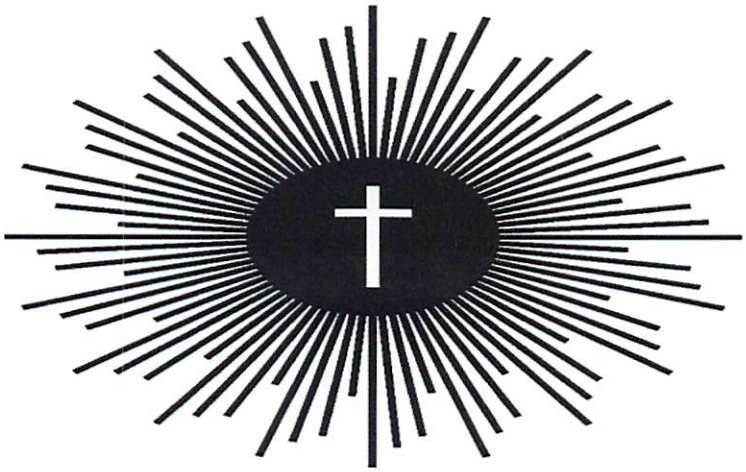
St. Malachy Catholic School 2022 - 2023



Christ Be Our Light

MIDDLE SCHOOL HANDBOOK

"Learning, Loving and Living with Christ"

" Learning, Loving and Living with Christ "

St. Malachy

Catholic School

The Catholic school of St. Malachy Parish believes that our mission is:

To provide quality education that fosters academic excellence and integrates the traditions of the Roman Catholic Faith and the teachings of the gospel of Jesus into all curricular areas.

To nurture the spiritual, intellectual, physical, social and emotional development of each student.

To support, respect and accept all individuals as members of God's Family.

"Today we will be learning, loving, and living with Christ"

2022—2023 School Theme

Christ Be Our Light

ST. MALACHY CATHOLIC SCHOOL

Dear St. Malachy Parents and Students,

Please read through the 2022-2023 St. Malachy School Handbook as a family, and familiarize yourself with its contents and keep it for reference during the school year. These are the expectations and policies that guide us throughout the school year. Please sign and return Handbook Acknowledgement form to school by August 31st. We appreciate each families' efforts to apply these rules and expectations at home.

The school handbook is a faith-based document provided as a means of communicating expectations, guidelines and information regarding St. Malachy Catholic School. The policies and procedures set forth in this handbook do not intend to cover every conceivable issue, event or circumstance. It does; however, hope to provide clear guidance when something unexpected arises. When this occurs, the Principal will make the final decision. The Principal reserves the right to modify, change or alter any contents in this handbook at any time.

Any notation of "Parent" in this booklet refers to parent (s) and/or guardians of a student. Any reference to "child" refers to all family children. A calendar is provided at the end of the handbook. Please use this calendar to note dates of meetings, holidays, vacations, etc. throughout the school year. Please update this calendar when changes are announced in the bi-monthly newsletter.

NON-DISCRIMINATION

All schools operated by schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SAFE PARISH ONLINE TRAINING AND REPORTING ABUSE

All employees, teachers, administrators, and priests of Catholic schools must complete the Safe Parish online training which is located on the school and parish website. In accordance with Safe Parish and Indiana Law, any report or suspicion of child abuse and/or neglect will be reported to the appropriate authorities for their investigation. All volunteers, readers, coaches, therapists, BCSC staff and any other outside contracted professionals that work with children must complete Safe Parish online training. https://www.archindysafeparish.org/.

CONTACT INFORMATION

Website: www.stmalachy.org/school
School Number: 317-852-2242
Church Number: 317-852-3195

Father Danda, Pastor	317-852-3195	fatherdanda@stmalachy.org
Saundra Kennison, Principal	317-852-2242 ext. 7208	skennison@stmalachy.org
Lori McFarland, Dean of Students	317-852-2242 ext. 7201	lmcfarland@stmalachy.org
Melissa Hernandez, Lead Teacher	317-852-2242	mhernandez@stmalachy.org
Karin Bell, School Nurse	317-852-2242 ext. 7200	kbell@stmalachy.org
Patrice Uminski, Counselor	317-852-2242	puminski@stmalachy.org
Lori Koontz, Office Manager	317-852-2242 ext. 7203	lkoontz@stmalachy.org
Kim Baldini, Office Assistant	317-852-2242 ext. 7203	kbaldini@stmalachy.org
Anna Fon, Office Assistant	317-852-2242 ext. 7203	afon@stmalachy.org
Lindsay Rawski, Cafeteria Manager	317-852-2242 ext. 7205	lrawski@stmalachy.org

School office....schooloffice@stmalachy.org

ARCHDIOCESE OF INDIANAPOLIS
AND
ST. MALACHY CATHOLIC SCHOOL'S
HEALTH AND SAFETY PLAN
2022—2023

CATHOLIC SCHOOLS
ARCHDIOCESE OF INDIANAPOLIS

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that "excellence" is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

The best way in which Catholic schools can practice these beliefs is by operating Catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible. Therefore, as early as July 1, 2021, Catholic school ministry and its extra-curricular activities will resume with new health and safety precautions in place, unless there is a resurgence of the pandemic and/or canonical and/or civil authorities require(s) closure.

The Catholic school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration.

- I understand that the School will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as Covid-19. I accept that no matter the precautions taken by the School there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.

- I will provide my student the necessary equipment, resources, and supports needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.

- I understand that parish and school leaders, united in the mission of the Catholic Church, work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries.

Code of Conduct

All involved agree to accept and support the following Code of Conduct of St Malachy Catholic School:

- **Catholic Identity** – St. Malachy Catholic School is a parochial school that focuses on fostering the Catholic faith. Students are expected to participate in the following:
  - School Masses
  - Adoration and Benediction
  - Religious Instruction
  - Retreats
  - Service
- **School Staff and Administration responsibilities:**
  - Implement these policies through regular meetings with all school personnel.
  - Inform faculty, staff, students, and parents of these policies through this handbook and commitment of the school.
  - Include social and emotional learning in all classrooms.
  - Require teachers, administrators, and all school personnel to create a positive, respectful, and loving school environment.
  - Establish practices that create a school environment free from discrimination, intimidation, or harassment.
  - Communicate with parents in a timely manner about student conduct.
- **Parent Responsibilities** – The parent is recognized as being primarily and principally responsible for their children's education. Knowing that their example speaks louder than words, it is important to keep in mind that it is a parental responsibility to give witness to Christian values and the loving culture of the school. In addition, parents/guardians are expected to
  - Use respectful language, gestures, and comments to all at school, during athletic practices and games, and while representing St Malachy.
  - Support their children by being appropriately engaged in their academic endeavors.
  - Use social media to support the mission and vision of St. Malachy School Ministry.
  - To encourage your child to obey the regulations and principles of good behavior.
  - To provide adequate places for study and encourage completion of assignments.
  - To encourage the development of your child's individual talents and interests.
  - To keep the school informed of the special needs of your child.
  - To read all communication sent home with your child or emailed.
  - To attend conferences and to request additional information as needed.
  - To support the regulations in this handbook.
  - Commit to timely payment of tuition, and should financial problems arise, contact the school administration prior to being delinquent.
  - Communicate with school Staff and Administration with concerns, questions, and criticisms rather than resorting to social media.
  - Not smoke cigarettes, e-cigarettes, Jules, vape or smokeless tobacco on school grounds or at school functions.
  - Not carry guns and/or weapons on school grounds whenever students are present before, during or after school.
- **Student Responsibilities** – As a representative of St. Malachy Catholic School, each student is expected to exemplify attitudes and actions that reflect Catholic values at all times both in school and outside of school.
  - Follow the behavioral expectations established in the handbook, including the social media and anti-bullying policies.
  - Contribute to a successful learning environment by doing one's best at all times, displaying self-discipline and Catholic values.
  - Conduct himself/herself in a manner that contributes to a positive school environment.
  - Avoid any activity that may be considered discriminatory, intimidating or harassing.
  - Report all incidents immediately to a trusted adult.
  - Discontinue immediately any behaviors that are perceived as intimidating, harassing or unwelcome.
  - Use respectful language, gestures, and comments to all at school, during athletic practices and games, and while representing St Malachy.

ST. MALACHY CATHOLIC SCHOOL
FAMILY SERVICE HOURS
20 Family Service Hours

This service requirement is based on the example of Jesus, who stated that He came among us "not to be served but to serve" (Matthew 20:26). Volunteering and serving on campus is a great way to lead by example, collaborate with other families, and to use your time, talent, and treasure to support, enrich, and strengthen St. Malachy. Listed below are the requirements, specifics, and directions to fulfilling your family's service hours.

- Each family is to give 20 hours of service to the school or to the school and church.
- There is a $200 deposit, which will be included in tuition and refunded once family service hours are completed.
- Service hours will be accepted between June 1, 2022 – May 31, 2023.
- Please use the "Log Service Hours" link to log your hours. https://stmalachy.org/service-hours/
- Hours of volunteer time can be a variety of activities and are not limited to the opportunities listed below.

Hours given to the Church include:

- Country fair volunteers (Double service hours; 2 hours = 4 service hours)
- Summer Celebration volunteers
- CYO Coach, concession stand volunteer, scorekeeper, gym manager, Athletic ministry member, etc.
- Scout troop/den leaders, volunteer for scout positions and events
- Volunteer at Mass – usher, greeter, server, Eucharistic Minister
- Volunteer in RCIA, landscape ministry, outreach ministry, youth ministry, etc.

Hours given to the school include:

- Classroom Support: field trip chaperone, classroom reader, work with students in classroom, class party volunteer, field day volunteer, etc.
- General School Support: lunchroom, school committee volunteer, sending donations in for luncheons and/or middle school's Shamrock Store
- PTO: Attend a PTO meeting, lead a PTO committee, volunteer at PTO-sponsored event (i.e., Grandparent's Day, Father/ Daughter Dance, Movie Nights, Uniform Sale, etc.)
- Working a Saturday trash bag sale or assisting during the fall distribution
- School Fundraisers

While we always need volunteers in our school and parish, we are cognizant that this isn't always possible, and you may already give of your time, talent, or treasure to your parish or other organization that provides for the needs and protection of human dignity of others. Therefore, we do accept those volunteer hours as each of us is called by God to follow His path for us.

GENERAL INFORMATION

Admission Policy

The Indiana State School Code requires that children entering kindergarten must be five years of age by August 1. In most cases, those entering first grade should be six years old by August 1.

When openings are available, SMS will consider for admission students from other Catholic parishes and students of other faiths. When a classroom has been filled, a waiting list will be established and maintained throughout the school year.

Policy order for acceptance:

1. Current students of SMS.
2. Catholic children of participating parishioners who are siblings of students attending SMS in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of SMS.
4. Children of staff members.
5. Catholic children of participating parishioners.
6. Catholic children of non-participating parishioners who are siblings of students attending SMS in the current school year.
7. Catholic children of non-participating parishioners who are siblings of a graduate of SMS.
8. Catholic children of non-participating parishioners.
9. Non-parishioner Catholic children.
10. Non-Catholic children.

Allergies

- **Peanut or Tree Nut Allergies**—A policy has been established to help assure the health and safety of students with allergies. All classrooms will be a peanut/tree nut free area. Food or snacks brought in for morning snacks, parties or school projects that are held within the classrooms are required to be peanut/tree nut free.
- Sack lunches brought in from home will be allowed to have peanut butter sandwiches in the bag or lunch box. Items brought in for lunch that contain peanuts or tree nuts MUST be kept in the bag or lunch box while in the classroom. Students that have these items for lunch may not eat at the designated peanut free tables in the cafeteria. If there is an occasion when lunch is eaten in the classroom, peanut butter sandwiches or other peanut/tree nut products WILL NOT be allowed in the sack lunch nor served for hot lunch. Designated peanut/tree nut free tables are established in the cafeteria. Only students that have a peanut/tree nut free lunch are allowed to eat at the designated table.
- **Café Allergies**—Students with severe food allergies and/or special dietary needs wanting to participate in the hot lunch program MUST have a meeting with the cafeteria staff, school nurse and teacher prior to being allowed to have food from the cafeteria. At that time the school policy and parental responsibility will be explained.

Attendance Policy

A student's attendance is essential to learning. Learning is a result from active participation in classroom and other school activities which cannot be replaced by individual study. Any absence from the classroom during regular school hours counts against perfect attendance. If a student is absent from school for more than half of the school day, they are not eligible to participate in activities that evening.

To help maintain our records for absences, please contact the school office by phone or email prior to 8:30am on the day of the absence. When reporting the absence, the parent should provide:

* Name of the student
* Reason for the absence.

If no call, absence is unexcused.

Students are not permitted at after school functions if they were absent from school.

Indiana Code 20-33-2-12, 15, 16, 17 provides that students shall not be recorded as absent from school while participating in activities away from school in the following circumstances:

1. Service as a page for or as an honoree of the general assembly
2. Witness in a judicial proceeding

SMS designates absences as excused for the following reasons:

1. Death in the family — parental written or verbal explanation before or upon return of absence
2. Medical, dental, court and other required appointments — a signed statement from the doctor, dentist, etc., upon return to school
3. Illness/injury

All absences due to travel are unexcused.

At ten absences parents will be notified in writing, a policy of the Department of Education. A doctor's note is required for each absence after the tenth. A meeting with administration will occur at ten (10) absences. Please note, students with excessive absences (20 or more), will be seriously considered for retention and/or may be referred for counseling.

- **Appointments**—If it is necessary for a student to leave school early (appointment, etc.), a written parental request must be presented to the teacher/office in the morning. The parent should then personally call for their child at the school office. At no time should parents or other visitors go directly to a classroom during school hours without permission from the office. Any absence from the classroom during regular school hours counts against perfect attendance.
- **Tardy To School**—Students that are tardy miss valuable morning work and ultimately this, can impact their academic performance. To be considered punctual, a student must be in their classroom before the 7:50am* bell. (Middle School students need to have already been to their locker and be in their seats ready to learn.) Late students will be sent to the office for a tardy slip.
- Parents have the primary role in setting standards for their children regarding attendance. Regular, on-time attendance is a life skill and crucial component in students receiving a consistent education. When children arrive late to school it is disruptive not only to their routine, but also to the routine of other children in the classroom. Children who are tardy to school miss important instructional time and often spend the rest of the day trying to catch up with the other students.
- Should a student be tardy to school the following actions will be taken:

* First Offense: Tardy pass issued.
* Second Offense: Written warning emailed.
* Third Offense: Phone call from administration.
* Fourth Offense: Parent conference.

***Students are not counted tardy during severe, winter weather until 8am.**

Balances

All account balances (Extended Day, Cafeteria, and Library) should be zero by May 31. A final combined invoice will be sent on the day following the last day of school. If no payment is received, the balance will be rolled into your Facts Management Account, and a $25 transaction fee will be added to your account on June 1. In the event that you will not be returning for the following school year, records (report cards, attendance, ILEARN/IREAD test scores) will not be sent to the new school until all financial obligations have been satisfied. Attempts to collect negative account balances will be provided to families via emails and hard-copy letters.

Throughout the school year the following account balance policies are in place:

- **Cafeteria**—Reminder letters will be sent home when a student's lunch account falls below $10.00 or negative. If the student's lunch account has a negative balance, the student will not be able to purchase "extras" and will receive an alternate lunch until the account is in good standing or an arrangement has been made with Mrs. Kennison. Fees can be paid by check or online, https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home
- **Extended Day**—Invoices are emailed weekly and due on receipt. If you have a balance over $100, your child will not be able to use this service until either your balance is paid in full or an arrangement has been made with Mrs. Kennison. Fees can be paid by check or online, http://stmalachy.org/school/about/extended-day-program/
- **Library**—All fines must be paid before and all lost books must be replaced before school report cards will be given or records released.
- **Withdrawal/Release of School Records**—Please notify the school office if you are moving in order to provide adequate time to prepare withdrawal records. Records will not be transferred to another school until all financial (including but not limited to tuition, fees, library, CYO, Shamrock Time, and cafeteria) obligations have been cleared with the school. Written notification must be given to the Principal of withdrawal.

Backpacks

The purpose of student backpacks is to carry books to school and home from school. Middle School (grades 6-8) students may not use rolling backpacks to transport their books and materials from class to class for organizational purposes. The school is not responsible for personal items brought to school.

Students, desks and book bags can be searched at any given time. Only administrative personnel in the presence of a staff member will search a student.

Child Care

- **Morning Care**—Morning Care starts at 6:45am and ends at 7:20am. The cost is $1 per child due on the day of attendance. In the event of a 2 hour delay, morning care starts at 8:45am and ends at 9:20am. The cost is $1 per child due and is to be brought in each day the child attends morning care.

- **Extended Day**—SMS offers an extended day program to provide regular or occasional after-school care for our students. This program operates on all full days of school immediately following dismissal until 6:00pm. It does not operate on emergency closings.
- Extended Day offers a physical activity period right after school, followed by a snack break. Students then have homework time or various games and activities in which to participate until parents pick them up. The hourly fee is very reasonable and is set each spring for the next year. If you have a balance over $100, your child will not be able to use this service until either your balance is paid or an arrangement has been made with Mrs. Kennison. Contact the director for more information at extday@stmalachy.org.
- Extended Day enforces the same discipline rules as the school.
- **Afterschool Supervision**—Students may not remain on school property unless attending Extended Day, Scouts, cheerleading or athletic practice or games.
- Adult supervisors may enter the school building at 3:00 pm for practices or games. If practices or games are not at 3:00 pm, students should go to extended day and parents should communicate that their child will be going to practice with the coach/sponsor.

Child Custody Parental Rights

SMS will require a court document to be on file which indicates child custody in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences and school mailings. The non-custodial parent may have access to any student records and general information regarding the program. If there is a court order indicating the non-custodial parent should not have access to the child or his/her records, this needs to be on file in order for the school to be in compliance. Any parents that are unable to settle their differences between themselves and continue to harass the school staff may be asked to remove their child from the program. This also applies to disputes regarding tuition payments.

Collector Cards, Fidgets, Toys, etc

All collector cards are not allowed in the SMS school building. If found, they will be confiscated. Fidgets/spinners, toys, or items not considered school supplies should not be brought to school. They will be confiscated and returned to a parent. If a student requires a fidget/spinner based on their IEP or documented accommodation plan, the school may provide one.

Communication

- **School Administration** has an open door policy meaning you are welcome to contact us via phone or in person to schedule an appointment. Emails are a means to deliver information, but not considered the best means of delivering concerns or frustrations. Administration reserves the right to discontinue email communication and defer to phone or face-to-face meetings, if administration feels it is in the best interest of the student.
- **Parent Communication**—Parents are always welcome in our school, but we ask that all communication with your child during the school day be routed through the school office. Students do not have cell phones during the school day. Smart watches and email should not be used to directly communicate with your child during the school day. Any information being sent home with your children through the school needs to be approved by the school administration prior to copying or distributing.
- **Teacher Communication**—We consider the teacher, child and parent a team working together to help the child/student be the best they can be knowing that no teammate is perfect and will make mistakes. If a parent has any questions regarding the education of his/her child, please call the child's teacher at school and explain your concern. Going directly to the teacher is the best way of checking a student's progress. If these calls are made during the school day, please leave a voice mail or e-mail and the teacher will return the call after school has been dismissed. Teachers will also call parents at any time that the interests of the student need to be discussed. PLEASE DO NOT CALL STAFF MEMBERS AT HOME.
- **Change of Plans or Transportation**—If you have a change of plans, please call the school office before 2:00pm. We cannot guarantee messages delivered after that time.

Emergency Closing

When in doubt as to whether school will be open due to severe weather conditions,

please listen to the major TV stations. In addition, closings/E-Learning Days will be communicated by social media, email and phone message. Effort is made to notify the media by 6:00am. The principal will make the best decision based on the interest of our students, staff and parents. In the event of a closure, St. Malachy will utilize an E-Learning Day. See E-Learning for more information. Parents will be notified in writing if there is any other closing not listed on the school calendar. Sometimes it may be necessary to close early, once students are in school. For these rare occasions, the school has compiled an emergency contact list for emailing parents. Your child should have an emergency plan. If our two allotted E-Learning days for emergence closings are used, SMS will need to make up those school days. The makeup days on our school calendar, Presidents' Day and Easter Monday would be utilized as school days. If SMS is unable to utilize those days or requires additional makeup days, St. Malachy would extend the school calendar, if it cannot receive a waiver from the Indiana Department of Education.

Facility Information

All pesticide applications to school property (both buildings and grounds used for the instructions and recreation of students) must be performed by certified and licensed applicators or employees operating under direct supervision of those certified and licensed applicators. This includes any pesticide applications by school staff (including teachers), hired contractors (pest management professionals, pest control operators, lawn care professionals, etc), and volunteers working for the school or the school's athletic department. Pesticide "use" includes an application, mixing, loading, storage, transportation or disposal of pesticides at the school.

SMS is designated as a tobacco free campus. Therefore the use of all tobacco products is prohibited.

Field Trips

The teachers at SMS strive to provide experiences which show that learning and growth are continuing parts of life. Field trips expose students to parts of our world that cannot be brought into the classroom.

There is a small fee for each field trip to cover the cost of the bus and other trip expenses. Let us know if finances are a problem.

We are required, by our insurance administrators, to have individual permission slips for each field trip. Please read the newsletter and be aware of any field trips. Ask your child for the permission slip if one doesn't appear. Your child cannot be permitted to leave school if the permission slip is not signed.

Fundraising

The school ministry has three fundraisers, SMS Celebration, trash bags, and Sham-RockIt. 8th graders conduct severall fundraisers for their 8th grade trip. Any other fundraisers must follow the Parish fundraising policy. You can find this policy at http://stmalachy.org/fundraising-form/

Gifts

No gifts, gift bags, bouquets or balloons are to be sent to students at school. Gift exchanges between students will not take place at school.

- **Birthdays**—Birthdays are recognized during morning announcements and in the classroom. The Archdiocesan Wellness Plan, required by the State of Indiana to improve the health of our students, stresses the limiting of food used for celebrations at school. No birthday treats, balloons or goodie bags should be sent to school.
- **Invitations**—To reduce the possibility of students' feelings being hurt, personal party invitations should be mailed or made by phone. No invitations may be sent to school for delivery in the classroom unless the entire class is being invited.

Library

The students have an assigned library period each week. Students should return books promptly so that all may benefit from the collection. Notices will be sent home for overdue books at the end of each semester. Any lost books should be paid for before the end of the school year. All fines must be paid before school report cards will be given.

Liturgy Attendance (Grades K-8)

The Eucharist is offered on Wednesdays and Holy Days at 8:15am Mass. Students are required to participate in the liturgy. These liturgies are the center of our school life, and parents are invited to attend these all-school Masses. In addition to our weekly all-school Wednesday Mass, each class will participate in their scheduled daily mass. Class Masses will be on Thursdays at 8:15 am.

Lockers

Lockers are used by the middle school students for their books and school supplies. Students should not put anything in their locker that is permanent or difficult to remove. Removable shelves, magnets, and mirrors are acceptable items students can place in their assigned locker. Students are responsible for any damage to their locker. We are not responsible for any valuables left in the locker (money, electronic games, calculators, etc.). Lockers can be searched at any given time.

Lost and Found

SMS maintains a Lost and Found area. Please check with the school secretary about lost items. After each semester, all lost items are donated to Goodwill or a homeless shelter.

Café/Hot Lunch

A well-balanced lunch is served daily using the United States Department of Agriculture guidelines. Our wellness policy can be found in appendix A. Students are encouraged to have a hot lunch each day. If a student does bring a lunch from home, it should be in a sack or lunch box labeled with the student's name and grade. Milk is sold for the cold lunch program. Food from fast food restaurants, soft drinks, and glass containers are not permitted in the lunch room.

- Parents are asked not to take their child off campus for the lunch period—it counts for a half day absence. For special occasions, you are invited to share lunch with your child at school.
- Parents are encouraged to deposit money into their child's lunch account by sending a check to school in the Monday return folder. When sending in money by check or cash, please include the child(ren)'s name(s) on the envelope.
- This system will allow students to charge, if their account remains current. Reminders will be sent when the account balance falls below $10 or negative. If the student's lunch account has a negative balance, the student will not be able to purchase "extras" until the account is in good standing or arrangements have been made with Mrs. Kennison.
- Lunches are $2.90 and milk is $0.55. Extra entrees are sold for $1.50. In order to adhere to the Archdiocesan Wellness Plan guidelines, extras will be limited to two items per day, not including juice.

Lunch Times

10:35—11:00 Preschool & Kinder
11:05—11:25 6th—8th
11:30—11:50 Grades 3rd—5th
11:55—12:15 Grades 1–2

Cafeteria Rules

- Follow the Shamrock Way
- Stay seated
- Speak softly to other students.
- Raise your hand to ask a question or to receive help
- Pick up anything you drop
- Clean up and throw away all trash
- Walk at all times

Media

We believe that our students, staff, and school benefit from positive recognition. There may be occasion for media coverage during the school year that involves our

students. Parents are required to complete a media release form to give permission to release pictures or other communication to the media, should the opportunity arise. This may include, but would not be limited to; newspapers, news station coverage of events, our newsletter, bulletin boards, videos made during the school year, and our school website.

Music Lessons (private)

Private lessons are offered to the students during the school day. Arrangements for piano, organ and keyboard lessons are made directly with the teacher.

The student is required to make up work missed during the lesson. If grades become a problem, the student may be asked to withdraw from the lesson.

Nursing Services

In order to protect the health and welfare of the students and school staff members, Indiana laws require that school personnel observe certain safeguards in administering prescription medication or over-the-counter medication to students. If we are to administer medications to your student during school or program hours, the following procedures will be observed:

- All prescription or over-the-counter medications, including cough drops and OTC pain relievers, must be delivered to the school nurse by the parent or another adult designated by the parent in its original packaging.
- All medicines (prescription or over-the-counter) must be stored in the school office.
- We must receive from the parent a written note detailing the dosage for each student before any medication may be dispensed.
- Parents must complete Administration of Medication form to have medicine administered. Forms are available online or in the office.
- The prescribing physician must provide a written order stating the amount, the hours, and the period of time the prescription medication is to be administered. This information can be obtained from the label of the original container.
- It is the parent's responsibility to pick up any unused medication prior to the last day of school. It cannot be sent home with the child. If it is not picked up, it will be properly disposed of.
- We cannot assume responsibility for medication unless these provisions are followed.

- **Sickness and Injury**—If a student becomes ill in school, a parent or person authorized by the parent will be notified. The Family Emergency Cards, which are kept on file in the office, list names of persons to contact in the event that parents are not available. Parents should be certain that the person who is listed on the sheet is available. Please keep this emergency card up-to-date. A student who has a temperature of 100 degrees, is injured seriously or becomes sick to his/her stomach may not remain at school.
- A student should be fever-free for 24 hours, without aid of fever reducing medication, have not vomited within this time period , or had an episode of diarrhea prior to returning to school.

Recess

Time for free play is a valuable part in a student's day. A period is set aside for recess. School staff are on duty each recess period. Students are expected to be outside unless the weather is inclement. Please be sure your child dresses for the weather, especially in winter. We usually go out unless the wind chill is 20 degrees or below. Sportsmanship is practiced and expected at recess.

Playground Rules

Each Student Will:

1. Walk to the playground.
2. Play only in designated areas.
3. Go into the building only with permission from the playground supervisor.
4. Respond immediately to the playground supervisor's whistle or the bell as a signal to attention to the supervisor and/or line up.
5. Walk quietly back into the building after recess.
6. Walk immediately to the playground supervisor if the tornado, fire alarm or other emergency notification sounds.
7. Leave all food and drink in the lunchroom.

Playground Safety Rules:

1. No pencil or sticks will be taken to the playground.
2. Gymnastics, tag games, tackle football, chasing, fighting, karate and rough playing are not allowed.
3. Rocks, dirt, sticks, glass, snow and ice are not to be picked up by students.
4. No objects (purses, bags, toys, etc.) should be in the possession of a student while the student is on the playground equipment.
5. Radios, electronic games and radio-operated cars are not allowed on the playground.

Equipment Rules:

1. Slides
   a. One child may slide at a time.
   b. Students will slide feet first in the sitting position only.
   c. Objects may not be rolled up or down the slide.
   d. No one may stand under or at the bottom of the slide.
   e. No climbing up slides.
2. Swings
   a. Children wait for turns in an orderly manner out of harm's way.
   b. Students may not stand on swing.
   c. Students may not jump off swings.

Game Rules:

1. Kickball
   a. Rules of the game and good sportsmanship must be followed.
2. Equipment
   a. All equipment is provided.
   b. Students should not bring in their own equipment.

School Social Worker

Social work/counseling services are provided on a part-time basis to our school through a contractual agreement with Catholic Social Services. Services include: individual counseling, small group counseling, preventative classroom guidance programs, consultation to teachers, and consultation with parents. Students may be referred to the social worker by parent and/or teachers, or if the student is in grade 6-8, we invite the student to refer themselves as needed. In the case of a student referring themselves, we ask that if parents do not want their child to see the counselor, that they notify the school of their decision.

Surveillance Cameras

St. Malachy Catholic School is equipped with internal and external surveillance cameras. The video surveillance system is a confidential recording system that is intended for school use in the promotion of a safe environment. All video recordings are the property of St. Malachy Catholic School.

Technology/Electronics Acceptable Use

SMS is committed to the effective use of technology to enhance the quality of student learning. The use of SMS technology is a privilege. Parents and students must read thoroughly, and sign the Technology Acceptable Use Policy in the Back-to-School Packet to have access to our technology. The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. SMS has the duty to investigate any suspected violations of this policy.

- **Cell Phones/Student Electronic Devices**—All student cell phones and/or electronic devices must be turned off and placed in teacher's basket at the start of the day.
- Middle school students may bring e-readers for academic purposes. Students are not required to bring a personal electronic device. We recognize that increased access to electronic devices during the school day can have a great academic benefit. We also believe

this is a privilege and not a right.

- These devices must connect to the school wireless network and not have their own Internet connection.
- These may be used for a valid academic purpose during class under the teacher's direction or during recess time.
- These devices may NOT be used:
  1. for gaming of any kind, even during recess
  2. for bandwidth heavy activities such as streaming video or music without express teacher permission
  3. to send/receive email during class time
  4. to bring inappropriate material to school
  5. in any way the teacher deems to be inappropriate, including but not limited to academic dishonesty
- Student devices will not be used during standardized testing including smartwatches such as Apple Watches. Smart Watches are monitored through our technology policy. Student devices may be inspected by a teacher or member of administration at any time.
- If students are found to be in violation of these guidelines, students will
  First Offense: Lose device for 1 week. Parents notified.
  Second Offense: Lose device for 1 month. Parents notified.
  Third Offense: No longer able to use personal devices at school.
- Devices can be kept in the office, if you are not comfortable with a device being placed in the class basket for storage during the school day.
- Smartwatches that have the ability to text or email with or without an internet connection may not be worn during the school day.

Visitors & Alumni

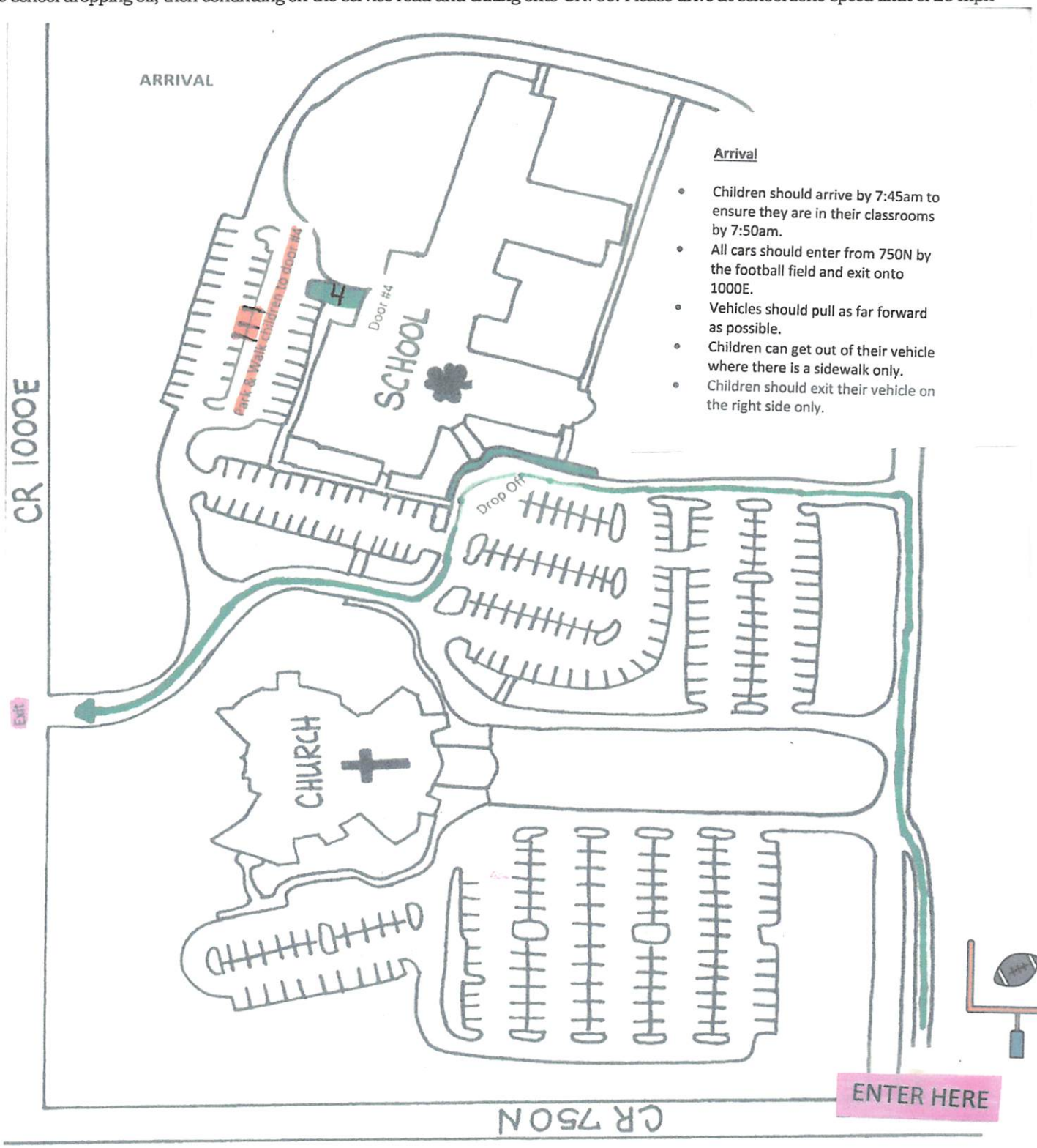
We invite visitors to SMS, especially parents, alumni and interested friends. Please call ahead to arrange a convenient time for your visit. All visitors must report to the school office upon arriving to sign our visitor's book and pick up a visitor's badge. You may be required to show ID.

Arrival and Dismissal Procedures

Arrival

Upon arrival parents please stay in your vehicle as this will expedite the arrival procedure and ensure the safety of all students. Please stay in line. Do not pass cars in front of you. Expect sudden stops—students do drop things or forget things in their vehicle.

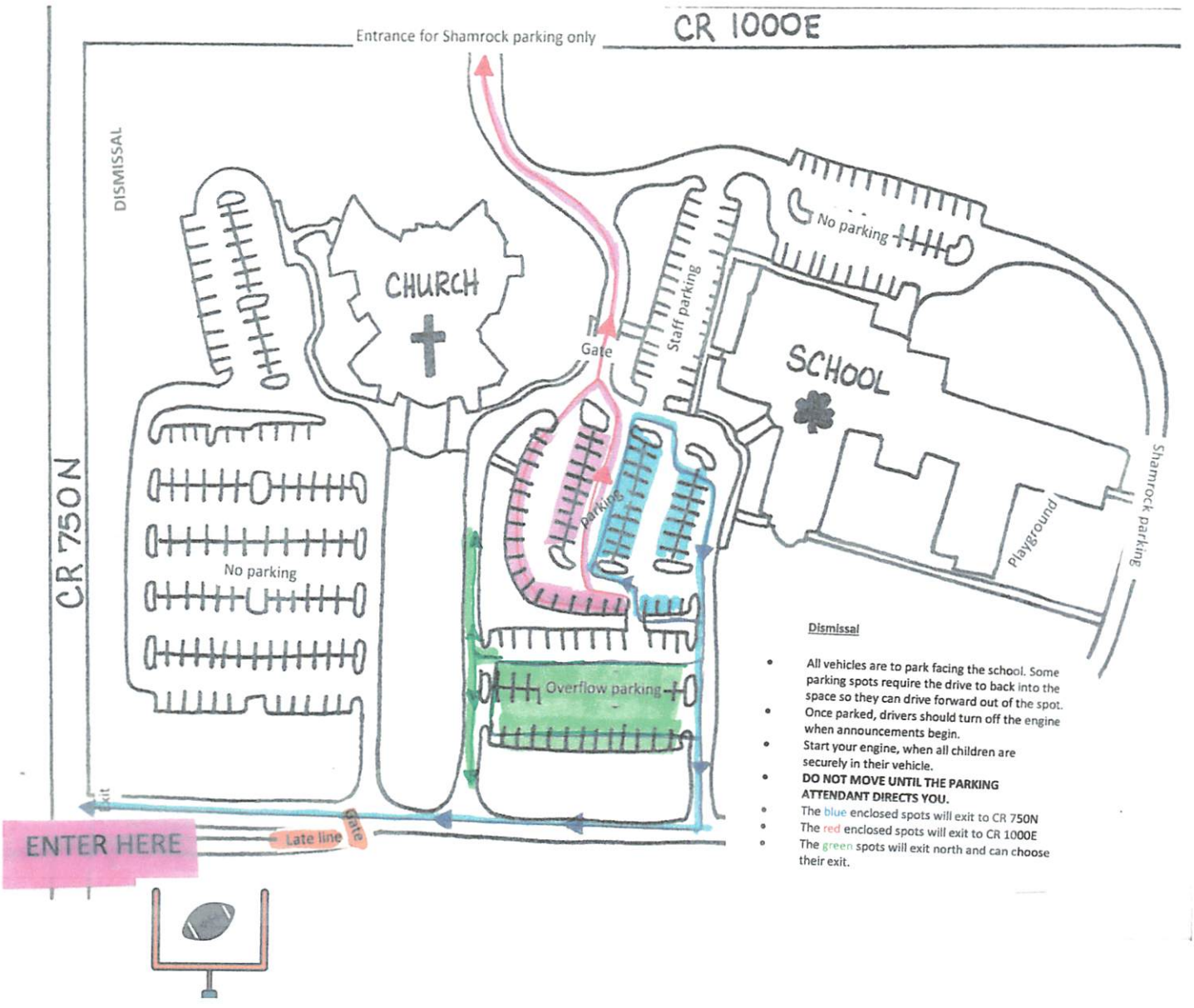
Shamrock parkers for arrival and dismissal will enter the parking lot from CR 1000 proceeding through the east parking lot to the rear of the school dropping off, then continuing on the service road and exiting onto CR750. Please drive at school zone speed limit of 25 mph



Dismissal

You cannot pick up your child during dismissal, if you are parked in the church lot or either of the staff parking lots which are located at the north and east of the gym.
If you have a trailer or oversized vehicle that requires more than one parking space, please park in the overflow lot and not the church lot. Parking lot attendants can help you find a parking spot.
In the event you need to pick your child up early, you must do so by 2:45pm. You may pull to the front along the curb and come into the school to sign your child out. In the event you are not ready to leave by 2:54pm, you will have to wait through dismissal.
If you do not arrive by 2:54pm, please remain in your car and do not attempt to locate or retrieve your child. Those children that are not picked up from the parking lot can be picked up from the office.
Kindergarten and preschool students. To ensure optimal safety we ask kindergarten parents to meet their child at the sidewalk and then proceed to your car.
During dismissal, please stand at the front or rear of your car to ensure that your child does not pass by you and are sent to Extended Day. If you parked in the overflow lot, you may go to the main parking lot to retrieve your child. We have ample space for cars to park, therefore, students that are not picked up in the parking lot, will be checked into Extended Day and charged accordingly. This means that in order to avoid Extended Day charges you must be in the parking lot by 2:54pm on Monday, Tuesday, Thursday and Friday; and 2:24pm on Wednesday. When announcements begin, turn your engine off. Start your engine once all children are safely in their cars. Also, when picking up your child from Extended Day, remember you have not signed in at the office, therefore, do not go into any of the classroom wings. If you need to meet with a teacher, please make sure that you have scheduled an appointment ahead of time.

In the event that you need to re-enter the building after dismissal for a forgotten item such as a lunch box or book, we ask that you proceed with dismissal. Then park in the parking lot north or east of the gym and walk around the sidewalk to the office. Students must be escorted by an adult, since vehicles will be moving and the parking lot is no longer secure.
In the event that your child does not arrive for Shamrock Parkers, please contact the office immediately and we will locate them and bring them to the designated pick up area.



Academic Philosophy and Procedures

"We, the parents, staff and parishioners, believe St. Malachy Catholic School is a community of total Catholic education with Christ as the foundation. We encourage each student to grow in faith and develop the skills needed to reason intelligently, evaluate choices wisely and make decisions responsibly." SMS follows the state of Indiana and the Archdiocese of Indianapolis guidelines for textbook adoption, standardized testing and curriculum including art, music, library, physical education and Spanish (K-8). SMS is accredited through the Indiana Department of Education and Cognia with all teachers being licensed by the Indiana Department of Education and having completed Safe Parish training. In accordance with Safe Parish and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

- A traditional view of the classroom has been historically organized under the assumption that learning is something that the teacher makes happen.
- Here at SMS, we believe the teacher is the facilitator rather than the source of learning, the source being the student. With the teacher's assistance and instigation, the student makes learning happen to and for him/herself. Our goal is to make students lifelong learners. We do this by giving students the skills necessary to succeed in future pursuits.
- Teaching and learning styles differ. Teachers are continually looking for ways to reach the diverse learning styles of students. A traditional lecture and discussion format, individualized instruction, small group work, experiential learning and outside resources can accomplish this.
- In the middle school primarily, the departmental approach is beneficial by allowing teachers to teach in their specific areas of expertise. The changing of classes enables the students to assume responsibility for the organization of personal school supplies such as notebooks, binders, textbook, etc. The fourth and fifth grades rotate between their two teachers.

Academic Review Team

Students with failing grades in two or more subjects in a quarter may be brought to the Academic Review Team (principal, dean of students, and two to four teachers). The Team will set a plan in place for the student. If the plan is not followed by the student/family, the student may be asked to leave SMS.

ASAP

After School Academic Preparation (A.S.A.P.) is a homework session that operates after school Monday, Tuesday, and Thursday from 3:00-3:45pm. Middle school teachers volunteer to staff these sessions. Students are afforded extra time to understand their homework assignments and ask questions of their teachers. If students do not have homework or projects to work on, they will be sent to Extended Day.

Assignment Notebooks

All students in grades 1-8 are required to maintain a daily assignment notebook.

Assignment, Promotion, and Retention

Students who have successfully completed a grade will be *promoted* to the next grade. When a student is *assigned* to the next grade, it means that the student has not completed satisfactory work, but the evaluators (teacher, parents and principal) feel that *retention* is not in the best interest of the student. If *retention* is being considered, parents will be consulted as soon as possible. After 20 days of absences and/or excessive tardies, *retention* will be seriously considered.

Backpacks

Middle school students use their backpacks to carry books and other items to each class throughout the day.

Band

Band is an extracurricular activity offered to 5th—8th grade students. There is a one-time Band fee of $100 which can be paid through the fall fundraiser. We partner with Musicians' Repair and Sales for rentals, instrument purchasing, and maintenance (317) 635-6274; www.musicansrepair.com. Band members will have two rehearsals a week. One rehearsal will be within the student's section (woodwind or brass/percussion) so that each musician will be able to get more individual attention The other will be a full rehearsal with everyone in the band together. The rehearsals are as follows:

- Mondays 3:00-3:30pm Brass/Percussion Sectional in the Music room
- Wednesdays 2:30-3:00pm Woodwind Sectional in the Music room
- Thursdays 3:00-4:00pm Full Band Rehearsal in the Music room

Cheating/Plagiarism/Copying*

Involves submitting work in a written assignment or exam that is not your own. Honesty is the policy!

Cheating includes:

- Copying someone else's work.
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material to help you complete your work.

Plagiarism - Is simply defined as the process of stealing the ideas and work of others. Plagiarism is cheating. The steps below have been established when a teacher identifies an assignment and confirms that a student has plagiarized.

1st offense –
Intervention: Parent is contacted by administration and teacher
Consequence: Zero for those involved, Discipline Referral, week of lunch & recess detention, and disqualified from Lunch-In

2nd offense –
Intervention: Parent is contacted by administration and teacher
Consequence: Zero for those involved, Discipline Referral, one month of lunch & and recess detention, and disqualified from Lunch-In. Student is disqualified from honor roll and will lose casual days. Length of time to be determined by administration and parents.

3rd offense –
Intervention: Parent is contacted by administration and teacher
Consequence: Student will appear before the discipline board

*Cheating offenses are cumulative throughout middle school

Choir

The St. Malachy School Choir, ***Bella Voce*** (meaning *Beautiful* Voice), is made up of 4th – 8th grade students who love to sing. The choir students participate in other singing activities during the school year such as school programs and the CYO Music Competition in February. Singing in ***Bella Voce*** is a wonderful way to use our gifts to praise God and to grow in musicianship! Choir rehearses each Tuesday afterschool, from 3:00 – 4:00.

E-Learning

St. Malachy Catholic School may use E-Learning Days during inclement weather, natural disasters, health concerns, and/or any foreseeable issue that would impact the safety of our students. E-Learning days can and will be announced in a situation in which there is a cancellation. Students will not report to school due to inclement weather or cancellation, but will engage in learning activities directed and taught by their teachers with the goal of continuing their curriculum just as they would if in the actual school building via digital resources through an online platform. Students will have become familiar with Google Classroom and seen this platform prior to any inclement weather. All teachers will post contact information and homework assignments on Google Classroom by 9:00 a.m. on an E-Learning Day, and will be available for online communication between 9:00 a.m. – 3:15 p.m. Inclement weather cancellations and announcement of an E-Learning Day will be relayed through the school's notification, email system, the school website, social media (Facebook, Twitter, and Instagram), and local TV stations.

Extracurricular Activities

Participation in extracurricular activities (clubs, athletic/academic teams and social functions) is a privilege at SMS. All students must be in good standing behaviorally and academically to participate. If a student has an F or 3 D's on his/her quarterly report card, they are placed on academic probation, but are still able to participate in extracurricular activities. After probation, should the student have an F or 3 D's on any report card for the rest of the school year, they will be ineligible to participate in extracurricular activities.

If a student is absent from school for more than half of the school day, they are not eligible to participate in activities that evening.

Formative Assessments and Testing

ILEARN (Indiana's Learning Evaluation Assessment Readiness Network) is administered in grades 3 - 8 in the Spring. IREAD-3 is mandatory for all 3rd grade students. Students in K-8 will take the NWEA test three times a year. Reports for all assessments will be sent home.

Grades

Archdiocesan Grading Scale

A: 93%-100% B: 85%-92% C: 76%-84%

D: 70%-75% F: 69% or below

Please check grades each week. Parents can track grades online through PowerSchool. Usernames and passwords will be sent home to new families. Existing families can contact the office if they need help with credentials.

Homework

One of the chief means of communication between parents and the school is homework. It provides parents with an opportunity to follow what and how well their child is doing in school. Cooperation of the parents in supervising homework is a vital element in the learning process of the student. Written work is not the sole type of homework; study and oral assignments are also given. The student should realize that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. In case of absence, one day will be given for make-up work for each day absent. Students on vacation taken outside the school calendar will receive their homework when they return and these assignments will be completed in the length of time they were absent.

- **Extra Credit Assignments—** Grades are based on daily work, test, projects, etc. Extra credit assignments will be given at the discretion of the teacher and noted on report cards. Keep in mind that extra credit can impact final quarterly grades, but may not indicate mastery of standards.

Honor Roll

High Honor Roll consists of A's in all subjects while Honor Roll consists of A's and B's in all subjects. Elementary grades do not participate in honor roll.

LATE ASSIGNMENT POLICY

Our middle school late assignment policy has been developed to fully accommodate every student. The following guidelines have been established to ensure that students are turning in quality work in a timely manner.

- If an assignment is late, the student will only receive up to 80% credit for the assignment, and students are expected to fill out our pink slip to explain the reason why the assignment was not turned in on the expected due date. Students should submit the assignment the following day even if they do not have that class the following day (i.e. specials, schedule changes, etc.).
- Students with a late assignment will attend study tables during the lunch period (11:08 am -11:28 am) in order to complete the assignment. Students will then go out to recess. If the late assignment occurs after lunch, the student will attend study tables the next day, but complete the assignment that evening.
- On the day following the late assignment, the student is responsible for turning in the late assignment into their homeroom's late homework tray before 1st period. The late assignments will be collected after morning announcements and returned to the respective teachers. If the assignment is not turned in by then, the student will receive a zero for that assignment. However, the student is still responsible for completing the assignment on the following day; therefore, he/she will attend study table.
- If the student has failed to turn in the assignment on the third day, the student will receive an infraction.

We will continue to reward any student with 0-2 late assignments and 2 or fewer minor infractions in a quarter with a Lunch-In date.

Habitual Late Assignments—Along with this, we believe that students may need help if late assignments become a behavior pattern or habitual. We have developed the following levels that a student could reach if they have the corresponding number of late assignments for that quarter. At each level, there is an intervention to help the student complete their assignments on time along with a specific consequence.

- Level 1: 3 late assignments/study table sessions in a quarter
  - * Intervention: Parent is contacted and the student is assigned a peer mentor
  - * Consequence: Study table and lose lunch and recess for each

additional late assignment; Disqualified from Lunch-In

- Level 2: 5 late assignments/study table sessions in a quarter
  * Intervention: Parent is contacted and the student is assigned a teacher mentor, Ms. McFarland
  * Consequence: Study table and loss of lunch and recess for the remainder of the quarter; an infraction and disqualified from Lunch-In
- Level 3: 6 + any additional late assignments/study table sessions in a quarter
  * Intervention: Student and parent meet with administration to create an academic plan
  * Consequence: Student will attend academic detention and may not participate in any school sponsored events for the remainder of the quarter

Lunch-In

Lunch-In is an earned reward to have lunch brought into school on a designated day. Students receive a form indicating they qualified for Lunch-In. The form must be returned with a small fee to cover some of the costs of pizza, drinks, cookies, and raffle prizes.

*Students qualify for Lunch-In day at the end of each quarter if they have 2 or fewer minor infractions, 0-2 late assignments for the quarter, and 3 or less unprepared slips. Any detentions or suspensions would disqualify a student from Lunch-In.

Parent/Teacher Conferences

Parents are encouraged to attend conferences with the teachers. Conferences are scheduled after the completion of the first quarter. See the calendar for the exact days and times. We encourage parents to inquire about their child's progress at any time during the school year via PowerSchool. Teachers can be contacted directly by e-mail or by leaving a message with the office. We are here to work with you.

Personal Responsibility Time

Tardy to class

Organizational and time management skills are very important to the success of students and adults. We are very diligent in reinforcing these skills, especially with our middle school students. Middle school students have four minutes of Personal Responsibility Time (PRT) between their classes to check their schedule, visit their locker, go to the restroom, and arrive to class on time all while using an acceptable hallway voice. We have determined that the four minute passing period time is sufficient to attend to necessary tasks and to arrive to class on time.

For those students that don't use their PRT appropriately and arrive late to class, they will complete a tardy slip. Should a student accumulate multiple tardy slips, the consequences below are in place to encourage students to manage their time better.

- 3 tardies = Behavior communication slip (minor infraction)
- 4 tardies = lose next spirit wear & jeans day
- 5 tardies = lunch and recess detention and disqualified from Lunch-In

Religion Instruction

SMS is a ministry of the parish. Religion is taught at each grade and spirituality is part of everyday life. Students receive instruction in Scripture, Catholic traditions and history, as well as sacramental preparation.

Students:

- Participate in the liturgies for the weekly Wednesday 8:15am Mass
- Participate in Thursday Daily Mass on a rotating schedule.
- Participate in Adoration and Benediction on the first Friday of every month.
- Participate in the Living Rosary.
- Participate in Mary's Way of the Cross
- Participate in May Crowning
- Have opportunities to serve at Mass and funerals

Prayer is an important part of our day. Prayers are said during the school day. These prayers may be formal, spontaneous or shared prayer by the students.

Report Cards

All report cards will be electronic and viewable at the end of each quarter, as well as the end of the school year. At the end of each grading period, the parent portal for PowerSchool will be temporarily closed while grades are made final. These reports show the progress made scholastically and also the progress in the character formation of the student. It is recommended that a parent/teacher conference be arranged when a problem of unsatisfactory work or unsatisfactory behavior arises. School Advisory Council requires that all financial obligations be paid before report cards are released.

Sacramental Preparation

- **1st Communion**—Catholics are sacramental people. Preparation for the Sacraments is a continuous process in a Catholic school. Formal instruction and preparation for Eucharist (First Communion) and Reconciliation (confession) occurs in the second grade.
- Parental involvement is critical for the success of the preparation. Your witness is the real teacher for your child's faith development. You will be asked to attend adult preparation meetings and spend some time with family centered activities.
- All students must be enrolled in some religious instruction (school or Religious Education) for one year prior to their sacramental year.
- Special preparation is available for older students who have not received the Sacraments, but wish to do so. If you have any questions, contact the Coordinator of Religious Education, Jean McCorkhill for First -Communion at 317-852-3195 ext. 7001.
- **Confirmation**—8th graders will receive the sacrament of Confirmation. It is very important that students, parents, and sponsors participate fully in the programs for Confirmation for 8th grade. These sessions and events are intended for the enrichment of parents and sponsors as well as students. Parental/sponsor involvement demonstrates to young adults that commitment to faith is an important factor in their lives and within the community. For questions concerning Confirmation, contact Youth Minister, Catherine Horvath at 317-852-3195.

School Supplies

Individual supply lists for each grade are available on the website: www.stmalachy.org. Supplies may need to be replenished later in the school year.

Shamrock Slips

Shamrock Slips are awarded to students displaying appropriate, desired, and positive behavior. Students earn a slip with a house ticket on it. Students give the house ticket stub to their house and save their slips in or-

der to shop in the Shamrock Store once a month.

Special Services

- Response to Intervention (RTI) — SMS uses a RTI process to provide appropriate and meaningful instruction to all students. The Student Assistance Team, made up of teachers and administrators, works with each grade level team to provide appropriate interventions for struggling students. A tiered system of interventions is applied as student growth is evaluated through multiple data sources. A referral for an educational evaluation through Brownsburg Community School Corporation may be possible with evidence of slow or inconsistent growth throughout the RTI process.
- **Resource Room** — SMS has professional teachers who work with students who may need a different approach to learning. Students who qualify for special education services under Article 7, Indiana's special education law, will work toward specific goals with the resource staff. The resource staff also provides instruction or intervention for students in the RTI process. The resource teacher is available to collaborate with teachers to provide appropriate classroom opportunities for all students.
- **Additional Services** — SMS collaborates with Brownsburg Community School Corporation to provide Speech and Language, Physical Therapy, and Occupational Therapy services for those students who qualify as having a Language, Speech,, and/or physical impairments under Article 7, Indiana's special education law. Referrals for speech, language, or physical screenings may be made through the resource teacher.

Social, Emotional, and Supportive Learning

In order to meet all students' academic, social, and emotional learning needs, we use whole group instruction with a focus on small group to enrich and re-teach lessons and skills. We use STAR data, NWEA data, ILEARN and/or I-READ, student interest, and teacher recommendation for placement. As an enrichment, social emotional lessons are taught by a lead teacher and/or a school counselor to teach self-care, problem solving, conflict resolution, self-esteem, emotion regulation skills, and friendship skills.

Teacher Requests

Homeroom placement is based on careful consideration of the following: teacher recommendations, behavior considerations, academic needs, and overall dynamics of all children placed in the class. Social interactions and skills are taught in all classes as they are life skills; therefore, social interactions are considered under the overall dynamics component that makes up an effective learning environment.

Unprepared for Class Slips

Students should arrive in class with all materials for that class such as, but not limited to, notebook, book, journal, notecards, homework, pen/pencil, etc. Students that do not have required materials would be considered unprepared for class, and would fill out an unprepared slip. These slips serve as a tracking tool to help a student learn and practice skills to be successful in school and work. If a student has a pattern of not being prepared for class, the following interventions and consequences can help a student get back on track.

- Level 1: 4 unprepared slips in a quarter

Intervention: Parents contacted and organization system will be checked
Consequence: Disqualified from Lunch -In

- Level 2: 6 unprepared slips in a quarter

Intervention: Parents contacted. Meet weekly during recess to work on organization and clean locker
Consequence: infraction

- Level 3: 8 unprepared slips in a quarter

Intervention: Parent contact, Meet with administration.
Consequence: Determined by administration

Discipline Philosophy and Procedures

SMS strives to educate students in Catholic beliefs and to provide a learning environment that will assist the student in developing intellectually, spiritually, emotionally, physically and socially. Discipline is a necessary element of this mission.

- We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must, and will, be provided.
- We expect students at SMS to exemplify attitudes and actions that reflect Catholic values. Values such as respect, honesty, caring, responsibility, justice and generosity are the goals toward which all students must strive. Both students and staff must expend constant effort in growth and development toward this end.
- Disciplinary action is intended to be instructional and corrective. Discipline will be administered with respect for Catholic values. When consequences are necessary, consequences will be appropriate for each situation.

General Conduct

- Students are representatives of SMS, and are expected to conduct themselves in an orderly manner at all times when in school or at any school sponsored activity. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion.
- Students are expected to show respect for teachers, staff members, substitute teachers, other students, visitors and school property.
- The administration of St Malachy reserves the right to discipline its students for off-campus behaviors not in line with behavior expectations of its students during the course of the school day, even if these actions occur outside of normal school hours. Off-campus behavior includes but is not limited to the misuse of electronic and social media, including but not limited to cyber- bullying, intimidation, harassment, or the discussion of plans for violent acts or events.
- A student's words are important and impactful, and should be carefully chosen. A student cannot discount their comments and words as a "joke" without consequence. For example, disparaging words about another person do not have context on a computer screen. Perhaps more importantly, just as an airport passenger cannot joke about "having a bomb" to TSA officials, our students simply cannot "joke" – either electronically or verbally amongst themselves – about violent events or actions to be committed on or off school property. In today's world, all comments of this sort must be taken seriously and cannot be discounted; we absolutely must have parental support and assistance with this. The odds of a negative event may seem small, but the risks of a worst-case-scenario are too great to tolerate. All adults working in the school have authority over the students. Students are expected to treat all adults with respect.

In order to meet these expectations, we have established three foundational rules for conduct called ***The Shamrock Way:***

1. Honor and respect our teachers and staff.
2. Do all your work.
3. Keep your hands, feet and unwanted comments to yourself.

In addition to these conduct rules, gum chewing is not permitted under any circumstance and the uniform and casual dress policies will be enforced.

Behavior Communication Forms

An infraction slip is given to students for a dress code or uniform violation, class disruption, gum chewing, disrespect/defiance, inappropriate Mass behavior, inappropriate lunchroom behavior, inappropriate hallway behavior, inappropriate behavior at recess, failure to follow individual classroom rules, failure to use school property in a respectful manner, and behavior that is inconsistent with the Shamrock Way, code of conduct, student responsibilities or classroom expectations.

A Discipline Referral slip is given to students for abusive language, swearing, profanity or use of inappropriate words, bullying/harassment, threats, intimidation, gestures, verbal attacks, disrespect/defiance, refusal to follow directions and/or socially rude interactions, disruption, yelling, noise with materials, or horseplay, fighting resulting in injury, hitting, punching, hitting with an object, kicking, scratching, theft, removing someone's property, vandalism/property damage/substantial destruction of property, weapons/knives/guns (real or look alike), or objects capable of causing bodily harm.

Discipline Process

- Students in grades 6-8 who demonstrate behaviors that violate the Code of Conduct, Student Responsibilities, Shamrock Way, Classroom Expectations, and/or habitual behaviors will be handled at the appropriate discipline level as categorized below.
- Each teacher is responsible to maintain discipline for all students under the teacher's supervision.
- If a student exhibits behavior inconsistent with the Code of Conduct, Student Responsibilities and Classroom Expectations, or Shamrock Way the procedures below will be followed.
- However, certain behaviors may call for one or more of these discipline levels to be bypassed.
- With each level below, the behavior escalates to a more serious, harmful, and/or destructive type of behavior in which the consequence becomes more severe in nature.
- The school principal, in consultation with the pastor, reserves the right to decide at which discipline level the discipline process will begin. In addition, the principal reserves the right to determine the severity of the student's actions and consequence.
- Some behaviors, incidents, altercations, unsafe actions or instances of bullying are so serious that they may result in immediate suspension, exclusion, or expulsion from school.
- In harmful and/or destructive behaviors, the principal will confer with the pastor, teachers, parents, and the student to determine if the student should remain in the school.
- Any behavior, such as illegal drug possession, that is in violation of the law or Indiana code, requires law enforcement tobe notified.

Reoccurring behavior issues

If a student has recurring behavior issues, there will be certain interventions that will take place in order to establish goals to improve a student's behavior. There will be certain levels that a student could reach, and the following interventions and consequences will occur:

- Level A: 3 behavior slips (infractions)

Intervention: A parent meeting will be set up with the student's teachers.
Consequence: Loss of recess/lunch with classmates for a week and disqualified from Lunch-In.

- Level B: 5 behavior slips

Intervention: Parent is contacted and student will meet with administration (principal, dean of students, counselor and/or pastor). Behavior plan will be created
Consequence: To be determined by administration.

**If a student accumulates 7 behavior slips at any point in the school year he/she will have his/her behavior reviewed by the Discipline Review Board.

Discipline Levels

- Behaviors from level 2 – 5 will be documented on a behavior communication form: infraction or discipline referral. These forms are entered into our conduct data base.
- Conduct reports are sent home at the end of each quarter.

Discipline Level	Who is involved	Corrective Actions	Behavior Violations
Level 1	Teacher & Student	Verbal & Nonverbal An infraction or discipline referral may be given, if this behavior continues after verbal and/or nonverbal attempts have been made to change the behavior	Not meeting classroom expectations

Behavior levels continued.....

Discipline Level	Who is involved	Corrective Actions	Behavior Violations
Level 2	Teacher & Student	Reflection Sheet completed during lunch or end of school day Parent notified through email Student receives logical, consistent, fair consequence if necessary.	Restroom misconduct Cafeteria misconduct or not meeting café rules and expectations Improper hall conduct

Discipline Level	Who is involved	Corrective Actions	Behavior Violations	
Level 3	Teacher & Parent	Student and teacher meet to create a solution for violation Parent notified via email or phone Student receives logical, consistent, fair consequence if necessary.	Disrupting classroom behavior Rude behavior Misconduct during mass	Combative acts or gestures Throwing objects Misuse of school or parish property and materials

Discipline Level	Who is involved	Corrective Actions	Behavior Violations	
Level 4	Teacher, Parent, Dean of Students, Action Plan	Create a behavior plan – define goals, strategies, and consequences Student receives logical, consistent, fair consequence if necessary. Discipline Board may be consulted.	Cheating Academic dishonesty Plagiarism Theft* Defiance Disrespect	Vandalism Verbal abuse Profanity Lying Misconduct while a Sub or Guest is in the classroom

Discipline Level	Who is involved	Corrective Actions	Behavior Violations	
Level 5	Principal, Dean of Students, Parent & Teacher Conference	Review behavior plan, discipline board could be consulted with in order to evaluate the effectiveness of the behavior plan, determine consequences Student receives logical, consistent, fair consequences	Threatening Behavior Causing Injury to others Repeated academic dishonesty Repeated plagiarism Destruction of property Verbal or physical intimidation of another student or staff including electronically Bullying Drug/alcohol/tobacco offense	Causing a false alarm Open defiance of school authority Physical aggression (as the aggressor or retaliator where self-defense is not the only option) Inappropriate touching or sexual language Sending inappropriate written communication, including using social media, to staff or students Inappropriate videotaping/ photographing of another student or teacher while at school Depanting

Discipline Level	Who is involved	Corrective Actions	Behavior Violations	
Level 6	Student and Parents appear in front of the Discipline Board	Student and Parents appear in front of the Discipline Board	Possession, use/selling of drugs/ tobacco on school grounds, or at a school related activity Dangerous behavior Bringing, to school or a school related activity, a weapon or object intended to be weaponized	Sending inappropriate written communication, cyber-bullying, sexting, slander, use of racial slurs, or other offensive language and threats through social media, to staff or students Using threatening phrases toward the school, students, faculty, staff, and community, whether "joking" or not, that must be investigated and addressed in due diligence to protect the safety and security of students

Discipline Board

The Discipline Board is composed of the Principal, Dean of Students, School Counselor, Pastor, and two to four teachers or staff representatives. The student and parents will attend a hearing before the Discipline Board at a time and place to be determined at the Discipline Board's discretion. If the student or parent fails to make themselves available for the hearing, the Discipline Board is granted the discretion to levy corrective action in the same manner as if the hearing had been conducted to completion. At the hearing, the Discipline Board will review all available information and consider various things, including but not limited to a staff or administrative account of the violation(s), a student's account of the violation (s), any extenuating or mitigating circumstances, and parental suggestion or input offered at the hearing. The hearing will include consideration and discussion of the range of potential consequences, past instances of inappropriate behavior, and a consideration of the extent to which the student has attempted to comport to ideals of Christian behavior in response to any prior disciplinary efforts. The Discipline Board may make a disciplinary determination at the conclusion of the hearing, or it may take matters under advisement with a determination to be issued within five (5) business days. The consequence of a disciplinary hearing may include in- or out-of-school restrictions or suspensions, exclusion or permanent expulsion. If a matter is taken under advisement, the student will be suspended or restricted while a determination is pending. The Discipline Board's determination is final, and the student and parents are expected to adhere to the results.

In-School Restriction

In-school restrictions will be a supervised situation in which the student is isolated from the rest of the student body in the office or other area supervised by an adult. The student's parents will be notified. In-school restrictions may last from one to three days. Students are given the daily assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instruction will be the student's. Assignments will be graded the same as for those who attended the regular classes. When serving a restriction, a student may not participate in a practice, compete in a game or attend extracurricular activities or CYO practices or games from the day the in-school/out of school suspension is served until after he or she has completed a day of school after the restrictions. The second violation in the above category may result in an out of school suspension.

Out of School Suspension/Expulsion

Suspension/Expulsion will be used only for extreme violations. All reasonable preventive efforts and efforts to promote Christian behavior will be taken by the student, parents, and administrators before these policies are enforced, although suspension and expulsion may occur in the absence of any prior disciplinary issues in the case of particularly egregious or problematic misconduct. Out of school suspension could last from one to five days. The suspension period begins at the time of the violation. The parents will be notified by phone and documentation will be placed in the student's file.

Some infractions that warrant suspension/expulsion include, but are not limited to the following (with discretion reserved to the staff to consider extenuating and mitigating circumstances): Physical aggression, hostile behaviors, intimidating acts of harassment, extortion, actual or threatened violent behavior or possession of weapons, and the use or possession of alcohol or drugs. These behaviors will not be tolerated, and anyone who demonstrates such behavior will be held accountable for his or her actions in accordance with the student handbook. Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, the Principal will consult with the pastor and Discipline Board, and a hearing before the Discipline Board is not necessarily a prerequisite to expulsion in the case of particularly egregious or problematic misconduct. A student who possesses a weapon on school property, on the bus, at a school-sponsored event, or while travelling to or from any school-sponsored event will be expelled immediately. The police will be notified.

Involvement in a Fight

A fight is defined as two or more individuals engaged in any physical contact that expresses anger and which causes physical harm. The consequence for fighting is an out of school suspension for at least one day and/or possible expulsion, with only the unavoidable need to exercise self-defense to be considered a mitigating factor or extenuating circumstance.

Weapon Policy

An item viewed in the eyes of the school administrator as a weapon* shall be confiscated, and the student will be subject to disciplinary action and/or expulsion from school.

* With respect to items not traditionally considered to be "weapons," a weapon can be any instrument, tool, device or bodily part that can cause bodily harm to an individual and/or cause damage to personal property,

where there is intent to cause such harm or damage.
The use of a weapon or other object that is not a weapon (but which is used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm) is prohibited at all times on school premises before, during, or after school or at any school sponsored activity, regardless of where held. Examples of items not traditionally considered weapons, but which can constitute a "weapon" if the requisite intent is present, include but are not limited to: belts, combs, pens, pencils, scissors, bats, manicure blades, nail files and lighters (this is not an exhaustive list, and the circumstances and context of a given event will always be considered). A five-day out of school suspension and/or suspension with due process hearing for possible expulsion may result.
St. Malachy is a no weapons zone (in compliance with the law, a gun may be locked in a vehicle on school grounds). This means that parents, faculty, staff, and/or students may not carry a weapon, gun, knife, or an item viewed as a weapon on the school grounds when students are present, during school time, after-school extra-curricular, athletic events, or student clubs. "School grounds" is defined as parking lot, school, athletic fields, church, or any other location attributable to S. Malachy Parish.

Bullying or Harassment

Students are to respect all fellow students, teachers, and staff at St. Malachy. Bullying in any form is strictly prohibited. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. A beneficial way to identify when bullying is taking place is by using the acronym "PIC": Purposeful, Imbalanced power, and Continuous.

Bullying by a student or groups of students against another student or group of students with the intent to intimidate, demean, harass, ridicule, humiliate, or harm the other student(s) through overt, repeated acts or gestures, including verbal or written communications transmitted via any medium, and/or aggressive or inappropriate physical acts, or any other similar behavior, is prohibited. Bullying may include but is not limited to:

1) The use or threat of: violence, force, coercion, intimidation, damage to reputation, character, or social wellness, or any other action that makes another student uncomfortable or unable to maximize their education at St Malachy.
2) Speaking ill or telling lies about another student.
3) Inappropriate comments about race, religion or gender.
4) Gestures, physical advances, displays or any behavior or communication of a sexual nature.

The three main types of bullying are: • Physical (hitting, kicking, theft, etc.), • Verbal (Name calling, or demeaning, racist, hateful, or disparaging remarks, etc.), • Indirect (Spreading rumors, the manipulation of social situations and relationships for intentionally unkind or selfish purposes, the intentional interference with another student's ability to build relationships and to flourish socially, etc.)
Parents of students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying. As difficult as it may be, this responsibility lies equally with the parent of a child suspected to be the perpetrator of bullying activity.
The administration recognizes each and every bullying case is unique and will be addressed in a manner fitting the offense. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
The school and administration encourages all parties to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through the PTO.

The aim of this anti-bullying policy is to ensure that students learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is an anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to benefit fully from the educational opportunities available at St. Malachy.
Students who are being bullied may show changes in behavior such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lacking concentration, or truancy from school. Students will be encouraged and supported to report bullying to teachers, administrators, or other staff members as well as to their parents and/or responsible adults. School staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with this school policy.
Indiana schools have a legal duty under Indiana Code to draw up procedures to prevent bullying among

students and to bring these procedures to the attention of staff, parents, and students. Programs will be implemented so that students may raise these concerns confidentially, and without fear of retaliation or exacerbation of an already problematic situation.

The following steps may also be taken by the school when dealing with bullying-like incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of the staff who has been approached
- A clear account of the incident will be written and given to the office
- The Principal will interview all concerned to document the incident
- Parents will be informed
- Disciplinary measures will be appropriately used

Students who have been bullied will be supported by:
- Being offered an immediate opportunity to discuss the experience with a staff member of their choice
- Reassuring the student
- Offering continuous support
- Helping to restore self-esteem and confidence

Students who have committed acts of bullying will be helped by:
- Discussing what happened
- Discovering why the student became involved
- Establishing the wrongdoing and need to change
- Informing parents or guardians to help change the attitude of the student

The following disciplinary steps can be taken in acts of bullying:
- Official warnings to cease the offending actions
- Exclusion from certain school activities
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent expulsion
- Hearing by the Discipline Board

Within the curriculum, the school will raise the awareness of the nature of bullying through programs, assemblies, and subject areas as appropriate, in an attempt to eradicate such behavior. An important element of bullying is the silent bystander. All students should be encouraged to stand up for victims and report bullying behavior. These reports do not make "tattle tales" or "snitches", rather; it promotes Christ-like behavior and dignity for both the victim and bully.

UNIFORMS AND CASUAL DAY INFORMATION

Schoolbelles is the chosen school uniform for SMS. You can pick up a Schoolbelles catalog in the School Office or go to their website www.schoolbelles.com. Our school code is S1422.
Uniform pants and shorts can be purchased from Schoolbelles, Old Navy or any retailer selling uniform shorts or pants.

The following are the accepted uniform items for our students:

- **Uniform shirts** are the monogrammed (SMS) Schoolbelles polo shirts in navy or dark green in long or short sleeves. Girls may wear white long or short sleeve Schoolbelles uniform blouses . Plain white shirts (turtlenecks, long or short sleeved t-shirts) may be worn under the polo shirts during colder weather. Shirts and blouses must be tucked into the waistband at all times.
- **Plaid skirts, plaid skorts, plaid jumpers or the navy or green romper** that are approved at Schoolbelles may be worn at lengths that will not exceed 3 inches from the middle of the knee. Shorts can be worn underneath skirts, skorts, or jumpers as well as footed tights or ankle length leggings which must be a solid white, black, gray, navy, or green. If leggings are worn, socks should be long enough to cover the bottom of the leggings, such that no skin is shown. Khaki skirt or skort is not approved.
- **Uniform style shorts** are proper-fitting, khaki colored. Shorts must be worn with a belt. The shorts may not have any designs, embroidery or appliques on them. Jeans, cargo shorts or capris are not permitted. Students can wear uniform shorts to school and Mass. Shorts should be no shorter than 3 inches above the knee when standing.
- **Pants** must be plain khaki (tan) slacks (no jean material) and must be in good condition (no holes or frayed ends) and must fit appropriately. The pants may not have open outside pockets found on jeans, designs, embroidery, or appliques on them. Uniform pants should not look like jeans, but dress pants.
- A **belt** must be worn with all pants and shorts. Belts are to be black, brown or navy only. Also, student belts must be true belts. No scarves, beads, ropes, or other items will be accepted.
- **Sweatshirt/sweater** — SMS crewneck logo sweatshirts, a navy Schoolbelles cardigan sweater/vest, or the 1/4 zip space dye pullover can be worn during colder weather with an approved uniform shirt underneath. The collar must be visible. All sweatshirts are to be taken off at Mass. Only 8th graders are permitted to wear hoodies throughout the day that have been designed by the 8th grade class.
- **Socks** are to be solid white, black, navy or green and are to be worn and visible at all times in sturdy shoes with backs. Ankle and knee socks for girls are acceptable in the above listed colors. No socks that are multi colored such as Elites are allowed. Socks with a logo such as Nike or Adidas are permitted.
- **Shoes** are to be rubber soled. Due to safety all students will be required to wear athletic shoes. Footwear that is NOT permitted include, but is not limited to, canvas loafers, boots, slip-ons, Crocs, sandals or open-toed shoes, slippers or moccasin type shoes.
- **PE Shoes**: Only closed-heel, athletic shoes are appropriate for PE.
- **Jewelry and Accessories**: Earrings can only be worn by female students. One bracelet, but no rubber band bracelets can be worn. Religious pins and necklaces are allowed. No scarfs are to be worn. Any items that disrupt the learning process will be confiscated such as blinking pins, rings, earrings, etc. No temporary tattoos. Smart watches are permitted, but they are regulated by our technology policy.
- **Mass days:** Khaki pants, or uniform shorts, plaid skirts, plaid skorts, plaid jumpers, or navy or green romper must be worn on Mass and Holy days.
- **Thursday Pro-Life Shirt Days**: Each Thursday will be Pro-Life shirt day with uniform bottoms.
- **Friday Spirit Days**: Each Friday will be a spirit wear shirt and jeans or uniform bottoms for those that have zero uniform violations for the week.
- **Casual Days:** All casual days such as might occur during Catholic Schools Week or granted with a casual pass should indicate Christian modesty when choosing attire for these privileged casual days. Casual Days are privileges and will be announced for special occasions.
- **Casual Days: Guidelines:** clothing must be neat, decent and free of rips or tears. At no time should a student wear leggings, yoga pants, running tights, running shorts, or tight fitting spandex. All shorts cannot exceed three inches above the knee. Shorts with tights worn under them are not appropriate attire. Girls' leggings may be worn under casual skirts, skorts, or dresses. Hats are not permitted on Casual Days unless it is designated as "Hat Day or Crazy Hair Day". Open-toed shoes are not permitted on Casual Days. Casual shoes must be worn with socks and should have a closed-heel.
- **Hair and Personal Appearance**: The student's personal appearance is to be neat and clean. Hair is to be above the eyes and above the collars for boys. Hair is to be out of the eyes for the girls. Hair accessories include such things as headbands, bows and barrettes. Only girls can wear hair accessories. Girls' hair accessories should be minimal and should not distract from the educational process. Girls' makeup should be minimal. Acrylic nails are not allowed. Boys cannot have painted fingernails.
- Colored hair is not permitted. Mohawks or shaved designs are not allowed.
- For all school events during and after school, if a tank top, spaghetti strap shirt or dress where any part of the shoulder is seen, a cover up must be worn at all times.
- It is the parent's responsibility to monitor their child's attire when coming to school and church events. Parents will be asked to bring a change of clothing or students will be given a clean uniform from our uniform donations.
- Since it is impossible to predict fashions and fads, the administration has final say in all uniform and casual matters.

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	**3** †Opening Staff Meeting †8:15 am at Mass †New Family Orientation 7:00pm in the school cafe	4 †Clovers Orientation 10:00 am—11:00am †Clovers Orientation 1:00 pm—2:00pm	5 †Staff on retreat †Class Lists posted	6
7	8 †Kindergarten Orientation 12pm—3:15 pm †Preschool Orientation 12:15pm—3:00pm †**Back to School Night at Church 7pm**	9 †6th Grade Orientation 1:00pm—3:00pm	10 **First Day of School** †**First all school Mass 8:15am** †**2:30pm Dismissal**	11 †Middle School Class Mass	12 †Spirit Wear & Jeans	13
14	15 **Assumption of the Blessed Virgin Mary**	16 † Trash bag sale begins	17 † Mass 8:15am † 2:30pm Dismissal † 8th grade retreat	18 † Class Mass	19 †Spirit Wear & Jeans	20
21	22 **Middle School ASAP begins** *	23	24 † Mass 8:15pm † 2:30pm Dismissal	25 † Class Mass †Trash bag sale ends	26 †Spirit Wear & Jeans	27
28 * Middle school ASAP is Mon, Tues, Thursday. Check Monday Memo for changes	29	30 †Cans in your Hands †Middle School Parent Meeting 6:30pm (for 6th grade parents and any new middle school students)	31 † Mass 8:15pm † 2:30pm Dismissal		* Middle school ASAP is Mon, Tues, Thursday. Check Monday Memo for changes	Listed Calendar events are subject to change. Refer to Mrs. Kennison's weekly email for updates and changes

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 † Class Mass	2 †**Adoration and Benediction @ 2:30 pm** †Spirit Wear & Jeans	3
4	5 †Labor Day—No School	6	7 † Mass 8:15am † 2:30pm Dismissal	8 † Class Mass	9 †Spirit Wear & Jeans †Trash bag distribution day	10
11	12	13	14 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	15 † Class Mass †Nativity Scene—open ordering	16 † **Grandparents' Day**	17
18	19	20 †Cans in your Hands	21 † Mass 8:15am † 2:30pm Dismissal	22 † Class Mass †**Picture Day—for preschool students only. Full casual attire**	23 † **Picture Day—Full Casual**	24 8th grade Garage Sale
25	26	27	28 † Mass 8:15am 2:30pm Dismissal	29 † Class Mass	30 † **Country Fair** † E-LEARNING DAY	

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	October is Respect Life Month					1 †**Country Fair**
2	3 †Stomp Out Bullying–Wear blue top with uniform bottoms	4 †Prolife Speaker—Ben Ice	5 † Mass 8:15 am † 2:30pm Dismissal	6 † Class Mass	7 **Adoration and Benediction @ 2:30 pm** †Spirit Wear & Jeans	8
9	10 † Nativity Ordering closes	11	12 † Mass 8:15am † Parent/Teacher Conferences † **1:00pm Dismissal**	13 † Class Mass † Parent/Teacher Conferences † **1:00pm Dismissal**	14 †Spirit Wear & Jeans † **1:00pm Dismissal** † **No EXTENDED DAY**	15
16	17 <————	18 ————	19 Fall Break ————	20 ————	21 ————>	22
23	24	25 †Cans in your Hands	26 † Mass 8:15am †2:30pm Dismissal † PTO 6:45 pm	27 †Class Mass †Red Ribbon Day: Celebrate Life—Live Drug Free †Wear red shirt with uniform bottoms	28 †Spirit Wear & Jeans	29
30	31	Notes:				

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 † **All Saints Day—Holy Day of Obligation** † **Mass 8:15am**	2 † 2:30pm Dismissal	3 † Class Mass † **St. Malachy Feast Day**	4 † **Adoration & Benediction 2:30 pm** †Spirit Wear & Jeans	5
6	7 <———————Vocations Week———————	8	9 † Mass 8:15am † 2:30pm Dismissal † Vocation speaker—Sr. Loretto	10 † Class Mass † Picture Re-takes—preschool and clover students only	11 †Spirit Wear & Jeans † Picture Re-takes—K thru 8th grade † Veterans Day Mass ———————>	12
13	14	15	16 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	17 † Class Mass	18 †Spirit Wear & Jeans	19
20	21	22 † 1:00pm Dismissal † NO ASAP	23 † No School	24 † Thanksgiving	25 †No School	26
27 Advent Begins	28	29 †Cans in your Hands	30 † Mass 8:15am † 2:30pm Dismissal			

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 † Class Mass	2 † **Adoration and Benediction 2:30 pm** †Spirit Wear & Jeans	3
4	5	6 † Saint Nicholas Day	7 † Middle School Class Mass 8:15am † 2:30pm Dismissal † PTO 6:45 pm	8 **Holy Day** † **Solemnity of the Immaculate Conception** † **Mass 8:15am**	9 †Polar Express Day †PJ attire	10
11	12	13	14 † Mass—8:15 † 2:30pm Dismissal	15 † Class Mass †**NO ASAP** † Christmas Program Pre-k—2nd 7pm @ Church	16	17
18	19	20	21 †Mass 8:15am †End of 2nd quarter †**1:00 pm Dismissal**	22 <———Christmas Vacation——>	23	24 Christmas Eve
25 Christmas	26 <———Christmas Vacation——>	27	28	29	30	31 New Year's Eve
		Notes:				

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New's Years Day	2 Prolife Month <—————Christmas Vacation———————>	3	4 Teacher Professional Development Day	5 †Return to school	6 † **Adoration and Benediction 2:30 pm** †Spirit Wear & Jeans	7
8	9	10	11 † Mass 8:15am † 2:30pm Dismissal	12 †Class Mass	13 †Spirit Wear & Jeans	14
15	16 † **Martin Luther King Day** † No School	17	18 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	19 †Class Mass	20 †Spirit Wear & Jeans	21
22	23	24 †Cans in your Hands	25 † Mass 8:15am † 2:30pm Dismissal	26 †Class Mass	27 †Spirit Wear & Jeans	28
29 **Open House 11am-1:00** <—————Catholic Schools Week———————>	30	31				

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Black History Month		1 † Mass 8:15am † 2:30pm Dismissal	2 † Class Mass	3 † **Adoration and Benediction 2:30 pm** †Spirit Wear & Jeans	4
			<——————Catholic Schools Week——————>			
5	6	7	8 † Mass 8:15am † 2:30pm Dismissal	9 † Class Mass	10 †Spirit Wear & Jeans	11
12	13	14	15 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	16 †Class Mass	17 †Spirit Wear & Jeans	18
19	20 † **Presidents Day** † No School	21 † School Mardi Gras (Fat Tuesday)	22 † **Ash Wednesday** † Mass 8:15am † 2:30pm Dismissal	23 †Class Mass	24 †Spirit Wear & Jeans	25
26	27	28 †Cans in your Hands				

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 † Mass 8:15am † 2:30pm Dismissal	2 †Class Mass †Read Across America †Dress like your favorite book character	3 † **Adoration and Benediction 2:30 pm** † Spirit Wear & Jeans	4
5	6	7	8 † Mass 8:15am † 2:30pm Dismissal	9 † Class Mass	10 † Spirit Wear & Jeans † End of 3rd quarter	11
12	13	14	15 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	16 † Class Mass † 3rd-5th Grade Spring Music Program 7:00pm @church	17 †Spirit Wear & Jeans	18
19	20	21 †Cans in your Hands	22 † Mass 8:15am † 2:30pm Dismissal	23 † Class Mass	24 †Spirit Wear & Jeans †**1:00 PM DISMISSAL**	25
26	27	28	29	30	31	

April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 **PALM SUNDAY**	3	4	5 † Mass 8:15am † 2:30pm Dismissal	6 †Holy Thursday †**No ASAP**	7 † **Good Friday** † Mary's Way of the Cross 9 am † **1:00pm Dismissal** † **No extended day**	8
9 **EASTER**	10 †**No School—Easter Monday**	11	12 † Mass 8:15am † 2:30pm Dismissal	13 †Class Mass	14 †Spirit Wear & Jeans	15
16	17	18 †**No ASAP**	19 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	20 †Class Mass †**No ASAP**	21 †Spirit Wear & Jeans	22
23	24	25 †Cans in your Hands	26 † Mass 8:15am † 2:30pm Dismissal	27 †Class Mass	28 †Spirit Wear & Jeans	29
30	Notes:					

May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 † Mass 8:15am † 2:30pm Dismissal	4 † Class Mass	5 † **Adoration and Benediction 2:30 pm** †Spirit Wear & Jeans	6
7	8	9	10 † May Crowning—Mass 8:15am † 2:30pm Dismissal	11 † Class Mass	12 †Spirit Wear & Jeans	13
14 MOTHER'S DAY	15	16 †Cans in your Hands	17 † Mass 8:15am † 2:30pm Dismissal † PTO 6:45pm	18 † Class Mass † **No ASAP**	19 † Field Day † **1 pm Dismissal**	20
21	22	23 † **No ASAP**	24 † Mass 8:15am † **No ASAP** † 8th Grade Graduation 6:30pm	25 † Fly up Day † **Last Day** † **1:00PM DISMISSAL** † **No ASAP**	26 TEACHERS—PROFESSIONAL DEVELOPMENT	27
28	29 MEMORIAL DAY	30	31 8th Grade Confirmation			

Appendix A

St. Malachy Catholic School

Wellness Policy

Saint Malachy Catholic School knows that good nutrition and learning go hand in hand!

The Shamrock Café is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

- WELLNESS POLICY

The School recognizes that good nutrition and regular physical activity affect the health and well-being of the students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The school believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school designates the cafeteria manager as the individual charged with operational responsibility for measuring and evaluating the school's implementation and progress under this policy. The manager shall develop administrative guidelines necessary to implement this policy.

Wellness- Administrative Guidelines

Section I:

Saint Malachy sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education and promotion:

1. Nutrition education shall be included in the Health curriculum where instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
3. The food service department will promote healthy food options so that students are aware of these food choices and motivated to try them.
4. Schools will aid in nutritional promotion at wellness events, in parent newsletters, and through media outlets.

B. With regard to physical education and activity, the school shall:

1. Provide a sequential, comprehensive physical education program for students in accordance with the standards and benchmarks established by the State.

2. Provide a sequential, comprehensive physical education curriculum that stresses the importance of remaining physically active for life.

3. Ensure physical activity is not routinely or excessively withheld as a form of discipline or punishment nor replaced by additional instruction and/or extended time for assignment completion.

C. With regard to other school-based activities, schools may:

1. Demonstrate support for the health of all staff by offering wellness related activities and/or the use of facilities.

Section II:

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

Continuing professional development shall be provided for staff of the food service program.

B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals meet or exceed the regulations issued by the U.S. Department of Agriculture (USDA).

C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and learn well.

D. In accordance with Senate Enrolled Act No. 111, all foods sold to students outside of the meal programs and during normal schools hours which is defined from midnight until thirty minutes after the school day must qualify under the USDA's "Smart Snack" guidelines.

E. Saint Malachy acknowledges the increasing prevalence of childhood obesity in the United States and diseases that accompany obesity in children (e.g., heart disease, Type 2 diabetes, asthma, sleep apnea, tooth decay, and social discrimination). Thus, it is the responsibility of all Saint Malachy employees to assist students in making healthy choices related to nutrition and physical activity.

Section III:

Of concern, too, is the use of food and beverages as incentives and rewards to motivate children to learn. The following principles are supported by current research on nutrition:

A. Nutrition principles taught in the classroom are meaningless if they are contradicted by rewarding children with candy and other sweets.

B. Food commonly used as rewards (like candy and cookies) can contribute to the health problems listed above and the development of eating disorders.

C. Rewarding with food can interfere with children learning to eat in response to hunger and satiety cues.

D. Schools can help promote a healthy learning environment by using non-food incentives and rewards.

Section IV:

All foods sold to students outside of the meal programs and during normal schools hours which is defined from midnight until thirty minutes after the school day will meet the USDA's "Smart Snack" standards with the following guidelines:

A. Student birthdays will not be celebrated with food items on school grounds.

B. The use of food and/or beverages as incentives and rewards for students should be used sparingly, and approved by the principal/designee.

C. Food and beverage items used as part of an instructional lesson or unit, which do not meet the USDA's "Smart Snack" standards must be curriculum-based, used sparingly, and approved by the principal/designee.

D. Soft drinks will not be sold to students during the school day.

Appendix B

Archdiocese of Indianapolis

Catholic Charities
Providing Help. Creating Hope. Serving All.

School Counseling Informed Consent

Our school partners with Catholic Charities Indianapolis - School Social Work program to offer short-term individual counseling to students as the need arises for school support. Parents/guardians or school staff may refer students for counseling, or students may request counseling. Should it be determined that more extensive services are needed, it is the parent's responsibility, with the assistance of the School Social Worker, to arrange outside counseling services.

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I understand that the school counseling service is a short-term support aimed at enhancing the education and socialization of students within the school community. Trust is a cornerstone of the relationship between the counselor and student. Information shared by the student will be kept confidential. Consent is not required in the following situations where ethical responsibility limits confidentiality:

- The student reveals information about hurting himself/herself or someone else.
- The student or someone else may be in physical danger or experiencing a medical emergency.
- A court order is received directing disclosure of information.

We encourage you to contact us whenever you have a question, input, or concern, or would like an update on your child's progress in counseling.

Child's name _____

Child's name _____

Child's name _____

☐ I give permission for my child to receive counseling services during the 2022-2023 school year.

☐ I do not give permission for my child to receive counseling services during the 2022-23 school year

Parent/guardian's name _____ Date_____

OUR MISSION

To Jesus, through Mary, by means of our redemptive suffering for the salvation of souls, we will grow a field of C.L.O.V.E.R. at St. Malachy

Confession

- Increase total number of confessions in a year
- Encourage memorization of "Act of Contrition" prayer
- Teach examination of conscience & 10 commandments
- Teach definition of sin
- Teach asceticism (fasting)
- Encourage Divine Mercy Chaplet & memorization of DMC prayers

Life

- Increase participation in 40 Days for Life
- Inform community on current Life issues and policies
- Teach Catholic Social Teaching
- Restructure all Outreach ministry to Catholic "Life" focus
- Encourage infant baptisms

Our Lady

- Encourage Rosary & memorization of Rosary prayers
- Teach Brown Scapular & encourage wearing Brown Scapular
- Teach True Devotion to Mary
- Teach Consecration to Immaculate Heart of Mary
- Increase number of Consecrations to Immaculate Heart of Mary

Vocations

- Personal witnesses of seminarians and religious sisters
- Increase number of seminarians & religious women in formation
- Develop Marriage Prep Program
- Teach discernment
- Teach Theology of the Body
- Bishop Brute visits

Eucharist

- Increase number spending time in Adoration
- Increase number attending weekday/Sunday Masses
- Teach genuflection
- Teach Real Presence
- Teach Mass "ministers" true roles & reverence
- Create Perpetual Adoration Chapel

Revealed Word

- Encourage reading & memorization of Sacred Scripture
- Teach typology
- Teach Catechism of the Catholic Church (Scriptural grounding)
- Increase FORMED subscriptions/activity