

St. Malachy



Catholic School

School Hours

7:45 am – 3:00 pm (2:30 pm on Wednesdays)

STUDENT-PARENT HANDBOOK

2025 - 2026

**“Today we will be
learning, loving,
and living with
Christ”**



Mission of the Catholic school of St. Malachy Parish

**St. Malachy Catholic School forms saints in the
doctrine and traditions of the Catholic faith by
learning, loving, and living in Christ.**

ST. MALACHY CATHOLIC SCHOOL

Dear St. Malachy Parents and Students,

Please read through the 2025-2026 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 The digital Handbook Acknowledgement form by August 29, 2025. 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 guardian (s) 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.archindy safeparish.org/>.

CONTACT INFORMATION

Website: www.stmalachy.org/school

School Number: 317-852-2242

Church Number: 317-852-3195

Father Danda, Pastor	317-852-3195	pastor@stmalachy.org
Saundra Kennison, Principal	317-852-2242 ext. 7208	skennison@stmalachy.org
Heather Reynolds, Assistant Principal	317-852-2242 ext. 7025	hreynolds@stmalachy.org
Lori McFarland, Dean of Students	317-852-2242 ext. 7201	lmcfarland@stmalachy.org
Karin Bell, School Nurse	317-852-2242 ext. 7200	kbell@stmalachy.org
Lori Koontz, Office Manager	317-852-2242 ext. 7203	lkoontz@stmalachy.org
Anna Fon, Office Assistant	317-852-2242 ext. 7203	afon@stmalachy.org
Jenni Haas, Financial Asst/Registrar	317-852-2242 ext. 7302	jhaas@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
2025—2026



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, the 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.
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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 \$400 deposit, which will be included in tuition and refunded once family service hours are completed.
- Service hours will be accepted between June 1, 2025 – May 31, 2026.
- Please use the "Log Service Hours" link to log your hours. <https://stmalachy.org/service-hours/> or by scanning the QR code at volunteer locations on campus
- 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, Cans in Your Hands
- PTO: lead a PTO committee, volunteer at PTO-sponsored event (i.e., Grandparent’s Day, Father/Daughter Dance, Movie Nights, Uniform Sale, PTO Bakers, 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 and POLICIES

Admission Policy

Policy Statement – Admission and Waitlist for Preschool through Grade 8

In order to ensure an orderly and equitable admission for children to St. Malachy Catholic School, this policy, with its procedures, is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Revisions of this policy shall supersede any prior admission policy of St. Malachy Catholic School. **All acceptance letters will be mailed and/or emailed to prospective families by the last Monday of February.**

A. Primary Goal – Catholic Education

The primary goal of St. Malachy Catholic School is to provide Catholic education in accordance with the mission statement of St. Malachy Catholic School, archdiocesan policies, curriculum, and guidelines. Therefore, all students, once admitted, are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of St. Malachy Catholic School.

B. Accommodation of Students with Special Needs

St. Malachy Catholic School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. St. Malachy Catholic School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass at St. Malachy Catholic Church along with faithful and consistent stewardship of time, talent, and treasure (financial support) will be expected by Catholic families of students wishing to receive the parishioner tuition rate. Families meeting these criteria will be deemed “Active Parishioners”. All other families will be considered “Non-Parishioners” for purposes of tuition. St. Malachy Catholic School’s annual budget is financially supported by St. Malachy Church, specifically through the Sunday Collection; therefore, it is essential that active parishioner families attend weekend Mass at St. Malachy regularly and are good stewards of their time, talent, and/or treasure to the parish to offset the difference in tuition rates.

Definition of terms. Active Parishioner: One who regularly attends Mass, contributes time, talent, and/or treasure (financial support) to St. Malachy parish. Non-parishioner: anyone not fitting the definition of an Active Parishioner.

D. Financial Aid and Responsibility

St. Malachy Catholic School is committed to providing financial aid opportunities through participation in the Indiana Choice Scholarship program and the SGO Scholarship program.

Other scholarships are available:

The Shamrock Family Scholarship and the Janicky Scholarship. These are offered to families that demonstrate stewardship (time, talent, and/or treasure) to either the church and/or school. All families must assume responsibility for paying the agreed-upon tuition charges on time and as prescribed by St. Malachy Catholic School. Families who do not fulfill their responsibility for paying their agreed part of tuition in a timely manner will be subject to having their students lose their right to attend St. Malachy Catholic School.

E. Agree to Abide by the School Rules

Upon admission, all parents and students agree to abide by the policies and rules of St. Malachy Catholic School as specified in the Student/Parent School Handbook.

F. Non-Discrimination

The established policies for admission of St. Malachy Catholic School for Catholic and non-Catholic students are in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school-administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

G. Guidelines for Acceptance

St. Malachy Catholic School Admission Policy for **Kindergarten Class**.

The following guidelines will be used to determine admission to Kindergarten class if there are more students enrolled than there are spots available. Priority will be based on the following:

1. A student that attended Pre-Kindergarten class or has a sibling that attended St. Malachy the previous year, **and** whose family is a registered active parishioner at St. Malachy Parish.
2. A student whose family is a registered active parishioner at St. Malachy Parish.
3. A student that attended Pre-Kindergarten class or has a sibling at St. Malachy Catholic School the previous year, whose family is not currently registered at St. Malachy Parish.
4. All other students.

The following guidelines will be used to determine the application for admissions for students in **grades 1-8**. Priority will be based on the following:

1. Returning St. Malachy Catholic School students (grades K-7) from the previous year.
2. Active Parishioners students that were not enrolled at St. Malachy Catholic School from the previous year.
3. Students of non-parishioner families that had students enrolled at St. Malachy Catholic School the previous year.
4. All other students.

H. Application Procedures (New Students)

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents, and student is held to discuss the goals, religious mission and expectations of the school.
3. If requested, the parents provide a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records are supplied to the school including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Support Plan (ISP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records are received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the school.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals, and levels of preparation that are compatible with the religious mission and educational programs offered by the St. Malachy Catholic School, and the student is likely to be successful in the Catholic educational setting, and an opening exists, the student may be admitted.

All new students will be given a trial period of no less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Malachy. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from St. Malachy. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Malachy is made by the school, the student's tuition due would be prorated.

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 and their friends.
- **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 and Tardy Policy

Daily attendance is essential for academic growth and development. Learning is a result of active participation in classroom and other school activities which cannot be replaced by individual study. Regular daily attendance is the responsibility of the parent and student. Parents and students are expected to comply with Indiana's Compulsory Attendance statute (IC 30-33-2) which requires students to attend 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

St. Malachy designates absences as excused for the following reasons:

1. Death in the family — with parental written or verbal explanation before or upon return of absence
2. Medical, dental, court and other required appointments — with a signed statement from the doctor, dentist, etc., upon return to school
3. Illness/injury
4. Absences related to deployment and return for military-connected families.

*All absences due to travel are unexcused.

Habitual Truancy: IC 20-2-6.5 defines habitual truancy to include students absent from school for 10 or more days within a school year without being excused or being absent under a parental request filed with the school.

IDOE defines chronic absenteeism as students absent from school for 10 percent or more of a school year for any reason. At 10 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 or trancies (10 or more) may be referred for counseling and/or the Department of Child Services may be contacted.

Tardy Policy

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.

Students are to be in the classroom and ready for school at 7:45 a.m. The tardy bell rings at 7:50 a.m. We recommend that students arrive prior to 7:35 am to have time to get settled in and organized for the day. Students who are tardy must have an adult sign them in at the office and will be issued a tardy slip to permit the student into the classroom. When students are late arriving to school due to a doctor or dental appointment, a note from the doctor must be presented upon arrival. Any student arriving an hour after the start of the school day will be counted absent for a half day.

Attendance and Tardy Procedures

Appointments—If it is necessary for a student to leave school early for an appointment, an email or phone call from the parent/guardian to the teacher/office in the morning is required. Any student arriving an hour after the start of the school day will be counted absent for a half day. In addition, any student leaving for an appointment will be counted as absent for a half day. A parent should come into the school office to sign out their child out. 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.

To report an absence, please contact the school office by phone or email prior to 8:30 a.m. 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.

If absences or tardies become excessive, the following procedures will be followed to improve on-time attendance:

- 5 absences or tardies (excused & unexcused)
 - A notification letter will be sent to the parent/guardian and a copy placed in the student's file.
- 10 absences or tardies (excused & unexcused)
 - A letter will be sent to the parent/guardian and a copy placed in the student's file.
 - An attendance contract meeting with the principal is required.

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

95% Attendance Club

To ensure more students are attending school to maximize their future opportunities, SEA 282 (2024) requires the Indiana Department of Education (IDOE) to establish guidance regarding truancy policies to be adopted by schools in an effort to deter absenteeism and promote school attendance.

Ideally, all St. Malachy students are present in school every day; however, we understand that situations occur such as illnesses, injuries, doctor and dental appointments, and funerals. Therefore, we have set St. Malachy's overall school attendance goal at 95% attendance rate.

In an effort to deter absenteeism and promote school attendance, St. Malachy has established the 95% Attendance Club as an incentive to encourage students to work toward our school goal of 95% attendance rate for the school year. Here are the guidelines for the club:

- Individual students with 95% or better attendance each month receive a token that will be added to the attendance bucket.
- Class with the highest attendance rate each month receives the attendance class trophy and picture in the newsletter
- When the bucket is full, the students will earn a school reward.

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 \$50.00. 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 an arrangement has been made with Mrs. Kennison. Fees can be paid by check or online at www.myschoolbucks.com.
- **Extended Day**—Invoices are emailed bi-weekly and due on receipt. If you have a balance over \$250, 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 at <https://stmalachy.fellowshiponego.com/external/form/fl18998c2-cfd3-4d3c-ab39-ec3210a02fdd>
- **Library**—All fines must be paid 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, Extended Day, and cafeteria) obligations have been cleared with the school. Written notification of the decision to withdraw must be given to the principal.

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 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, lockers, 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 6:45 a.m. and ends at 7:20 a.m. In the event of a 2 hour delay, morning care starts at 8:45 a.m. and ends at 9:20 a.m. 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 immediately following dismissal until 6:00 p.m. It does not operate on emergency closings.

- Extended Day offers physical activity period, a snack break, and homework time or various games and activities in which to participate until parents pick them up. The hourly fee is \$5/hour. If you have a balance over \$200, 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 disciplinary rules as the school.

Afterschool Supervision—Students may not remain on school property unless attending Extended Day, tutoring with a teacher, or a Saint Malachy-sponsored group, club or sport with an adult leader.

- Adult supervisors may enter the school building at 3:00 p.m. for practices or games. If practices or games are not at 3:00 p.m., 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 school. 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 ISP 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 school office to leave a message for the teacher. 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 voicemail or e-mail, and the teacher will return the call after school has been dismissed. Teachers will also call or email 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 2:00 p.m. 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 6:00 a.m. 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 emergency closings are used, SMS will need to make up those school days. The makeup day on our school calendar is Presidents' Day and would be utilized as a school day. 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 instruction 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. All parent drivers must give a copy of their driver's license and insurance to the office.

Fundraising

The school ministry has three fundraisers: Shamrock Spectacular, trash bag sales, and ShamRockIt. 8th graders conduct several 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 8:15 a.m. 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 a.m. Adoration and Benediction are the first Friday of each month. Each grade has a scheduled time to spend in adoration. Benediction is at 2:35 p.m.

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 lockers. There is a fee of \$15 for a lost lock. 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. When sending in money by check or cash, please include the child/children's name(s) on the envelope.
- Reminders will be sent when a lunch account balance falls below \$10. If the student's lunch account has a negative balance of \$50, 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

10:30—10:55 Preschool & Kindergarten

11:00—11:20 7th - 8th

11:20—11:40 5th - 6th

11:45 - 12:05 3rd - 4th

12:10—12:30 1st - 2nd

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, social media, and our school website.

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, in its original packaging, must be delivered to the school nurse by the parent or another adult designated by the parent.

- 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 the 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 have not 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 outside unless the wind chill is 19 degrees or below. As for excessive heat, we use 93 index as factor; we will usually go outside if the heat index is 93 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 give 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.

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, soccer, football, basketball, etc.
 - 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.

- 1. **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.
- 2. Middle school students may bring e-readers for academic purposes.
- 3. Students are not permitted to bring personal electronic devices, such as laptops or tablets, to school.
- 4. Smartwatches such as Apple Watches will not be used during standardized testing. Smartwatches are monitored through our technology policy. Student devices may be inspected by a teacher or member of administration at any time.
- 5. If students are found to be in violation of these guidelines, the following consequences are in place.
 - a. First Offense: Lose device for 1 week. Parents notified.
 - b. Second Offense: Lose device for 1 month. Parents notified.
 - c. Third Offense: No longer able to bring the personal devices at school.
- 6. 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.
- 7. Smartwatches that have the ability to text or email with or without an internet connection may **not** be worn during the school day.

Tuition

St. Malachy Catholic School uses the FACTS tuition system for all tuition payments. Parents must set up an account on the FACTS system. Contact the church business office for details or problem solving. There is a fee for all payment options. This system is also used for all financial aid requests.

St. Malachy Catholic School is dependent on the prompt payment of tuition and fees to meet its responsibilities. All tuition is due by the fifth or twentieth of each month, typically starting in July. Parents may pay tuition in one of four ways, 1) ten monthly installments, 2) four quarterly installments, 3) two semester installments, 4) one annual payment. Parish families must meet Parish Stewardship guidelines to qualify for parish tuition rates. (See Parish Stewardship and Contributions)

St. Malachy Catholic School encourages all families to apply for financial aid. Families seeking any type of financial aid must fill out the online application for our third party service, FACTS. Families whose income meets defined income requirements may also apply for aid via a Choice Scholarship (voucher) or an SGO (School Granting Organization). Assistance from both of these must be submitted through the financial aid link in FACTS.

It is the policy of St. Malachy Catholic School that all tuition or fees must be paid up-to-date to receive report cards or standardized tests. We may not forward records if there are outstanding financial obligations. Please contact the parish business office to correct errors or make special financial agreements. All such agreements must be in writing. Contact the business office to request information about financial aid.

We must pass on the bank fees charged to us for returned checks. Families with two bounced checks will be required to pay by cash, money order or cashier's check. Tuition is considered late after the twentieth of the month it is due. Late fees will apply for tuition or fees received after the due dates. Parents are responsible for any outstanding tuition or fees, should they unilaterally decide to withdraw their child from school. Requests for consideration of exceptions to this policy, for such things as moving from the city, etc. must be requested in writing to the principal.

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. All visitors are required to scan their driver's license and/or show ID, if they do not have a driver's license.

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 Lumen Accreditation 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, textbooks, etc. The fourth and fifth grades switch between their two teachers for different subject areas.

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, resource teachers, and two to four teachers). The Team will develop a plan and/or begin the RTI process for the student. The plan will be reviewed every 2 weeks to 4 weeks. A parent conference may be called at any point to help the student be more successful. As a last resort, if the student's need (s) cannot be met by SMS staff or if the LEA can provide better resources, the student may be asked to leave SMS.

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.

Band

5th Grade and Middle School

Participating in band allows each student to strengthen their musicianship skills while also growing in leadership, time management, teamwork, and work ethic skills.

We partner with Musicians' Repair and Sales for rentals, instrument purchasing, and maintenance: (317) 635-6274; www.musiciansrepair.com.

5th & 6th Grade Band is a graded class. Students have the opportunity to sign up for this class prior to the end of their 4th grade school year. If a student does not sign up for Band, they will be placed in General Music. Students are not allowed to drop out of Band at any point during the school year. Students are required to perform at the Christmas and Spring School Programs.

7th & 8th grade Band is an extracurricular activity offered to 7th and 8th grade students. Band members will have two rehearsals a week. Rehearsals are required. One rehearsal will be within the student's section (woodwind, brass or percussion), so that each musician will be able to get more individual attention. The other rehearsal will be a full rehearsal with everyone in the band together. The rehearsals are as follows:

- Mondays 3:40-4:10 p.m. Percussion Sectional in the Music room (August through December)
AND 3:00-3:30 p.m.- Percussion Sectional in the Music room (January through May)
- Thursdays 3:00-3:45 p.m. Full Band Rehearsal in the Music room
- Band is a yearlong commitment that also requires performing at the Christmas and Spring School Programs.

Choir

The St. Malachy School Choir Program is made up of 2nd through 8th grade students. 2nd through 4th graders are eligible to participate in our beginning choir, **Grace Notes**, which focuses on a solid foundation of skills needed for singing and performing. Grace Notes is an August through December commitment. 5th through 8th graders are eligible to participate in the advanced choir, **Bella Voce** (meaning Beautiful Voice). The advanced choir students participate in other singing activities during the school year such as Mass, school programs and the CYO Music Competition in February. Singing in the choir is a wonderful way to use our gifts to praise God and to grow in musicianship. Grace Notes choir will have rehearsal each Monday after school, from 3:00 – 3:40 p.m. (August through December). Bella Voce choir rehearses each Tuesday after school, from 3:00 – 4:00 p.m. Participating in Bella Voce is a yearlong commitment that also requires performing at Grandparents' Day, Veterans Day, and the Christmas and Spring School Programs.

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 will have 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 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, he or she is placed on academic probation, but is still able to participate in extracurricular activities. After probation, should he or she have an F or 3 D's on any report card for the rest of the school year, he or she will be ineligible to participate in extracurricular activities.

Any student suspended (in-school or out-of-school) cannot participate in any extracurricular activities for 7 days.

If a student is absent from school for more than half of the school day, he or she is 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 through 8 in the Spring as a summative assessment of Indiana State Standards. Students in 3rd through 8th grade will be administered three checkpoint assessments and one summative assessment.
- IREAD-3 is mandatory for all 2nd and 3rd grade students. Students in kindergarten through 2nd grade will take the NWEA test three times a year. Students in kindergarten through 2nd grade are screened yearly for dyslexia characteristics.

Grades

St. Malachy Catholic School recognizes academic excellence in all grade levels. We operate with two distinct grading scales. Grades Kindergarten through 2nd operate under a standards-based report card system. These grades do not have an actual

percent or letter grade but report development of specific grade-level skills and knowledge. These indicators are listed below:

- **(E)xemplary:** Exceeds grade-level standards. Can apply the skill or knowledge of the concept independently, accurately, and consistently with only a rare need for prompting or assistance. Demonstrates the ability to transfer the skill to new tasks or across multiple opportunities.
- **(M)astery:** Meets grade-level standards. Can consistently apply the skill or knowledge of the concept correctly but sometimes inaccurately or with the need for prompting or assistance.
- **(P)artial Mastery:** Shows some understanding and is progressing appropriately on the skill or concept at this point in the school year. Errors and misunderstandings still occur, and reminders, hints, and suggestions are needed.
- **(N)on-Mastery:** Not able to apply the skill independently to meet grade-level standards. Demonstrates very little understanding of key concepts and/or rarely applies them at grade-level. Remaining at this level in consecutive quarters means students are at-risk of being below mastery by year-end.
- **(X)Not-Assessed:** Standard is not assessed for that quarter.

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 an excused 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.

Middle School 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. Only middle school students participate in honor roll.

LATE ASSIGNMENT POLICY

- **Kindergarten through 4th grade teachers** will communicate their procedures for late assignments.
- **5th – 8th grade 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 form 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 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 to the teacher. If the assignment is not turned in, the student will receive a zero for that assignment. However, the student is still responsible for turning in 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.
 - Middle school students receive one unprepared free pass each quarter to use; however, if they do not need it they will be able to turn it in for House points and Shamrock Store credit.

We will continue to reward any student with 0-2 late assignments and 1 or fewer 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 schools-sponsored events for the remainder of the quarter

Middle School Lunch-In

Lunch-In is an earned reward to have lunch brought into school on a designated day. Middle school 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 1 or fewer infractions, 0-2 late assignments for the quarter, 3 or fewer unprepared slips, and 4 or fewer tardies to class. Any detentions or suspensions would disqualify a student from Lunch-In.

Middle School Shamrock Slips

Shamrock Slips are awarded to middle school 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 order to shop in the Shamrock Store once a month.

Middle School 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. Students will receive one bathroom pass each quarter; if they don't use it, they can exchange it for Shamrock Slips.

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 = infraction
- 4 tardies = lose next spirit wear & jeans day
- 5 tardies = lunch and recess detention and disqualified from Lunch-In

Middle School 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 with Dean of Students 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

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. Teachers can be contacted directly by e-mail or by leaving a message with the office. We are here to work with you.

Religion Instruction

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

Students:

- Participate in the weekly Wednesday 8:15 a.m. 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 during Lent.
- Participate in May Crowning
- Boys have opportunities to be Altar Servers at Mass and funerals
- Girls have opportunities to be a Sacristan at Mass and funerals

Prayer is an important part of our day. Prayers are said throughout 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 at 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 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. Finance 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 concerning First Communion, contact the Coordinator of Religious Education, Jean McCorkhill 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 ext. 7104.

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.

Special Services

Response to Intervention (RTI) — SMS uses an 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 teachers are 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 a 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 NWEA data, ILEARN and/or I-READ, student interest, and teacher recommendation for placement. As an enrichment, social emotional lessons are taught by our 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, behavioral 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. Parental requests are not accepted.

Student Conduct

St. Malachy is committed to creating an environment of love and respect for each student and all members of our community, as well as guests and visitors to our campus. This Code of Conduct specifically prohibits physical and verbal violence, bullying, discrimination, vandalism, theft, instructional disruption, and other similar types of conduct that are harmful to our community and its members.

The Role of the School Advisory Council

The School Advisory Council of Saint Malachy Catholic Church is established to assist through providing counsel, advice and stewardship to our Principal and Pastor in their duty of administering St. Malachy Catholic School according to the "five essential marks of Catholic schools" from *The Holy See's Teaching on Catholic Schools*

- A Catholic school should be inspired by a supernatural vision,
- Founded on Christian anthropology,
- Animated by communion and community,
- Imbued with a Catholic worldview throughout its curriculum,
- And sustained by gospel witness.

While it is expected that the vast majority of interactions in our school community will be positive, the Code of Conduct is established to provide direction for teachers and parents when self-discipline fails. The School Advisory Council, in consultation with the Administrator and the guidance of the Archdiocese, establishes this Code of Conduct found in the appendix.

The Code of Conduct includes a Disciplinary Policy designed to assist school staff and parents to work together to assist a child to moderate his or her behavior. Conduct that is not in keeping with this Code of Conduct, the mission of St. Malachy School, or that otherwise threatens the physical or emotional safety, security, autonomy, or well-being of another person is subject to discipline as outlined in the Disciplinary Policy.

Disciplinary Policy

Each member of the school community (including the Pastor, Administrators, school Principal and his or her designees, staff, faculty, parents, and students) is responsible for maintaining an atmosphere that is conducive to learning and to the development of self-discipline in each child. At all times, teachers, staff, and Administrators shall use their discretion, in keeping with the Code of Conduct, the mission of the school and, the Disciplinary Policy, to act in the best interest of the child's growth and development.

All members of the school community are expected to conduct themselves responsibly, safely, respectfully, and in keeping with the other rules, policies and procedures outlined in this handbook or as directed by classroom teachers, staff, and Administrators. Any questions regarding these expectations should be directed first to the appropriate teacher or staff member and then to the Administrator.

While grade-level teachers handle their own discipline and create their own grade-appropriate procedures, the following are levels of behaviors and consequences.

Administration reserves the right to change/modify disciplinary actions.

Category 1: Standard School and Classroom Rules

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.

Student cooperation with others and compliance with basic behavioral expectations for a school environment are critical to maintaining a positive learning environment. Accordingly, students are expected to follow rules that apply to the entire school and to specific classrooms and environments. These behaviors are initially handled by individual classroom teachers or the staff member who is supervising, and warrant a referral to Administration only after incidents are repeated or teacher has exhausted all other positive reinforcements. Repeat incidents of not following the Standard School and Classroom Rules would elevate the repeat behaviors to category 2.

Standard School Rules

All students, at all times, are expected to:

- Arrive on time, including at the beginning of the day, after recess breaks and between classes.
- Conduct himself/herself in a manner that contributes to a successful, positive learning environment by doing one's best at all times, treating other people and their personal property with respect, and displaying self-discipline and Catholic values.
- Follow the behavioral expectations established in the handbook, including the social media and anti-bullying policies.
- Follow responsible directions of school personnel in all educational settings, including specific Classroom Rules established by the teacher.
- Refrain from disruptive behavior that interferes with the educational environment, including passing notes and talking in class;
- Not engage in and/or discontinue any behavior that may be considered as bullying, violence, fighting, discriminatory, intimidating or harassing.
- Use respectful language, gestures, and comments to all at school, during athletic practices and games, and while representing St. Malachy.
- Complete all school assignments.
- Adhere to the school uniform policy.
- Report all incidents immediately to a trusted adult.
- Gum chewing is not permitted under any circumstance.
- Follow the Shamrock Way
 1. **Pray everyday**
 2. **Honor and respect everyone.**
 3. **Always give your best effort.**
 4. **Keep your hands, feet and unwanted comments to yourself.**
 5. **Serve others.**

Category 2: Serious Misconduct

Student misconduct that is more serious than that described above in Category 1: Standard and Classroom Rules is expressly prohibited and may warrant progressive discipline that is administered by the teacher and/or school Administrator, reported to and recorded by the school Administrator, and specifically communicated to parents.

Serious Misconduct generally includes conduct that disrupts a student's ability to learn, prevents other students from learning, exhibits disrespect for people and property, or raises safety concerns within the school environment. Serious Misconduct is specifically prohibited and is subject to the Progressive Discipline Policy outlined below.

- Examples of Serious Misconduct may include:
 - Repeated violations of Standard and Classroom Rules
 - Disruptive behavior in the classroom
 - Failure to follow directions as directed by the teacher
 - Disrespectful comments towards others
 - Use of personal electronic devices and cell phones
 - Dress code violations
 - Profanity
 - Lying or dishonest behavior
 - Lack of preparation for class (ie, supplies, books, homework, etc.)
 - Disrespect or bullying of others including bullying, harassment, touching, and intimidation;
 - Cheating, plagiarism, or use of Artificial Intelligence** on a test or assignment (may result in loss of credit for the work plus a minimum of a conduct detention);
 - Mistreatment or destruction of school books, classroom or school property or that of another
 - Fighting or physical assault
 - Stealing school property or the property of another student or of a teacher or staff person
 - Leaving school grounds without permission during the school day
 - Inappropriate Mass behavior
 - Inappropriate Lunch behavior
 - Continuous disruptive or disrespectful behavior towards teachers, classmates, or facilities

- Disrespect to campus, school environment, and culture; socially rude interactions that continue regardless of interventions or corrective actions.
- Racial comments, jokes, slurs, or the like
- Disrespect to school personnel
- Threatening another student physically or emotionally, including misuse of social media
- Fighting or causing harm to another student or teacher
- Sexual harassment
- Theft/possession of stolen items
- Vandalism to school/parish property or another student's property
- Violation of School Technology Policy

Progressive Discipline Policy

The Progressive Discipline Policy has been created to help provide consistency and understanding among teachers, staff, Administrators, students, and families when a student has engaged in Serious Misconduct. The progressive nature of the policy is designed to be predictable but also flexible to accommodate the severity of a given situation. Teachers and the Administrator retain discretion to administer discipline that is in keeping with the goal of this policy. The typical steps of progressive discipline in response to the same or similar Serious Misconduct being repeated within the same academic quarter. Infractions refer to violations of the serious misconduct policy referenced above.

Step 1:

- 1st violation - Parent contacted. Student receives an Infraction Form and serves a lunch & recess detention
- 2nd violation - Parent contacted. Student receives an Infraction Form and serves lunch & recess detention for 2 days
- 3rd violation - Parent conference and behavior plan implemented. Student receives an Infraction Form and serves a lunch & recess detention for 5 school days; no casual, spirit wear, and/or special dress days during these 5 days. Casual passes are not valid during this detention period

Step 2:

- 4th violation – Parent/teacher/administration meeting Student receives an Office Referral and serves an In-School Suspension (1-2 days) and a referral to meet with the School Counselor.
 - 5th violation —Parent/administration meeting. Student receives an Office Referral and serves an out-of-school suspension (1-2 days).
 - 6th violation -- Parent, teacher, administration, and Fair Process meeting will be scheduled. Student receives an Office Referral and serves an out-of-school suspension (3-5 days)
- *All suspensions will result in extracurricular activities being suspended.

Step 3:

- 7th violation—Exclusion or Expulsion
- 8th violation - Expulsion

Definitions of Suspension, Exclusion, and Expulsion.

Suspension: Any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period of not more than 3 school days. (This designation does not apply to forced absences due to illness, communicable diseases or parasites; or failure to comply with immunization requirements.) Suspension records shall be retained by the Administrator. Homework assignments will still be completed. Tests scheduled during an out-of-school suspension will be 'made up' following the rules for ordinary absences.

Exclusion: A situation whereby the student is asked to temporarily or permanently leave the school voluntarily due to a deterioration of the relationship between the student and school personnel when the educational opportunities or safety of other students is jeopardized.

Expulsion: A disciplinary or other action whereby a student:

- Is separated from school attendance for a period exceeding 10 school days
- Is separated from school attendance for the balance of the current semester or current year.
- Is permanently separated from school attendance.

*Some incidents can be considered severe and immediate Exclusion and/or Expulsion would apply. All suspensions (in-school or out-of-school) will result in extracurricular activities being suspended.

Emergency/Safety Situations

In an emergency or for the safety of the school and/or its students, a student may be temporarily removed from the school without consulting parents or Pastor. If needed, police, fire and medical assistance will be sought. Being sent home under these

circumstances does not automatically qualify as a suspension. As soon as possible after an emergency removal, the Pastor must be informed and consulted about the circumstances under which the student may be allowed to return to school. The Office of Catholic Schools may be informed by the Administrator and consulted about the best approach to resolving the student's situation. In cases where an emergency caused a student to be sent home, progressive discipline may not have been possible; however, a Fair Process meeting with the student and parents should be held as soon as possible to discuss the issues and appropriate actions and/or consequences.

The following examples of behaviors are considered severe and warrant suspension or expulsion and a Fair Process Meeting will be scheduled. The student would be removed from school immediately pending the Fair Process Meeting.

- Endangering oneself or another;
- Setting a fire
- Possessing, passing, selling, using, or being under the influence of drugs, alcohol and/or tobacco products on school/parish property or at school functions
- Physical action or threats with malicious intent toward a student, staff member, or any other person at school
- Possession of a gun, knife, or any other deadly weapon or other destructive device on school/parish property or at school functions
- Similar disruptive behaviors

All suspensions will result in extracurricular activities being suspended as well.

Fair Process Meeting

There are three circumstances when a Fair Process meeting must occur: a) Any time a student is removed from school on an emergency basis; b) before a student is suspended for more than 3 days; c) before an expulsion or exclusion. In addition, if a family chooses, they may request such a meeting because a suspension of 1-3 days has been assessed.

Any time the Administrator is considering consequences which require a fair process meeting, the Administrator should consult the Pastor and/or the Office of Catholic Schools (OCS). It is expected that such situations will arise very rarely. The Discipline Team is composed of the Principal, Assistant Principal, Dean of Students, School Counselor, Pastor, and two to four teachers or staff representatives.

A Fair Process meeting must provide the student a written or oral statement of the allegations against the student. If the student denies the allegations, a summary of the evidence is to be provided to the student and his/her parent(s) or guardian(s). The student must be allowed an opportunity to explain his or her conduct. This is normally followed by written notice of the decision to suspend or expel the student or the announcement of an alternate decision.

If the student was removed under emergency circumstances, any conditions for return to school must be presented. When an emergency removal has taken place, the Fair Process meeting must be scheduled as soon as reasonably possible after the student's removal from school.

No matter the circumstances which lead to such a meeting, the primary consideration should be the best ways to help a student improve behavior balanced by the needs of other students and the school's mission to educate. If a family is offered such a meeting and declines to schedule it, the family forfeits all rights administratively to contest and appeal the suspension or expulsion.

*The Fair Process Meeting may result in a less or more severe consequence.

Academic Fraud: Cheating, Plagiarism, and Artificial Intelligence

Cheating, plagiarism, and/or academic fraud of any type is unacceptable behavior, including. Students who choose to cheat may receive a failing grade, detention, suspension, and/or expulsion. A student involved in extracurricular activities who is involved in cheating may lose the privilege to participate in sports/extracurricular competition.

Cheating

Cheating involves, but is not limited to:

- Writing notes/answers on paper or body to use on a test.
- Copying someone else's work.
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material/resources to help you complete your work.

First Offense

- Student will redo the work for 80% credit and receives an infraction

- Teacher contacts the student's parents and explains the violation
- Student serves a lunch/recess detention
- Student is ineligible for extracurricular and sports activities for one day

Second Offense

- Student will redo the work, but receive a zero on the assignment and receive an infraction
- Administration notifies the student's parents
- Student serves a week of lunch/recess detention
- Student is ineligible for extracurricular and sports activities for one week

Third Offense

- Student receives an office referral; parents are notified.
- Student signs a behavior contract.
- Student serves a one-day in-school suspension
- Student is ineligible for extracurricular and sports activities for season

Further instances of cheating and/or plagiarism will result in escalating consequences, not limited to out-of-school suspension and/or appearing before the Disciplinary Team.

The Disciplinary Team will decide on withdrawal, exclusion, expulsion, or re-admittance to St. Malachy Catholic School. If re-admittance is granted, it will come with probationary terms which will be communicated to the student and parents.

Plagiarism

Plagiarism is becoming a very serious problem in schools today. Many times they are unaware of what plagiarism really involves. Plagiarism is simply defined as the process of stealing the ideas and work of others including Artificial Intelligence and Google Translator.

First Offense

- Student will redo the work for 80% credit and receives an infraction
- Teacher contacts the student's parents and explains the violation
- Student serves a lunch/recess detention
- Student is ineligible for extracurricular and sports activities for one day

Second Offense

- Student will redo the work, but receive a zero on the assignment and will receive an infraction
- Administration notifies the student's parents
- Student serves a week of lunch/recess detention
- Student is ineligible for extracurricular and sports activities for one week

Third Offense

- Student receives an office referral; parents are notified.
- Student signs a behavior contract.
- Student serves a one-day in-school suspension
- Student is ineligible for extracurricular and sports activities for season

Further instances of cheating and/or plagiarism will result in escalating consequences, not limited to out-of-school suspension and/or appearing before the Disciplinary Team. Cheating and/or plagiarism offenses are cumulative throughout middle school.

The Disciplinary Team will decide on withdrawal, exclusion, expulsion, or re-admittance to St. Malachy Catholic School. If re-admittance is granted, it will come with probationary terms which will be communicated to the student and parents.

Certain types of Serious Misconduct warrant more thorough identification and explanation.

*Any incident of cheating or plagiarism will result in the student being disqualified from Zero Hero and Lunch-In.

Bullying or Harassment

St. Malachy Catholic School is a Catholic School where Christ is at the center of everything we do. We believe in the inherent goodness of every person, respecting the personal integrity, intellectual abilities, and unique personal qualities of each. It is our mission to develop lifelong learners committed to knowing, loving, and serving God and to empower our children to serve and lead the world. St. Malachy Catholic School will not tolerate bullying behavior. Guided by this policy, bullying behavior will be dealt with in a purposeful and timely manner.

Bullying occurs when one or more individuals repeatedly and intentionally hurts, threatens, intimidates, inappropriately touches, or attempts to devalue another person and involves an imbalance of power.

Definition (Provided by the Indiana Department of Education):

Indiana Law defines "bullying" (per IC 20-33-8-2) as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an

objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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.)

Some examples of bullying include:

- Punching, shoving, tripping, kicking, slapping, hiding others personal property, and other physical acts
- Spreading rumors
- Threatens and/or intimidates
- Exclusion
- Teasing, joking, and other verbal demeaning comments
- "Ganging up" on others
- Making inappropriate sexual comments and gestures
- Bullying can also happen electronically:
 - Sending a mean or inappropriate text or e-mail
 - Posting inappropriate pictures /messages about others
 - Using someone else's username to spread rumors or lies
 - Forwarding photos, videos and texts that are inappropriate

Understanding Roles in Bullying Situations

The Perpetrator (Bully): One who engages in behaviors that are intended to devalue someone, assert power, or hurt another either physically or emotionally.

The Target: One who is a target of bullying behavior. You may feel anger, fear, and often times, isolation. This is not a role of choice.

The Ally: One who engages in an act of support on behalf of someone who is being targeted. Ally behavior can be demonstrated through words, emotional support or direct action. If you are not an ally, you can choose to become one.

The Bystander: Anyone who observes an act of bullying and doesn't take any action to stop the behavior or to stand up as support to the targeted victim. You are indirectly supporting the bullying and harassing behavior.

What to do when you in find yourself in one of these roles?

The Perpetrator (Bully): Person or persons who engages in bullying or demeaning behavior

- This is a choice
- Put yourself in the other person's shoes
- Think of the consequences
- Find a positive way to express yourself

The Target

- GET HELP! Speak with a parent, social worker, teacher, or administrator. We cannot help if we are not aware of the problem!
- Stay in a group
- If it feels safe, stand up to the person who is bullying you – tell them to "STOP"
- Use humor to "blow off" the bullying behavior
- Use the bullying report form

The Ally

- You are making a difference
- Stand up for the Target
- Give the Target emotional support
- Report the bullying to an adult
- Use the bullying report form

The Bystander

- This is a choice
- Walk away from the situation
- Report the situation to an adult
- Use the bullying report form (use it anonymously if you don't want to get involved)
- Become an ally!

How to Report Bullying Behaviors

We encourage all students, parents and teachers to report all bullying incidents or concerns.

Students: (Grades 5-8 may email the administration directly with any concerns)

1. Tell a teacher, social worker, parent or administrator.
2. Complete the Bullying Report Form and give it to a teacher, social worker, parent or administrator.
3. Ask to meet with a teacher, social worker, parent or administrator.
4. Use the Report an Incident link on the school website.

Parents:

1. Contact by phone or email, the teacher, social worker, Dean of students, Assistant Principal, or the Principal.
2. Complete the Report an Incident link on the school website.

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 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
- Administration 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
- Infraction
- Detention
- In-school suspension
- Out-of-school suspension (1-3 days)
- Fair Process Meeting by the Discipline Team
- Permanent expulsion

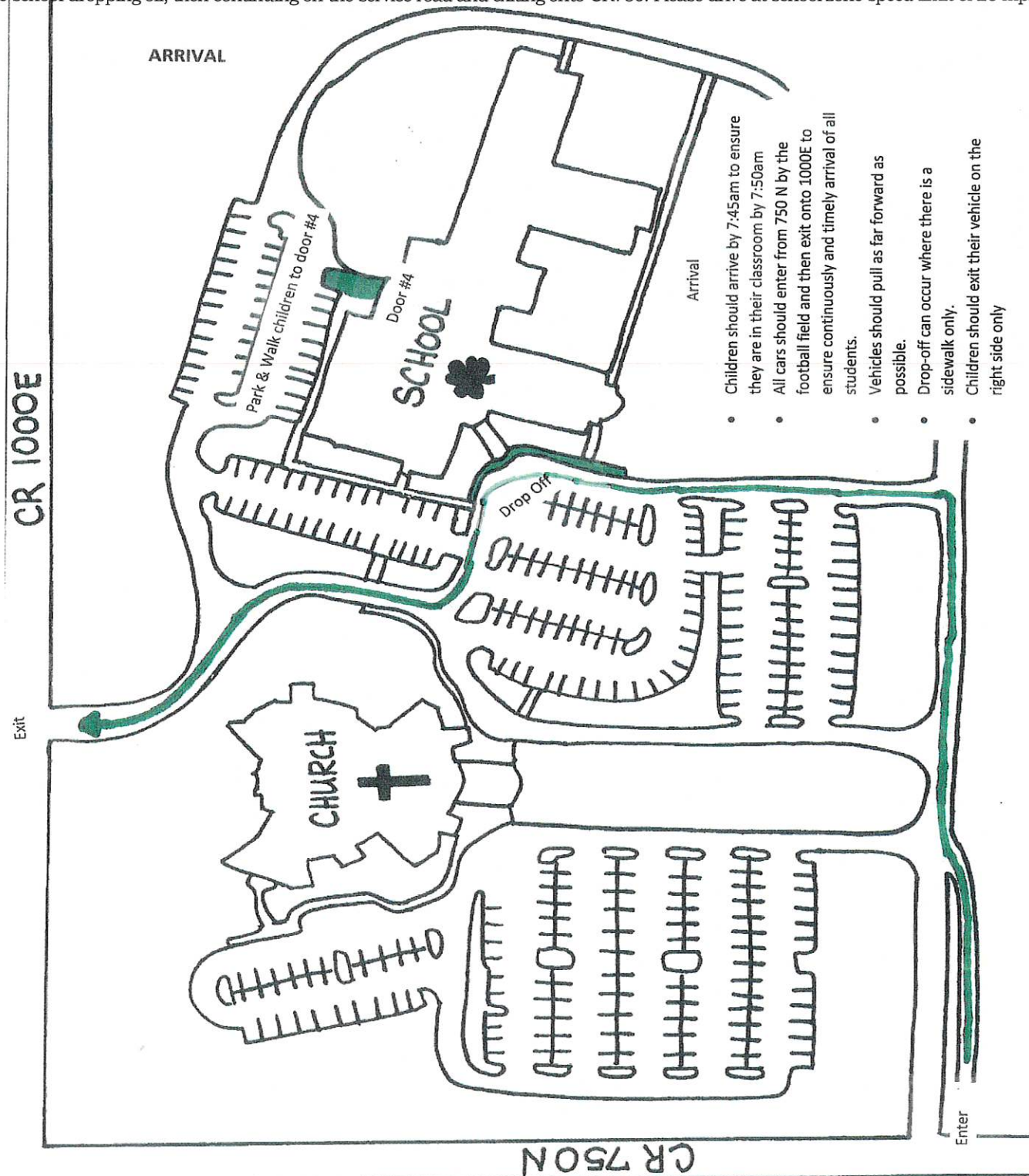
Within the curriculum, the school will raise the awareness of the nature of bullying through programs, assemblies, and subject areas as appropriate, in an attempt to eradicate such behavior. An important element of bullying is the silent bystander. All students should be encouraged to stand up for victims 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.

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

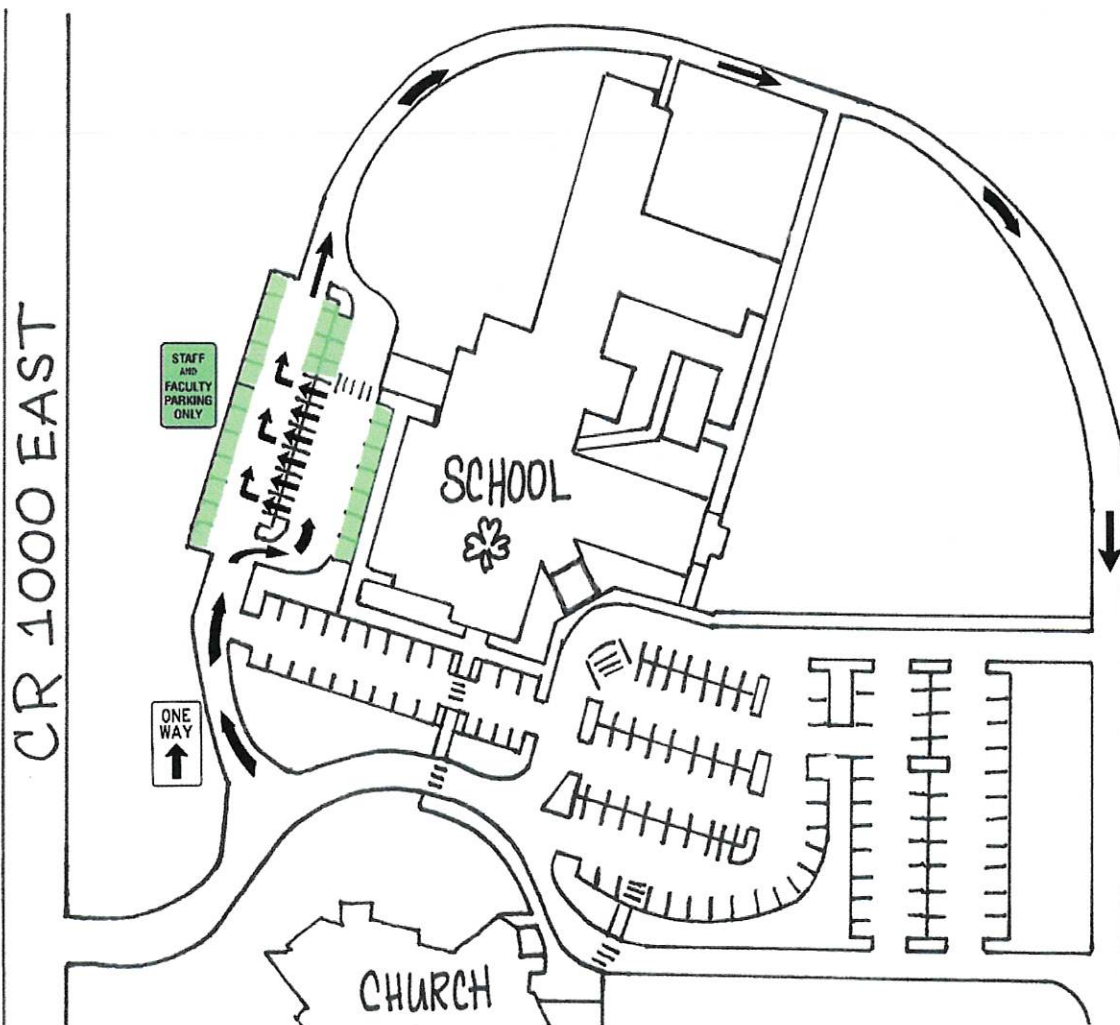


Preschool Drop-off Procedures

If your preschool child is unable to exit a vehicle unaided, you may use the preschool drop-off area located on the east side of the school. The preschool drop-off lot is ONE Way only. When you enter the drop-off parking lot, you will pull into a parking spot as the arrows indicate on the map below. Then you will walk your child up to the door.

To exit the parking lot, drive forward out of your parking spot and drive around the school. This is the access road on the north side of the school that leads back to County Road 750 N. by the football field.

Preschool Drop-off



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.

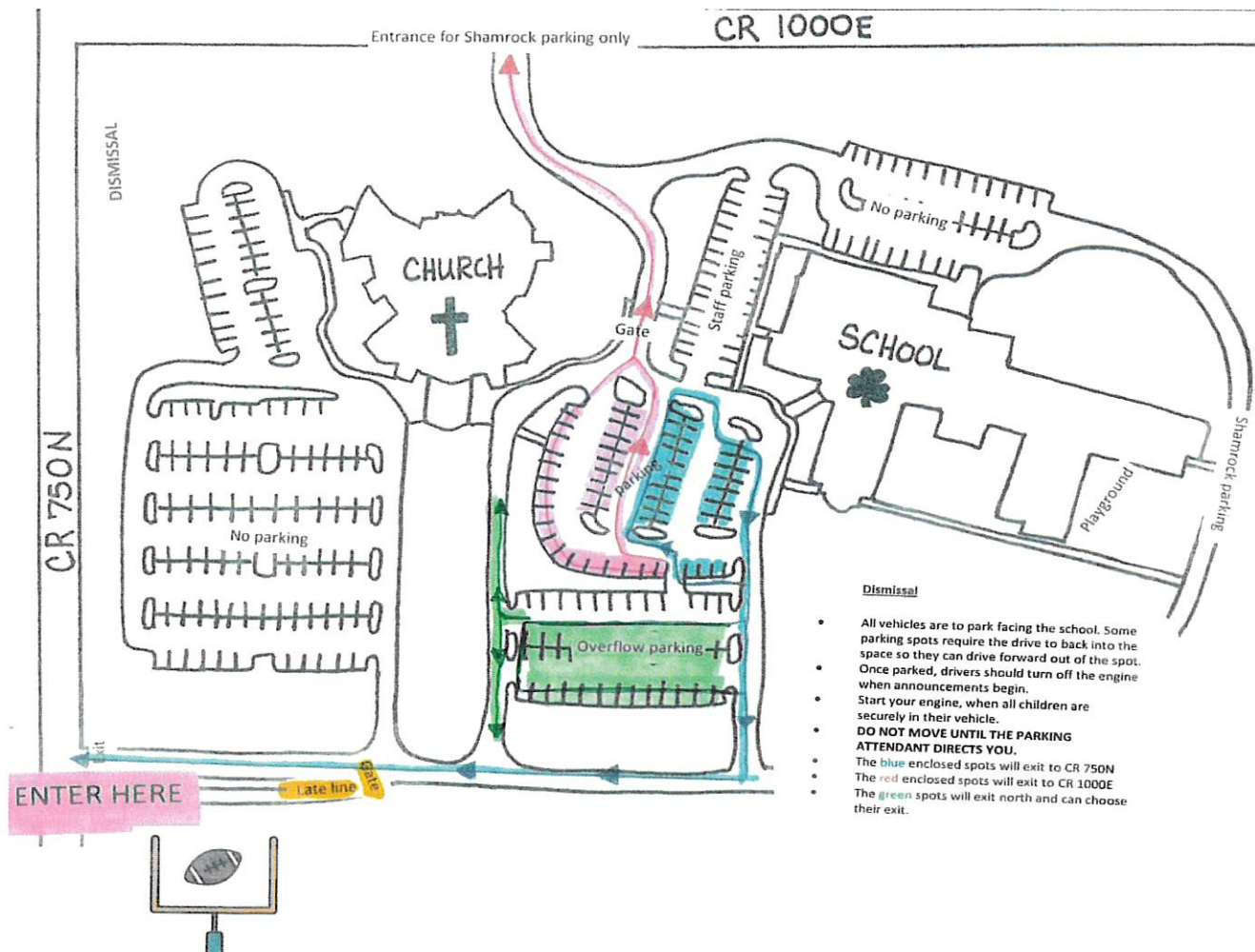
If you do not arrive by 2:54pm, please remain in your car and do not attempt to locate or retrieve your child. Those children that are not picked up from the parking lot can be picked up from the office.

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.



UNIFORMS AND CASUAL DAY INFORMATION

Since it is impossible to predict fashions and fads, the administration has final say in all uniform and casual matters.

Schoolbelles is the primary school uniform vendor 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.

Rose Promotions is the secondary school uniform vendor for SMS. You can order through this link: <https://www.rosepromos.com/collections/st-malachy>.

The following are the accepted uniform items for our students:

Uniform shirts are the monogrammed (SMS) Schoolbelles or Rose Productions polo shirts in navy or dark green in long or short sleeves. Plain white shirts (turtlenecks, long or short sleeved t-shirts) may be worn under the polo shirts during colder weather. Girls may wear white long or short sleeve Schoolbelles uniform blouses. 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. St. Malachy socks from Sock Religious are permitted; however other multi colored are not 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 are to be closed-heel, athletic shoes 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. Jean shorts are not acceptable. A belt does not need to be worn with jeans. Spirit wear shirts do not need to be tucked in.

Casual Days: All casual days such days 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. Boys' hair is to be above the eyes and above the collars. Girls' 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.



August 2025



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	July 28 <u>Teachers Return</u>	July 29	July 30 † Class Lists posted & emailed	July 31 † Back to School Night at Church 7pm	1	2
3	4 † Kindergarten Orientation 9:30—10:30am & 11am—12pm † Pre-K Orientation 12:15— 1pm & 2:15—3pm † Clovers Orientation 10—11am & 12—1pm † 6th grade Orientation 1—3pm	5 First Day of School "Early is on time, on time is late and late is unacceptable!"	6 † First all school Mass 8:15am † Middle School Retreat	7	8 † Spirit Wear & Jeans † PTO Trash bag sale begins	9
10	11 † 2nd grade Recon- ciliation Parent Meet- ing 7pm in the Church	12	13 † Mass 8:15am † 2:30pm Dismissal † 2nd grade Reconci- liation Parent Meeting 7pm in the Church	14	15 † HOLY DAY: Assumption of the Blessed Virgin Mary MASS 8:15am	16
17	18	19	20 † Mass 8:15pm † 2:30pm Dismissal † PTO Trash bag sale ends † Parent Presentation: Internet Safety 6pm	21 † Class Mass	22 † Spirit Wear & Jeans	23
24 PTO meeting 6pm	25	26	27 † Mass 8:15pm † 2:30pm Dismissal † Middle School Parent Meeting 6:30pm (for 6th grade parents and any new middle school students)	28 † Class Mass	29 † Spirit Wear & Jeans	30
31						



September 2025



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 † Labor Day—No School	2	3 † Mass 8:15am † 2:30pm Dismissal	4 † Class Mass	5 † Adoration and Benediction @ 2:30 pm † Spirit Wear & Jeans	6
7	8 † Pennies for Pigs † Scholastic Book Fair	9 † Pennies for Pigs † Scholastic Book Fair	10 † Mass 8:15am † 2:30pm Dismissal † Pennies for Pigs † Scholastic Book Fair	11 † Class Mass † Pennies for Pigs † Scholastic Book Fair	12 † Grandparents' Day † Mass 8:15am † Scholastic Book Fair	13 † Trash bag distribution day
14	15	16	17 † Mass 8:15am † 2:30pm Dismissal	18 † Class Mass † K–8th grade Picture Day. Full casual attire	19 † Country Fair † E-Learning Day	20 Country Fair
21	22	23	24 † Mass 8:15am † 2:30pm Dismissal	25 † Class Mass	26 † Spirit Wear & Jeans	27
28 PTO meeting 6pm	29	30				



October 2025



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 † Mass 8:15pm † 2:30pm Dismissal	2 † Class Mass	3 Adoration and Benediction @ 2:30 pm † Spirit Wear & Jeans † End of 1st Quarter	4 8th grade Garage Sale
5	6 † Stomp Out Bullying— Wear blue top with uniform bottoms	7	8 † Mass 8:15 am † Parent/Teacher Conferences † 1:00pm Dismissal	9 † Class Mass † Parent/Teacher Conferences † 1:00pm Dismissal	10 † No School	11
12	13	14	15	16	17	18
←----- Fall Break ----->						
19	20	21 † Living Rosary 2:15pm	22 † Mass 8:15pm † 2:30pm Dismissal	23 † Class Mass † K—8th grade Picture Retakes	24 † Spirit Wear & Jeans † Preschool Picture Retakes	25
26 PTO meeting 6pm	27 † Red Ribbon Day Wear red top with uniform bottoms	28	29 † Mass 8:15pm † 2:30pm Dismissal	30 † Class Mass	31 † 8th/1st Halloween Party	
		Notes: October is Respect Life Month				



November 2025



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 † All Saints Day—
2	3	4	5 † Mass 8:15am † 2:30pm Dismissal	6 † Class Mass	7 † Adoration & Benediction 2:30 pm	8
	←-----Vocations Week-----→					
9	10	11	12 † Mass 8:15am † 2:30pm Dismissal	13 † Class Mass	14 † Spirit Wear & Jeans	15
16	17	18	19 † Mass 8:15am † 2:30pm Dismissal	20 † Class Mass	21 † Spirit Wear & Jeans	22
23 PTO meeting 6pm 30 Advent Begins	24	25 † 1:00pm Dismissal	26 † No School	27 † Thanksgiving	28 † No School	29



December 2025



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 † Mass 8:15am † 2:30pm Dismissal	4 Class Mass † Christmas Program Pre-k—2nd 1pm & 7pm @ Church	5 † Adoration and Benediction 2:30 pm † Spirit Wear & Jeans	6 † St. Nicholas Day
7 PTO meeting 6pm	8 <u>Holy Day</u> † Solemnity of the Immaculate Con- ception † Mass 8:15am	9	10 † Mass 8:15am † 2:30pm Dismissal	11 † Class Mass	12 † Polar Express Day † PJ attire	13
14	15	16	17 † Mass—8:15 † 2:30pm Dismissal	18 † Class Mass	19 † Spirit Wear & Jeans † Pep Rally † End of 2nd quarter † 1:00 pm Dismissal	20
21	22	23	24 Christmas Eve	25 Christmas	26	27
	←-----Christmas Vacation-----→					
28	29	30	31 New Year's Eve			
	←-----Christmas Vacation-----→					
		Notes:				



January 2026



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Prolife Month				1	2	3
			<-----Christmas Vacation----->			
4	5 Teacher Professional Development Day NO SCHOOL	6 †Return to school Epiphany	7 † Mass 8:15am † 2:30pm Dismissal	8 †Class Mass	9 †Spirit Wear & Jeans	10
11	12	13	14 † Mass 8:15am † 2:30pm Dismissal	15 †Class Mass	16 †Spirit Wear & Jeans	17
18	19 † Martin Luther King Day † No School	20	21 † Mass 8:15am † 2:30pm Dismissal	22 †Class Mass †Zero Hero Breakfast	23 †Spirit Wear & Jeans	24
25 OPEN HOUSE 11am—1pm PTO meeting 6pm	26	27	28 † Mass 8:15am † 2:30pm Dismissal	29 †Class Mass	30 †Spirit Wear & Jeans	31
			<-----Catholic Schools Week----->			



February 2026



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 † Mass 8:15am † 2:30pm Dismissal	5 † Class Mass	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 † Presidents Day † No School	17 † School Mardi Gras (Fat Tuesday)	18 † ASH WEDNESDAY † Mass 8:15am † 2:30pm Dismissal	19 † Class Mass	20 † Spirit Wear & Jeans	21
22 PTO meeting 6pm	23	24	25 † Mass 8:15am † 2:30pm Dismissal	26 † Class Mass	27 † Spirit Wear & Jeans	28
Black History Month						



March 2026



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 †Read Across America †Dress like your favorite book character	3	4 † Mass 8:15am † 2:30pm Dismissal	5 † Class Mass	6 † Adoration and Benediction 2:30 pm † Spirit Wear & Jeans † End of 3rd quarter	7
8	9	10	11 † Mass 8:15am † 2:30pm Dismissal	12 † Class Mass † 3rd-5th Grade Spring Music Program 1:00 pm & 7:00pm @church	13 † Spirit Wear & Jeans † End of 3rd quarter	14
15 PTO meeting 6pm	16	17	18 † Mass 8:15am † 2:30pm Dismissal	19 † Class Mass	20 † Spirit Wear & Jeans † 1pm Dismissal † No Extended Day	21
22	23	24	25	26	27	28
<----- SPRING BREAK ----->						
29 PALM SUNDAY	30	31				
<----- HOLY WEEK ----->						



April 2026



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 † Holy Thursday	3 † Good Friday † Mary's Way of the Cross 9 am † 1:00pm Dismissal † No extended day	4
			←----- HOLY WEEK ----->			
5 EASTER	6 E-Learning Day (no school)	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 † Ignatius Book Fair	16 † Class Mass † Ignatius Book Fair	17 † Spirit Wear & Jeans † Ignatius Book Fair	18 † Ignatius Book Fair
19 † Ignatius Book Fair	20	21	22 † Mass 8:15am † 2:30pm Dismissal	23 † Class Mass	24 † Spirit Wear & Jeans	25
26 PTO meeting 6pm	27	28	29	30		



May 2026



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 † Adoration and Benediction 2:30 pm † Spirit Wear & Jeans	2
3	4	5	6 † May Crowning— Mass 8:15am † 2:30pm Dismissal	7 † Class Mass	8 † Spirit Wear & Jeans	9
10	11	12	13 † Mass 8:15am † 2:30pm Dismissal	14 † Class Mass	15 † Field Day † 1 pm Dismissal † No Extended Day	16
		←-----8th grade Class Trip-----→				
17 PTO meeting 6pm	18 † Zero Hero Breakfast	19	20 † Mass 8:15am † No Extended Day † 8th Grade Graduation 6:30pm	21 † Fly up Day † Pep Rally † Last Day † 1:00PM DISMISSAL † <u>No Extended Day</u>	22 TEACHERS' PROFESSIONAL DEVELOPMENT	23
24 31	25 MEMORIAL DAY	16	27	28	29	30

Appendix A

Disciplinary Policy

St. Malachy Catholic School is the largest ministry of St. Malachy Parish and is located in the Archdiocese of Indianapolis. Policies and guidelines from the Archdiocese help support and guide all Catholic schools in the Archdiocese of Indianapolis. Each school in union with the pastoral council and school advisory council does have authority to establish local policies that are reviewed by the Office of Catholic Schools.

Archdiocese of Indianapolis Guideline for Catholic Schools on Respecting Persons

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees and the school itself, each student is expected to treat the good name and reputation of other students, school employees, and the school with dignity and respect. Students may not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally or electronically through the use of home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, sexting, pornographic or sexual images, blogging, etc. Any individual found to have made or participated with others in making, repeating or forwarding any such remarks or actions will be subject to disciplinary action by the school up to and including expulsion/dismissal.

Jurisdiction of school authority

The school administration reserves the right to search student clothing, lockers, book bags, desks, purses, or wallets in the presence of a third party should there be reasonable suspicion of possession of drugs, alcohol, cigarettes, vapes, weapons, or other dangerous, illegal or inappropriate material

The Code of Conduct and the Progressive Disciplinary Policy applies when a student is:

- On-school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event, including but not limited to CYO sports and field trips;
- Traveling to or from school or a school activity, function or event;
- Using property or equipment provided by the school;
- Using software technology or a network that is 'owned' by St. Malachy School.

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.

Parents will be notified of behaviors that may endanger a student's physical or emotional health, safety or reputation, should the administration become aware of such dangers, even if they are not under the direct jurisdiction of the school. The school administration reserves the right to take appropriate action if such behavior, even if not during school hours or events, should have a negative impact on the operation or reputation of the school.

Behavior Infraction Slip - A behavior infraction slip is given to students for a 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.

Discipline Referral Slip - 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 Team

The Discipline Team is composed of the Principal, Assistant Principal, Dean of Students, School Counselor, Pastor, and two to four teachers or staff representatives. The student and parents will attend a Fair Process meeting before the Discipline Team at a time and place to be determined at the Discipline Team's discretion. If the student or parent fails to make themselves available for the meeting, the Discipline Team is granted the discretion to levy corrective action in the same manner as if the Fair Process meeting had been conducted to completion. At the meeting, the Discipline Team 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 meeting. The meeting 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 conform to ideals of Christian behavior in response to any prior disciplinary efforts. The Discipline Team may make a disciplinary determination at the conclusion of the meeting, or it may take matters under advisement with a determination to be issued within five (5) business days. The consequence of a disciplinary meeting 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 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 Team, and a meeting before the Discipline Team 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 traveling 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 meeting 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 the parking lot, school, athletic fields, church, or any other location attributable to S. Malachy Parish.

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.



Appendix B

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 [U.S. 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 school 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.

The manager shall report on the school's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the state.

Wellness- Administrative Guidelines

Section I: Nutrition Education and Physical Activity/Education

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.
 4. Daily recess for students in Preschool – 5th grade will be at least 20 minutes a day under supervision, preferably outdoors.
- C. **With regard to other school-based activities including after school program, schools may:**
 1. Demonstrate, encourage, and support for the health of all staff by offering wellness related activities and/or the use of facilities by providing periods of physical activity for all participants.

Section II: Nutrition Programs and School Meals

Saint Malachy recognizes the need for all students to have access to high quality foods and beverages such as fruits, vegetables, low-fat dairy and whole-grains, and a variety of protein sources wherever and whenever food is sold or otherwise offered at school during the normal school day. Meals served through the National School Lunch and Breakfast Programs will meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs. All foods and beverages sold outside of the Child Nutrition Program will meet the Smart Snacks in Schools Standards.

- A. With regard to school lunch, schools will:
 - 1. Serve as a model for healthy eating
 - 2. Emphasize a variety of fruits, vegetables, whole grains, and low-fat dairy foods and a variety of protein sources.
 - 3. Provide students with adequate time to eat. The School Nutrition Association recommends twenty minutes for lunch from the time a student is seated.
 - 4. Promote school meal participation with taste tests, themed lunches, engaging signage, celebrity guests, etc.
- B. With regard to snacks, any foods sold must:
 - 1. Be a "whole grain-rich" grain product; or
 - 2. Have as the first ingredient a fruit, a vegetable, a dairy product, or protein food; or
 - 3. Be a combination food that contains at least ¼ cup of fruit and/or vegetable
- C. With regard to beverages sold, schools may sell:
 - 1. Plain water (with or without carbonation)
 - 2. Unflavored low-fat milk
 - 3. ~~Unflavored or flavored fat free milk and milk alternative permitted by NSLP/SBP~~
 - 4. 100% fruit or vegetable juice and
 - 5. 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
- D. With regard to foods sold outside of the Child Nutrition Program, the following guidelines will be followed:
 - 1. Student birthdays will not be celebrated with food items on school grounds.
 - 2. The use of food and/or beverages as incentives and rewards for students should be used sparingly, and approved by the principal/designee.
 - 3. Food and beverage items used as part of an instructional lesson or unit, which do not meet the USDA's "Smart Snacks" standards must be curriculum-based, used sparingly, and approved by the principal/designee.
 - 4. Soft drinks will not be sold to students during the school day.

Appendix C



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.

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 _____

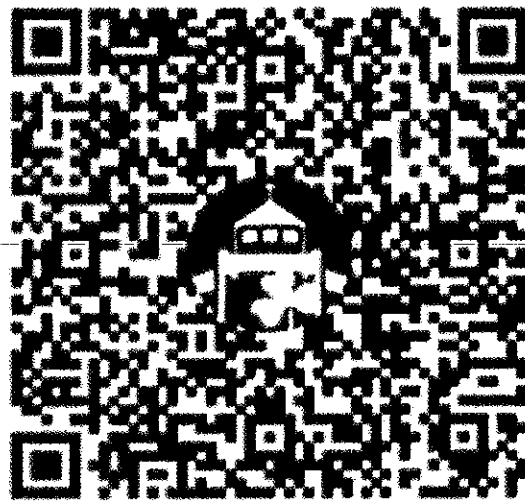
Child's name _____

☐ I give permission for my child to receive counseling services during the 2025-2026 school year.

☐ I do not give permission for my child to receive counseling services during the 2025-2026 school year

Parent/guardian's name _____ Date _____

St. Malachy Catholic Church and School



**Scan to enter your
service hours.**