB**

Homework Club is being developed to help give the students an opportunity to get incomplete assignments done or work off consequences for an infraction without receiving a demerit. It is a way to give the students a chance to make the right choice and be responsible for their actions. 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-Thursday from 3:00-3:30. If an infraction occurs on Friday, the student will be issued a demerit.

### **Beginning for the school year of 2009-2010:**

*Students will be assigned to the Homework Club for the following infractions:*

(Students will be required to report to “Homework Club” from 3:00-3:30 **ON THE DAY** of the infractions. *Please have transportation plans in place*, if your child should have to attend “Homework Club”)

- Incomplete/late assignments
- Failure to return the brown family communication envelope by the following Wed.
- Failure to return signed discipline notices on the day after it is issued
- Failure to be prepared for class
- Tardiness from class to class
- Dress Code violations including not having proper “PE Uniform”
- Chewing gum on school property at any time

Your child will call by 2:30 on the day of the infraction 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 demerit. If your child is unable to attend “Homework Club” for *any* reason, they will be issued a demerit for the above infraction.

- Please note that an accumulation of 3 demerits equals a detention. (Please read over the changes in detention policy).

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 3:40, they will be sent to aftercare. Aftercare fees will apply if they need to be sent there.

## **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 5<sup>th</sup> – 8<sup>th</sup> 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 here 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
- . Thanksgiving Mass
- . 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 three, five and seven. Standardized (Quest written) tests are given in February/March to students in grades four and seven. 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.

### **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.LuersInc.com](http://www.LuersInc.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.

#### **ST. MALACHY SCHOOL ADHERES TO THE FOLLOWING SCHOOL UNIFORM:**

Pants: Khaki/Navy

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

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

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

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

Unisex Polo Shirt: Long or Short-sleeved - Navy/Hunter-Green/White

(7<sup>th</sup> & 8<sup>th</sup> grade students have the option of wearing Lt. Blue polos and also 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

Socks: Solid White/Navy with no logos

Girls: Solid white or Navy tights (5<sup>th</sup> – 8<sup>th</sup> girls may wear hose)

Belts: Black or brown belt ((5<sup>th</sup> – 8<sup>th</sup> 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.
- Girls will wear shorts 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.

\*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 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 the student’s natural color.
- Earrings which do not fit on the ear lobe, or excessive jewelry or hair accessories are not to be worn.
- Make-up and colored fingernail polish are not to be worn.

**Any student who is not within the dress code will be assigned to attend “Homework Club” that day after school. If a student has multiple dress code violations consequences will be determined by the principal.**

## **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 DISCIPLINE GUIDELINES:**

1. Walk in the classroom, hallways, stairways and general learning areas behaving in a manner that does not disturb the learning environment.
2. Enter and leave church in a respectful manner.
3. Speak to others respectfully using proper language.
4. Use good manners and be polite at all times.
5. Show respect to classmates, school personnel and volunteers.
6. Respect school property and personal property of others.
7. Leave classroom only with permission.
8. Students are not permitted in unauthorized areas without teacher permission.
9. Maintain specified conduct in all areas of the school.

10. Be on time for school and all classes.
11. Follow the dress code.
12. Be prepared for class by bringing all books, supplies, assignments and other needed materials.
13. Avoid chewing gum anywhere on school grounds.

## **DISCIPLINE FOR K-4TH GRADES**

Each K-3 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 gravity of the infraction**

- 1) Student will be 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  
(Record of demerits and detentions will be kept in the office. Detentions will be signed by the parent and returned to the school.)

**Demerits will be given for the following infractions:**

- 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.
- Talking excessively/disruptive comments
- Using inappropriate language
- Not attending "Homework Club" on an assigned afternoon

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

- Accumulating 3 demerits
- "Bullying" or intimidation (*physical, sexual, racial*)
- Lying, Stealing, Cheating, or forgery of parent's signature

- Damaging school property or that of another student
- Bringing potentially dangerous objects to school
- Fighting
- Failing to serve an assigned detention
- Impeding or otherwise interfering with the orderly conduct of the teaching environment or other school activity
- Serious behavioral offenses

**THE FOLLOWING ARE SERIOUS OFFENSES REGARDLESS OF WHETHER THEY OCCUR ON OR OFF SCHOOL GROUNDS**

- 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 ON TUESDAYS FROM 3:05-3:45.**

- A third detention within the school year will result in consultation w/ Administrator
- A fourth detention within the school year will result in an “In-School” Suspension
- A fifth detention within the school year will result in an “In-School” Suspension and a meeting w/ Administrator and Father.
- An accumulation of six or more detentions within the school year will result in:
  - “Out-of-School Suspensions
  - Loss of participation in field and class trips, parties, dances or other class activities
  - As well as additional disciplinary actions if necessary

**Parents will receive an update monthly as to the number of detentions, in any, their child has accumulated.**

**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](http://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.

## **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.

## **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.

## **ELECTRONIC DEVICES**

To ensure the well-being of your child and other children at school, electronic devices of any kind are not permitted at school or on school grounds. Radios, boom boxes, walkmans, Discmans, laser pointers, palm-top computers, pagers/beepers etc. will be confiscated. Parents will be required to pick up confiscated devices. Students are prohibited from having in their possession any cellular radio and telecommunication devices on school property (i.e. cellular phones, beeper, etc). The above items have been found to interfere with the educational process and safety of students at school. Disciplinary action may be required for possessing the above items at school. Each incident will be dealt with on a case by case basis.

## **ITEMS NOT TO BE BROUGHT TO SCHOOL**

### **LEAVE THESE THINGS AT HOME:**

- Toys or personal belongings not necessary at school (including sports equipment, radios, CD's, walkmans, palm-top computers, electronic games, all types of toys or games) unless your student's teacher-specifically authorizes students to bring these--e.g.. "show and tell"
- 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 ALIKE 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 police 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-3). 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 ALIKE 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 alike 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**

### **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. A record of the physical exam must be submitted to the school office before the 1st day of school in August.

**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. 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.

## **DISPENSING OF MEDICATION (OCE POLICY 363)**

Ordinarily school personnel shall not dispense medication to students. Exceptions to this rule are extremely rare. The following circumstances might merit the school personnel assuming the risk of dispensing medication:

- a) The student has a chronic illness that would preclude his/her attendance at school if the medication was not given and:
  - The option of taking the medication before/after school has been ruled out. All efforts must be made to administer the medication **before** school.
  - No one from home can come to school to give the medications.
  - The student's doctor agrees and puts in writing the need for the student to receive medication during school time.
  - The parent has given written permission.
  - Single dose servings can be stored in a secure place in the school.
- b) Cases of asthma or severe allergies, such as allergies to bee stings, sometimes merit the above consideration
- c) Approved medication is to be kept in the office and dispensed by administrative or office personnel.

If your child is to receive medication on a regular basis or in cases of emergency (e.g. Ritalin/asthma inhaler), it is the parents' responsibility to make sure the medication is available at the school at all times. Your child's learning and

health are very important; failing to provide medication that is needed is a form of child abuse.

Parents will be notified when approximately one week of medication is left. If a parent fails to refill the medication, the parents will be called to bring the prescription or take the child home for the day. Parents are to inform the school of changes or termination of medication.

**A STUDENT, WILL BE DISCIPLINED AT THE DISCRETION OF THE PRINCIPAL, IF HE/SHE SUPPLIES OTHER STUDENTS WITH ANY TYPE OF MEDICATION (OVER THE COUNTER OR PRESCRIPTION), VITAMINS, ENERGY SUPPLEMENTS, NASAL SPRAY, COUGH DROPS, ETC.**

### **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.

### **ACCIDENT INSURANCE**

The Student Accident Plan for the 2009-2010 School Year: All St. Malachy students are covered for injury under the Diocese of Peoria Schools Blanket Student and Athletic Accident Plan. Families are reimbursed out-of-pocket medical expenses not covered by a family's primary insurance for injuries incurred by a student as result of a school-related accident.

### **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.

### **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 11/06/2007. 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, and emergency drills be held regularly. Detailed plans are on file in the school office if you wish to review them.

## **CRISIS PLAN**

St. Malachy School has implemented a "crisis plan" in case of a lockdown emergency. 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

## **SCHOOL REACH**

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.

## **WEATHER EMERGENCIES**

If it should be necessary to close the school because of weather conditions, Our School Reach program will go into effect along with an announcement made over local television (Channel 3 and 15) and radio stations (97.5). 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

### **AFTERCARE PROGRAM**

The Aftercare Program is available for any student that is attending St. Malachy School. 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. If the early dismissal is due to a school closure (i.e. weather) there will be no Aftercare. An all-day program from 7:30 a.m.-5:30 p.m. is offered on all in-service and institute days (if numbers warrant)

### **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. Permission by phone will not be acceptable.

### **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.

### **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.

### **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 Student Extracurricular Handbook

The goal of our sports program is to benefit as many children as possible. The 5<sup>th</sup> and 6<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> 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. The absence must be excused by the parent. Being absent due to tiredness, sleepiness, or completing school work will not be an acceptable excuse.
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) When a student is ineligible, he/she may not attend or suit-up for games or practices during the time of ineligibility.
  - b) When a student is on the ineligible list two times during a particular sports season, he/she will be dropped from the team if he/she becomes ineligible a third time.
  - 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 Saturday of that week. Students are not eligible to play, practice, or attend any school functions until the next Saturday, pending academic status.
  - d) 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 party/dance 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.

Volunteers are needed in a multitude of areas: librarian/Resource Center aides, computer aides, room mothers or fathers, recess monitors, "special" programs, etc.

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

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled twice a year. These conferences are a requirement for parents to attend. Other conferences may be requested and arranged by teacher or parent as the need arises.

### **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.

## **HOME AND SCHOOL ENVELOPE**

School bulletins and/or information from other organizations will be sent home each week in the Brown Envelope. 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". The Family Envelope will be sent home generally on Thursday. **The Family Envelope is to be signed and returned to the classroom teacher on the following school day.**

## **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 and has its own constitution and by-laws. Its officers will bring recommendations to the Education Commission meetings. The President of the Home and School Association and the School Religion Coordinator may attend the Education Commission meetings, but do not have any voting privileges.

## **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. If the child is absent due to illness, homework will be placed on the bench to be picked up between 3:00-3:30.
  8. Parents are requested to attend school activities.
  9. Parents have the obligation to pay all fees on time. Quarterly report cards will be withheld if they are delinquent.
  10. 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.

## **STUDENT GUIDE**

- All students will conduct themselves in an orderly manner and not endanger the health, safety and well-being of any person.
- Chewing gum is forbidden in the school building and on the school grounds at all times.
- Students may not leave the school grounds at any time during the school day without permission from the office.
- Locker area and desk must be kept clean and orderly.
- No student may disrupt a class in session to speak with another student.
- All students will be responsible for the protection and preservation of school property.
- Students are expected to use acceptable language at all times.
- Students are to speak in a respectful and quiet manner.
- Drinking fountains, play equipment and lavatories are to be used with safety and cleanliness in mind.
- Students must be punctual in attendance. Tardiness disrupts the educational process.
- Students must learn and respect the rules and regulations; to behave with an attitude of good citizenship in school and away from school; to assume that all rules are current until changed.

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.