

Parent-Student Handbook

2023-2024



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Stmalachyschool.org**

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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. 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, parent and student 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.

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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, students, 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 and 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.

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.

ADMISSIONS/TUITION

Nondiscrimination in Schools

The school complies with 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 1211101 et seq.)
- f. Applicable sections of the Illinois School Code [105 ILCS 5]
- g. Applicable sections of the Illinois Administrative Code [Part 425.10(c)]
- h. 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 – 8)

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 Family Service Agreement & Compact obligation.
- A child entering Kindergarten must be five years of age on or before September 1st of that year.
- 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 classes as they 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 – Tuition Assistance Program

What is 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 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 May 31st, 2024.*
- *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 June 16th*

Who do I Contact with questions?

- *Questions regarding the application process, TAP awards and Compact - Director of the Parish Office of Stewardship Vanessa Martinez*

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 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 is earmarked for tuition assistance*
- *Additional subsidy from participating parishes is earmarked for tuition assistance*
- *An annual grant from the Henry J. Smith Trust*
- *Wills/Bequests/Memorials directed to the tuition assistance fund*
- *Percentage of proceeds from annual fundraisers*
- *Donations from individuals or corporations*

TAP Administration Process -- Timeline

January

- *Bulletin postings in January tied to registration and tuition announcements*
- *Information posted on school website 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 – May 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 **May 15, 2024***

May 16th

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

May 16th – June 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*

June

- *Applicants will be notified by school office - Compacts will be sent to families*
- *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 2024/2025 school year*

Published Tuition Rates

2023-2024	Daily	Weekly	Monthly	Yearly
<i>Catholic</i>				
1 Child	\$13.53	\$94.97	\$411.55	\$4,938.59
2 Children	\$20.97	\$147.21	\$637.90	\$7,654.81
3 or more Children	\$28.41	\$199.44	\$864.25	\$10,371.04
<i>Non-Catholic</i>				
1 Child	\$16.52	\$117.53	\$509.30	\$6,111.65
2 Children	\$25.95	\$182.17	\$789.42	\$9,473.06
3 or more Children	\$35.16	\$246.82	\$1069.54	\$12,834.47

Tuition Payment

The Education Commission has adopted the following tuition payment policy for the 2023-2024 academic term. *All families must pay their tuition by automatic payment through FACTS Management.*

The following payment plans are available:

1. Full payment - Due by July 1st. *FACTS will charge a one time fee of \$5.00 for this plan.*
2. Payment by Semester - the first half of tuition is due by July 1, 2023 and the second installment due January 1, 2024. *FACTS will charge a \$15 service fee for this plan.*
3. 2 Payments per month - (24 payments starting July 2023) Payments will be withdrawn on the 1st and 15th of the month. *FACTS will charge a \$50 service fee for this plan.*
4. Monthly - (12 payments starting July 2023) Payment will be withdrawn on the 1st of the month. *FACTS will charge a \$50 service fee for this plan.*
5. Weekly – (52 Payments starting July 1, 2023) Payments will be withdrawn on Tuesdays. *FACTS will charge a \$50 service fee for this plan.*

Other Service Fees

1. A 2.95 % FACTS transaction fee for each credit card payment
2. An optional “Peace of Mind” fee of \$22.50 per school year to cover the death of the FACTS tuition plan owner or their legal spouse (added to application fee)
3. Late payment fee of \$30.00 (See Late Payments)

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.

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, 2024.

Families enrolling/registering after the start of the school year will pay a prorated 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 prorated 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, 2024.

Early Withdrawal

Students that leave before the end of the school year will pay a prorated 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. If a Catholic family received Spalding Scholarship, any and all remaining assistance will be immediately returned to the Diocese as Spalding cannot be transferred. Also, official transcripts will not be issued until any outstanding balances are paid in full.

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 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 Principal. Any family with an outstanding balance at the time of graduation will not be allowed to participate in graduation or 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 principal are committed to working with any family experiencing financial difficulty.

FAMILY SERVICE AGREEMENT 2023/2024

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. *****NOTE: all volunteers must complete the Diocese safety requirements*****you are responsible for keeping track of your hours and report them quarterly to the School Secretary. 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. (4 Meetings =8 hours). 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 \$30.00 for the missed meeting.

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.

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 your service to the needs of the auction committees.

d) All families are required to work concessions at 3 sporting events. (3 Concessions=6 hours)

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 or substitute. If you do not find a replacement or substitute for your scheduled event, you will be charged **2 hrs for missed work and a \$15.00 booster fee.** Also, you will be required to sign up for another sporting event.

e) Any Additional hours needed to complete.

Please refer to the school website for opportunities to fulfill service hours **over and above** those required.

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

a) 15 Fall Fest raffle tickets: \$10.00 (\$125.00)

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.

b) 20 Tiger Club raffle tickets: \$20.00 (\$400.00)

All families are required to sell/ purchase 20 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 20.

YEAR-END BILLING: All requirements in the Family Service Agreement must be completed by May 25th, 2024. Please refer to the Tuition Policy regarding outstanding balances that may result from not fulfilling this Family Service Agreement.

GUIDING SCHOOL PRINCIPLES

Parent's Role in Education

The Catholic Church and 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. The education of a student is a partnership between the parents and the school. Mutual respect between parents, administrators, and teachers is expected and serves as a model for students. Parent involvement in their child's school has been proven to increase student success. We strive to work together to instill respect and responsibility in all of our students.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal/dismissal of a student if the administration determines that the partnership is irretrievably broken.

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.

Student Conduct

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. Students are taught to conduct themselves as responsible members of our Christian community. We encourage the development of

courtesy, kindness, respectfulness, obedience, and thoughtfulness. Students are expected to display reverence, respect, readiness, and responsibility. These school rules create a Christian atmosphere that is conducive to learning.

St. Malachy Students are expected to follow these 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. Respect school property and personal property of others.
8. Be on time for school and all classes. Tardiness disrupts the educational process.
9. Be prepared for class by bringing all books, supplies, assignments and other needed materials.
10. Follow all guidelines and rules outlined in this handbook as well as those established by administration and faculty.

ACADEMICS

Curriculum

Curriculum may be defined as all the guided experiences 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 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.

Religious Education

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. 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
- 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

Grading Scales

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

A+ = (98-100)

A = (95-97)

A- = (93-94)

B+ = (91-92)

B = (87-90)

B- = (85-86)

C+ = (83-84)

C = (78-82)

C- = (76-77)

D+ = (73-75)

D = (70-72)

D- = (68-69)

F = Below 68

Conduct and Effort:

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

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, 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 subjects 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.

Homework

Homework is an essential part of the curriculum and students are expected to turn it in on time according to the teacher's policy. This may include, but is not limited to, daily assignments, weekly assignments, and long-term projects and presentations.

Homework Study

Homework Study has been developed to help give 5th-8th grade students an opportunity to get incomplete assignments done.

- Will meet in teacher classrooms Mondays and Wednesday from 3:05-3:45
- Students who are missing 2 or more assignments in a class or have a D/F in a class will be required to attend Homework Study
- Students will contact parents by 2:30 to inform them of the assigned Homework Study
- Failure to serve will result in a demerit (unless doctor's note provided)
- Students are not allowed to wait at school for later activities. If no transportation is here at 3:45, they will be sent to Aftercare and fees will apply.
- ***Please have transportation plans in place***

Ineligibility

Ineligibility is run each week. Any student with 1 F or 2 Ds is considered ineligible. If a student is ineligible, they are not allowed to attend organized events, sporting events, or school dances. For further details regarding students participating in extracurricular activities, see the Sports/Extracurricular Activities section.

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.

Testing

Standardized Testing

Measures of Academic Progress (MAP) testing measures what students know and informs what they're ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports help teachers teach, students learn, and administrators to lead. MAP Testing will be done 3 times throughout the school year. This gives us a chance to measure growth during the school year as well as from year to year.

Testing and Evaluation for Special Needs

Any teacher or parent can request special education evaluation to determine if the student is eligible. All requests should be made to the principal. The testing will be conducted through the public school system.

E-Learning

E-Learning days may be prepared in the event of a disruption in on-site classroom learning. Teachers are prepared to create lessons and activities for students while forced to be at home due to weather conditions or other unforeseen events. The use of an e-learning day will be at the discretion of the principal and teachers will provide students and parents with expectations and directions. A link to many sites used for online learning can be found on the school's website as well.

THE SCHOOL DAY

Arrival/Dismissal

Due to lack of supervision, students are NOT TO BE ON THE SCHOOL GROUNDS BEFORE 7:50 AM.

7:15-7:50 am	Before Care
7:50 am	School Supervision Begins/First Bell
8:00 am	Class Begins (PK-8th)
3:00 pm	Dismissal (PK-8th)
3:10 pm	School Supervision Ends
3:30 pm	School office closes
3:00-5:30 pm	After Care Program

Students not picked up by 3:10 will be sent to After Care and fees will apply.

Arrival: All students enter through the Belle Avenue entrance

Dismissal: All students will exit through the Belle Avenue entrance

Before Care and After Care 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 7:50 a.m. The Aftercare Program operates Monday through Friday from 3:00-5:30 p.m. There will be no Aftercare on early dismissal days.

Absences

School attendance is required by the Illinois School Code. **PARENTS ARE REQUIRED TO PHONE OR EMAIL THE SCHOOL OFFICE TO REPORT ABSENCES BETWEEN 7:40 AND 8:30 A.M.**

- If a student's absence has not been reported by 8:30 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.
- All appointments or more than **3 consecutive** days of absence require a doctor's note
- In the event of an absence, homework can be picked up on the bench at the Belle Ave entrance after 3:00 pm if requested by parents before noon.
- All assignments given during a student's absence are expected to be completed by the student in a timely manner as determined by the teacher.

Excessive absences or tardies are disruptive to students' educations and as such may result in consequences or jeopardize a student's position at St. Malachy School.

Prearranged or Extended Absences

St. Malachy discourages vacations or trips taken during the year as valuable instruction time is lost. In the case of a prearranged or extended absence:

- **A pre-arranged absence notification form must be filled out for 5th-8th grade students** (These can be found online or in the office)
- At all grade levels, the classroom teacher(s) as well as the office must be notified prior to the absence.
- Classwork 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 in order to provide assignments for the student.

Tardies

Tardiness interferes with the student's progress and an interruption to the rest of the class.

- Students should be in their classroom by 8:00 am. If a child arrives in the classroom after 8:00 am, he/she will be marked as tardy.
- If a student is late and has a doctor's note for an appointment, he/she will not be marked tardy.
- Habitual tardiness will not be tolerated. If your child is tardy 10 or more days, Administration will contact parents to discuss the situation.
- Unexcused tardies will result in disciplinary action
 - Grades K-3 will lose a dojo point
 - Grades 4-8 will receive a demerit

Lunch Program

Students may purchase a hot lunch at the rate of \$3.20 per day.

Students may purchase an extra serving of the main entrée at a cost of \$1.25 and/or extra milk for 40¢. All extras are to be reported to the school office before 8:00 am each day.

Students who bring a cold lunch may also purchase milk for 40¢.

Students may not:

- Bring pop
- Exchange food at lunch
- Have parents bring them lunch from carry out restaurants

Nut Free School

For the safety of our students, St. Malachy is a peanut/nut free facility. This prohibits the use, serving, or selling of any product containing peanuts/nuts by students, staff members, employees, visitors, or guests in the St. Malachy School building and grounds. This includes student lunches and snacks. This policy extends to home and away events such as games, field trips, or other school sponsored events.

Food labels are required on containers. Any labels that say "May contain," "Contains," or "Processed in a facility that also processes peanuts and/or nuts" are not permitted.

Recess

- Students will go outside for recess unless it is raining, the wind chill is below 20°F, or the heat index is above 100°F.
- Please dress students appropriately for the weather including coats, jackets, hat, gloves, and/or boots, as needed.
- All students are expected to participate in recess unless a doctor's note is provided.
- Students may NOT bring toys or recess equipment from home.

Library

Students are allowed to check out books from the school library each week. Children are responsible for the books they borrow and are expected to treat them respectfully. If a book is lost or severely damaged, the cost to replace the book will be charged. All fees are to be paid by the last day of school.

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 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). (Compression shorts may be worn under P.E. shorts)

All students are required to have a pair of PE shoes that have not been used outside. These will remain at school for class use.

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, chromebooks 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.

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.

STUDENT AFFAIRS

Computers/Chromebooks

Computers and Chromebooks are used to support learning and to enhance instruction at St. Malachy School. Students in grades K-8 will each receive a Chromebook. The students are in charge of the daily care of the Chromebook and can use it when permission is granted by the teacher. Grades 4-8 are allowed to take them home to do homework, however, those students are responsible for their care and to make sure they bring the Chromebooks back to school each day. The Chromebooks fall under the Acceptable Use Policy for computers and inappropriate use could result in losing Chromebook privileges. Loss of Chromebook or chargers may result in replacement fees.

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 are strictly prohibited:

- Chat rooms and Social Media
- 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 on 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.

Cell Phone and Electronic Device Policy

- Cell phones & any other electronic devices may not be used or carried on a person at anytime. Cell phones must be turned off and stored in their book bag at all times while on school premises.
- Smart watches may NOT be worn during the school day
- 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 are out or not turned off, it will be held at the office for the parent to pick up.
 - 1st occurrence will result in a demerit
 - 2nd occurrence will result in a detention
- 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 without permission will result in immediate suspension and possible police involvement.

School Dances

Students who are academically eligible and who are not serving a suspension will be allowed to attend school dances. All St. Malachy guidelines and expectations must be followed.

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.

Classroom Parties

Classroom parties and treats are permitted on special occasions such as Para liturgical celebrations and holidays. **All Teacher requested treats must be store bought. Food labels that say; May contain or contains peanut or tree nuts” or “processed in a facility that also processes peanuts and nuts” are not ok to bring to school to eat.**

BIRTHDAY TREATS ARE NOT ALLOWED.

Invitations to birthday parties or other events can be passed out in school if everyone in the class is invited. (If all students are not invited to a party, please ask your child to not discuss details during school time.)

A student’s behavior, respect, cooperation, attitude, and academic standards will be considered for all school parties/dances that would be available to the students.

Items Not to be Brought to School

- Toys or personal belongings
- 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) See Weapons Policy
- Large amounts of money or items of value (monetary or personal)
- Other items not necessary for educational purposes or possibly dangerous including (but not limited to) matches, pills, cigarettes, lighters, tools
- Skateboards, roller blade, roller skates, scooters

Sports/Extracurricular Activities

All students participating in extracurricular activities at St. Malachy School are expected to conduct themselves in a manner that reflects the virtues promoted by our school. Students must show respect, commitment, teamwork, hard work, and a positive attitude at all practices, games, and most importantly, in the classroom.

If a student is assigned a Homework Study on a practice night, they should report to practice when dismissed from Homework Study. Transportation is the responsibility of parents. Parents shall communicate with coaches if a student is allowed to walk to or from practice on their own. Homework Study will be on Mondays

and Wednesday from 3:05-3:45 and will be assigned to any students missing two or more assignments or receiving a D or F in a class.

Eligibility for extracurricular activities follows the school eligibility guidelines. Eligibility is taken once a week. Any student with 2 Ds or 1 F will be ineligible for the week (Sunday-Saturday).

If students receive a detention or in-school suspension, the following consequences will be followed:

- 1st offense - athlete will not receive event preferences at the next scheduled game.
- 2nd offense – athlete will be suspended from the next scheduled game.
- 3rd offense – athlete will be dismissed from the team.

If a student receives an out-of-school suspension, they will be dismissed from the team.

These consequences are per season, offenses are cleared and start over again for each new season.

COMMUNICATION

General Communication Guidelines

Parents are encouraged to contact the school any time they have a question or concern regarding their child's progress, school policy, curriculum, or discipline policy.

To contact teachers, parents should email or set up an appointment for a phone call or in person conversation.

Parents should proceed as follows regarding any concern, conflict, or disagreement moving to the next level only if the issue cannot be resolved:

1. Consult the involved teacher or staff member directly
2. Consult the principal
3. Consult the pastor
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 and/or by email as needed. The oldest child in each family is designated the "Family Envelope Carrier" as a homework assignment. The envelope will be sent home on Thursday. **Parents are to read the contents, sign the envelope, and return it to the classroom teacher.**

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled in the fall and parents are required 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.

TeacherEase

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

Important communications for parents will also be sent through the TeacherEase platform.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, parents will be notified through TeacherEase, Facebook, WCIA, and WICD. 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.

DRESS CODE

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 administration.

Uniform Requirements

All plaid uniform pieces and any shirts/polos with the St. Malachy logo must be purchased from Luers

Girls

Pants/Shorts/Capris: Khaki/Navy (no shorter than fingertip length)

Skirts/Skorts: Navy/Khaki/Plaid/Hunter Green (no shorter than fingertip length and must wear shorts, tights, or full-length leggings underneath)

Jumper: Navy/Khaki/Plaid/Hunter Green (must wear shorts, tights, or full-length leggings underneath)

Polo Shirts: Navy/Hunter Green/White (short-sleeved or long-sleeved)

Oxford Shirts: White (short-sleeved or long-sleeved)

Turtlenecks: Solid Navy/Hunter Green/White (only to be worn under sweaters, not on their own)

Sweaters: Solid Navy/Hunter Green/White/Grey/Black (crew, cardigan, or vest)

Tights/Leggings: Solid Navy/White/Black/Grey (may not be worn with shorts)

T-shirts/Sweatshirts: Only uniform-approved options available through Cubby Hole

Boys

Pants/Shorts/Capris: Khaki/Navy (no shorter than fingertip length)

Polo Shirts: Navy/Hunter Green/White (short-sleeved or long-sleeved)

Oxford Shirts: White (short-sleeved or long-sleeved)

Turtlenecks: Solid Navy/Hunter Green/White (only to be worn under sweaters, not on their own)

Sweaters: Solid Navy/Hunter Green/White/Grey/Black (crew, cardigan, or vest)

T-shirts/Sweatshirts: Only uniform-approved options available through Cubby Hole

All

All students must wear socks, tights, or hose at all times

5th-8th students are required to wear a black or brown belt with all shorts and pants

Shoes: Must be closed toe and closed heel: No lights or wheels: No sandals, clogs, or heels: Tie shoes must have shoelaces and be tied at all times.

Snow boots may be worn to school, but students must change into tennis shoes or regular school shoes upon arrival; not their PE shoes.

Hair/Jewelry

Hair will be clean and well groomed and the child's natural hair color. Chemically created colors, highlights, balayage, or ombre hair coloring will not be allowed, and parents will have to have the hair redyed at their expense. Weave or other artificial hair must match the child's natural hair color.

No facial piercings are allowed.

BOYS

- Hair length must be above the eyebrows, top of the ears, and collar. Braids, twists, locs, cornrows, etc. must be styled to these boundaries.
- No designs of any kind may be cut into the hair.
- Earrings, piercings, and excessive jewelry are not to be worn.

GIRLS

- Jewelry or hair accessories that distract the learning environment or pose a danger are not to be worn.
- Make-up and acrylic nails are not to be worn.
- Nail polish of a solid color on the natural nail is allowed.

Additional Guidelines

- No clothing items should have visible logos (ie Dockers, Old Navy, etc)
- Long sleeved shirts cannot be worn under a short-sleeved uniform shirt
- Clothing worn under uniform shirts/blouses must be plain white; designs, words, or logos are not to be visible
- Shirts must be tucked in
- Uniforms must be clean and free from rips and tears
 - Deliberate cutting, tearing, or writing on the uniform is not permitted, and the student will be considered out of uniform. No tattoos or writing on the body is allowed.
- Pants/Shorts:
 - Pants and shorts must be worn at the waist level, never at the hips.
 - Pants and shorts may not have any patch or cargo pockets or loops down the leg.
 - Khaki jeans or joggers are not allowed.
 - Pants must be straight legged, **but not tight fitting**. No wide legged or flared legged pants.
- If a student wears any item(s) that may distract from the learning environment will be asked to change/remove the item(s).
- On “Free Dress” days, shirts must have sleeves and be able to be tucked in: Shorts must be at an appropriate and proper length.

DISCIPLINE/BEHAVIOR POLICIES

Discipline Principles

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. 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.

Students are expected to follow Student Conduct guidelines as outlined in this handbook.

K-4 Discipline Plan

Step A: In-class Consequences, DOJO points

Parent Contact

Step B: Office Referral

Consequences may include: Conference, Apology, Student contract, Loss of recess, Loss of privileges, Walking Tickets, Demerit, Detention, In-school suspension, Out-of-school suspension

Step C:

- 20 minute detention
- 30 minute detention
- 45 minute detention

- Half-day in-school suspension
- Full day in-school suspension
- Out-of-school suspension
- Consideration of termination from St.Malachy

5-8 Discipline Plan

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 or a Demerit.
- 2) Detention issued as a result of accumulating three demerits or for a grave offense.
- 3) In School or Out of School suspension

Demerits will be given for the following infractions:

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

Detention 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 or inappropriate behavior in the classroom, church, halls, playground, bus, lunch
- Disrespect toward faculty members, staff members, volunteers, other students, etc
- Using inappropriate language
- Possession of any electronic devices (2nd occurrence)

All detentions will be served after school on days designated by administration.

In School or Out of School Suspension will be assigned at the discretion of the principal which may include the following infractions:

- "Bullying" or intimidation (*physical, sexual, racial*)
- Bringing potentially dangerous objects to school
- Fighting
- Inappropriate 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, vaping, 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 (refer to Bullying/Harassment/Sexual Harassment Policies)

Progression of Consequences

- ❖ 1st Detention: serve the regular detention

- ❖ 2nd Detention: Serve the regular detention and student conference with staff
- ❖ 3rd Detention: Serve 2 detentions
- ❖ 4th or more Detentions: Meeting with parent, student, and administration to discuss plan and consequences. Consequences may include in-school suspension, out-of-school suspension, probation contract

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, tests, quizzes, etc.

Any detention or suspension may lead to possible loss of participation in field/class trips, parties, dances, or other school activities as well as additional disciplinary actions if needed.

Permanent Dismissal

At any time, a student whose behavior is judged by the principal or pastor to not be in accord with Catholic teachers or St. Malachy expectations and/or results in disgrace or embarrassment on the name of St. Malachy School, may be liable to expulsion.

The pastor is the final local recourse in all disciplinary situations. The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations, or to be in good standing with the parish
- Following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources
- Due to a failure of a family or student to participate in required activities or to support the mission of the school
- Due to disciplinary infractions

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 either on or off campus, whether or not school is in session. This includes the use of computers or other activities (bullying and intimidating) which interfere with the educational process. This policy is not limited to school sponsored and school related events.

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 and 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.

Weapons or Look-alike Weapons

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.

The complete Diocesan Policy (D-150, P-DOP) may be found on the Catholic Diocese of Peoria Website

Health Requirements

Physicals - Preschool, Kindergarten, 6th Grade (Turned in before first day of school)

Dental Exam - Kindergarten, 2nd Grade, 6th Grade

Eye Exam - Kindergarten, all new students

Sports Physicals - annually for all students participating in sports (6th grade physical covers sports as well)

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.

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.

Illness and Injury

If a child becomes ill or suffers an injury during the school day or Aftercare, 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.

Students should be free of vomiting and running a temperature for at least 24 hours before returning to school.

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 directions for administration. Medication will be self-administered or a parent must come to school to administer the medication. A Self-Administration of Medication Authorization Form must be filled out annually.

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.

Asthma/Allergies - 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: **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.

Child Abuse - Mandated Reporting

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.

Visitors

All entrances will be locked during the school day. All visitors should enter through the Belle Ave entrance and report to the office.

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

Asbestos Compliance

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. 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.

Privacy of Student Records

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.

School Employee Code of Professional Conduct

I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic

schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee/student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5)).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.

2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.

3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.

4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline

number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators. Effective 7/1/2023

Parental Involvement

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. All St. Malachy parents are *automatically* members of the Home and School Association which also includes faculty and administration. Parents or legal guardians of children attending St. Malachy are required to attend all Home and School meetings. There are four meetings each school year. See Family Service Agreement for details

Booster Club

The St. Malachy Booster Club was created to support extra-curricular activities for our students. All funding for extracurriculars comes from the Booster Club rather than from the school budget. Volunteers are needed to help with planning & coordinating concessions and admissions, as well as fund raising activities.

Family Service Agreement Opportunities

Volunteers are an important part of our school program. Without each family's donation of time and talents, our school could not adequately provide the quality of programs and services our students need. Please see Family Service Agreement for volunteer hour requirements

Event Chairs-

- Fall Festival - held in October
- Spring Auction - held in March/April
- First Communion Reception - held in March/April
- Graduation Reception.- held in May
- Confirmation - every two years in April/May

Athletic Assistants - Keep score, operate the scoreboards, assist with track events.

Lunchroom and Recess Monitors

Chaperones

Christmas/Spring Musical Assistance

School Beautification

Registration Assistance

Maintenance/Cleanup

Library Aide

Answering Phones

Classroom Help

Washing 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.

Bulk Mailing - Individuals to assist in folding documents, organizing and sorting mail; assistance needed throughout the year.

All volunteers must complete the online training on CMGConnect.org.