



ST. MALACHY SCHOOL
Parent and Student Handbook
2024-2025

St. Malachy 24-25 Parent and Student Handbook

St. Malachy School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Archdiocese of Chicago's Office of Catholic Schools. Additional local policies may be developed but cannot be contrary to those policies set forth by the Archdiocese of Chicago. Anyone who has questions or concerns regarding St. Malachy school policy should contact the school principal, Mrs. Susan Jolie suejolie@stmalachychicago.com

1. VISION STATEMENT

St. Malachy School strives to be a family-based educational community of faith where all students are expected to understand the need to work hard and do their very best so as to fulfill their potential and become good citizens and leaders of tomorrow.

2. MISSION STATEMENT

We, the faith community of St. Malachy Catholic School, create a collaboration of love between family and school in which each person is challenged academically, respected socially and enriched spiritually.

As the faith community of St. Malachy School, we will:

- Proclaim our belief in the values and teachings of Jesus Christ and the Catholic Faith, while respecting that our students come from diverse traditions;
- Seek to instill in our students the same faith we profess as adults;
- Witness against violence, believing that it is through commitment to the Gospel that we rise above injustice and share in God's life;
- Encourage both the sharing and conserving of our resources;
- Believe we are all brothers and sisters who recognize and foster the uniqueness of all children and who work together for their academic excellence and religious development;
- Promote an atmosphere in our school of mutual respect, personal responsibility and caring service to others, and an unending thirst for justice and peace;
- Recognize and respect the role of parent/guardian as the primary educator.

3. PHILOSOPHY AND GOALS

Because we believe that the attitudes of our mission statement can best be nurtured where high quality education and excellence in learning are stressed, St. Malachy Catholic School will:

- Foster each individual's positive self-image;
- Commission each student to witness to the values and teachings of Jesus Christ at home, at school, and in their community;
- Provide preparation for reception of the sacraments of Reconciliation, Eucharist and Confirmation for Catholic students, and Baptism, Reconciliation, Eucharist and Confirmation for those seeking to become Catholics;
- Help the students master the basic skills of communication and mathematics;
- Assist the students to know their own power to search for truth, to analyze, to reflect, and to create;
- To deepen the students appreciation and knowledge of the richness of the many cultures of the country and the world;
- Expand the students' awareness of themselves as part of a racially, socially, and economically diverse society;
- Seek, whenever possible, to give our students experience in racially integrated settings;

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- Affirm the contributions of minority groups;
- To equip the students with the social and academic skills needed to become successful adults able to make a positive contribution to our society;
- Develop skills to cope with and give shape to a future of spiraling change;
- Test and evaluate the academic progress and self-development of the students according to the specific objectives stated in each curriculum area;
- Encourage parents to continue to promote the growth and development of the children by keeping the lines of communication open between the home and school.
- Challenge the students in our school to live lives rooted in Christ!

Catholic Education

"Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community." (To Teach As Jesus Did: A Pastoral Message on Catholic Education, National Conference of Catholic Bishops, November 1973 {1,13}).

"Since Judeo-Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in the light of Christian value." (To Teach As Jesus Did {1,7})

At St. Malachy, we seek to accomplish these dual purposes with traditional prayer and through the integration of the Gospel message of peace and justice throughout the entire curriculum. When blended with our general educational philosophy this can lead students to a sense of inner peace which can then abundantly reflect outward to benefit society. Through our daily prayer experiences, St. Malachy brings these Gospel values to the school's community of students, parents, teachers and staff.

Democratic Principles

Ideally, the American democratic system should enable and require each of its citizens to participate in the process of responsible self-government. St. Malachy seeks to help its students become empowered citizens by giving them the tools to effect change, and the moral and religious grounding to effect these changes wisely.

Policy On Non - Violent Conflict Resolution

As a school community, we have a deep commitment to non-violent conflict resolution. regardless of what happens on the street. Parents, teachers and administration will work together to maintain a violence-free zone within our school. Parents are expected to work with the school in teaching their children to settle conflicts by negotiation instead of violence. Parents instructing their children to "fight back" in disregard of this school policy may cause the dismissal of their child from St. Malachy School. Parents are expected to tell their children not to fight in school and never to use threats, intimidation or other forms of violence; but instead, seek help from an adult or a peer mediator. Parents are asked to discuss the policy on bullying behavior to assure that their child will abide by this policy, as well.

Archdiocesan Policy #130.1 Non-Discrimination in Schools

Schools operating under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, 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 in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Questions and/or concerns regarding discrimination should be directed to the principal first when appropriate. Further inquiries or concerns can be made to the Regional Director of the Archdiocese of Chicago Office of Catholic Schools.

3. NO FIREARMS POLICY

Guns in schools are an unnecessary and significant threat to the safety of children. Schools should be a safe haven from the violence that touches so many Americans. St Malachy is a no firearms school. Large signs are posted at all three doors indicating NO FIREARMS are allowed in our building. Law enforcement will be contacted if this policy is violated.

4. ATTENDANCE POLICY

Arrival and Dismissal

Illinois State Law requires that children ages 6 through 16 attend school DAILY. The responsibility for compliance with the law belongs to the parent(s)/guardian(s) of the child. St. Malachy School is required to keep an accurate record of each student's daily attendance.

Students may begin to arrive for school at 6:30 a.m. The only entrance to be used is the Washington Blvd. door which will be monitored. Students are to report to the cafeteria. Breakfast will be served at 7:25 a.m.

After 7:45 all students will report to the auditorium. Breakfast will continue for students arriving before 7:55. Breakfast ends at 7:55. It is expected that students take care of restroom needs before they go to their classrooms.

Dismissal is at 3:15 p.m. from the Washington Blvd. Door for students in Grades K-8. Preschool parents/guardians may pick up their children from the PK1 classroom. Students will be escorted to the doors by their teachers. Those students enrolled in the after-school program or participating in after-school activities will be escorted to their assigned rooms where they will be met by the after-school staff.

St. Malachy School cannot assume responsibility for supervision after 3:30 p.m. Students who remain in the building after 3:30 p.m. will be placed in the after school program and their family will be charged the after school rate for childcare.

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Absence

Students are expected to be in school every day unless they are seriously ill. Parents are asked to call the school office to report an absence or tardiness. When the student returns to school, we recommend that a parent or doctor's note explaining the absence. A reward day for dress down will be awarded monthly for students who are absent 2 days or less. Excessive absenteeism is defined by the Archdiocese of Chicago Catholic Schools Attendance Policy as "...absences that total 10% or more of the school attendance days in the current school year including both excused and unexcused." Students who miss more than 6 days in a trimester will be put on an Attendance Action Plan to help support improved attendance.

Tardiness

We expect students to be on time every day. Children are to arrive between 6:30 -7:55 a.m. Children must be in the classroom/auditorium by 8:00 a.m. or they will need to go to the office for a tardy pass. Violators can expect to be personally contacted and improvement must happen. Excessive tardiness is taken seriously as an impediment to individual and whole group learning. A reward day for dress down will be awarded monthly for students who are tardy 2 or less days.

Early Pick Up

When it is necessary for a child to leave school early, the school office must receive a written note or a phone call. Frequent use of early dismissals will result in a conference with an administrator. Students must be signed out by an adult in the front office before 3:00 p.m. There is no early pick up between 3:00 and 3:15 p.m.

5. ADMISSION POLICIES

Age Requirements

All students entering Kindergarten must be 5 years old by September 1, and all students entering first grade must be 6 years old by September 1 as required by state law. Students entering preschool must be 3 years old by September 1.

Academic Requirements

Students should be able to perform at or near grade level. All new students may be assessed prior to admission. In some cases, students with significant academic/social needs may not be offered admission. Students in need of extra support will be assigned to Title I academic coaching. Parents will be asked to sign permission for extra support through Title I tutoring in our R.A.M.S program.

Health Record Requirements

Students are required to submit all required health records and immunization forms prior to the first day of school. Failure to provide update records will result in exclusion from classes if necessary.

Special Education Plans

If a student has or is in the process of being evaluated for an Individualized Education Plan (IEP), this information must be disclosed during the admissions process. A copy of the IEP must be brought in and reviewed by St. Malachy staff before an admissions decision can be finalized.

Classroom Waitlists

Once a class list exceeds twenty five students, additional enrollees may be placed on a waitlist. Once a waitlist has been created, returning families will be notified and will be required to complete their registration in order to maintain their seat in that class. Students may be admitted off the waitlist on a case-by-case basis.

In general, new 8th grade students are not accepted unless there are unique, extenuating circumstances. We will consider 8th grade students on a case by case basis.

6. FINANCIAL INFORMATION

Financial Overview

The actual cost to educate a child at St. Malachy School is over \$7,000 per year! It is important that parents and guardians realize the tremendous amount of work that is done on the part of the school administration to subsidize this actual cost to make tuition affordable through financial aid to the parents.

Such efforts must be matched with parental cooperation in the following areas:

- Registering with FACTS, our online tuition payment system. Here account balances can be checked and online payments can be made.
- Applying for financial aid through FACTS if the family is unable to pay full tuition.
- Keep financial obligations current. Students will be excluded from class for non payment of tuition on the first Tuesday of the month.
- Participating actively in all fundraising events. Lack of cooperation in these areas may result in the temporary exclusion from class or permanent dismissal of the child from St. Malachy School.

Tuition and Fees

Tuition, fees and directives are listed on the registration packet and information is available in the school office. Parents must pay the registration fee for your family when registration takes place. Tuition payments are expected each month from September to June – paid in the school office or online through FACTS (this may be set up as a direct withdrawal or as a monthly bill). Parents are to take this responsibility seriously. Parents are expected to have payments up-to-date by the end of each month or your child will be excluded from school until the monthly payment is made. The dates for exclusion are marked on the school calendar.

Fundraising is another important responsibility of our parents. You are asked to participate in the fund raising efforts. It is a requirement so that we can keep our tuition affordable for all families. We need your serious assistance on any fundraising projects that we offer.

FACTS Information The Archdiocese requires that we use FACTS, an online tuition payment system, starting in the fall of 2017. All families must:

- 1) Register online for a FACTS account. Find a link at the school website, www.stmalachychicago.com.

2) Set up a payment plan. Tuition will be divided between 10 months and you will be billed on 15th of each month. Families can choose to have your payment directly withdrawn from their bank account on that date or to be sent a bill. If sent a bill, families can pay online or over the phone through FACTS, or in person in the main office.

3) Applications for financial assistance must be completed online through FACTS. You will be asked to upload documents verifying your income, such as tax documents and W-2s. A \$25 fee is required. We will make every effort to meet every family's financial need.

7. PARENT/GUARDIAN COMMUNICATION

Communication between school and home is necessary for students' academic success. We will contact families through the following channels:

- Email communication will be used throughout the year. Please keep your email address current with the office to receive notice about special events and communications from the teacher. Teachers are expected to respond to parent emails (and voicemails) within 24 hours of receiving them.
- The weekly email newsletter, "Post Game Report" will keep you updated on all important information as well as reminders.
- All parents are required to have a Class Dojo account. Teachers will use Dojo to communicate with parents about academics, special events, and student behavior. Parents are able to message teachers through this app.
- If you would like to have an individual conference with the Principal, Administrative team, a teacher or any staff member, please contact us by email (found on our website) or call the main school office at 312-733-2252 to request an appointment time.
- The St. Malachy Website can be utilized for information about St. Malachy School, the school calendar, events each month, opportunities for volunteering, special programs, etc. You can access it by going to www.stmalachychicago.com.
- Teachers will have a packet of information regarding their classes, routine and curriculum for the parents at the August Back to School Picnic. PARENTS ARE ENCOURAGED TO ATTEND!
- Phone calls will be made to parents by teachers and office staff if deemed necessary.
- Trimester Progress Reports and Report Cards (see calendar for dates) will inform you of academic and conduct progress. Parents are required to attend the parent teacher conferences at the time of progress reports.
- Attendance at monthly Parent Involvement Committee Meetings is encouraged.

Parent Involvement Committee

All parents are invited to come to the Parent Involvement Committee Meetings. The Parent Involvement Committee was established in September 2008. Their mission statement is as follows:

The Mission of the Parent Involvement Committee of St. Malachy Elementary Catholic School is:

- To support the staff, teachers and administrators in creating a warm, caring environment that promotes and stimulates our children academically, spiritually, emotionally and socially.
- To create a collaboration of love within the St. Malachy family (students, parent/guardians and staff).

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- To encourage parent involvement, both physically and rigorously, in the support of our children's education, develop family pride and foster family unity through a variety of events.

To be a member of the Parent Committee, parents make a commitment to monthly attendance. See yearly parent calendar for a schedule of these meetings. Meetings are held on designated Mondays each month from 5:00 - 6:00 p.m. Childcare is available during meeting time. All are welcome to join and participate.

Written Communication

Parents are asked to check book bags on a regular basis, to be sure to get any communications from the school. We ask that any documents requiring your signature are signed and returned in a timely fashion. Students will have a homework folder in which these documents are brought home.

Parent-Teacher Conferences

We see this as an incredibly valuable opportunity to partner with the parent in helping the student to succeed! The conferences will be held at the halfway point of each trimester, three times per year. At the conference, parents will receive the progress report and will meet with the teacher to discuss ways that the student can improve and/or stay on track. Please check the school calendar and plan to attend these meetings. Individual meetings may be requested by **SENDING A NOTE TO THE TEACHER** and requesting a 7:15 a.m. or after-school meeting on a day convenient for you. The teacher will let you know if the requested day and time is okay.

Back to School Picnic

At the beginning of the school year, there will be a back to school picnic (see calendar). This provides an opportunity for the parents and teachers to meet and discuss the curriculum for your child and a chance for you to view the teaching methods used at St. Malachy School. This is a recommended meeting for all parents and guardians. Later in the school year (the Wednesday during Catholic Schools Week), the school hosts an open house while classes are in session. This gives current parents and prospective parents an opportunity to observe all classes. We strongly encourage your attendance.

Parent Volunteers

St. Malachy School cannot operate without the assistance of parent volunteers! If you are interested in volunteering to assist in any of the above ways, please contact the school office. There is a screening process we follow for volunteers. The paperwork is mandatory and is available in the main school office. This includes being a chaperone on field trips.

Parent/Guardian Code of Conduct

St. Malachy is a partnership between school and family. As such, communication between all parties should be respectful in tone. St. Malachy staff and administration will do our best to always be respectful and appropriate in our communication with parents and families. Parents, in turn, are expected to abide by the following guidelines when communicating with St. Malachy staff, students, administration, and fellow parents:

- Follow non-violent principles-unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school,

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disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

- Use appropriate language (no cursing)
- Use appropriate tone of voice (no yelling or arguing)
- Speaking to adults about issues or concerns (not directly to students)
- Understand that we cannot discuss other students due to privacy laws and policies
- Remaining in the office when waiting to meet with a teacher or administrator (do not go directly to classrooms or to other parts of the building)
- Timely response to communication (respond back to phone calls or emails within 24-48 hours)

When a parent/guardian engages in any of the behaviors outlined above in the judgment of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

1. Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
2. Inform parents that meetings with staff members must be approved through the principal's office and held at a time that an administrator can be present.
3. Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic School.

Failure to follow this code of conduct may result in a student being withheld from classes or suspended. **Per Archdiocesan policy, a student may be expelled or removed from school due to the conduct of a parent or guardian.**

8. RELIGIOUS EDUCATION PROGRAM

All students are required to participate in all aspects of the religious education program including all prayer and worship services. Regular School Masses are scheduled throughout the year at 8:10 a.m. (see school calendar). These services are a wonderful chance for the entire school community to come together to celebrate in prayer. Parents, family and friends are most welcome and encouraged to be part of this important time. The Mass lasts about 45 minutes and is held in St. Malachy Church. Our children's Gospel choir sings at every service and students participate in reading scripture and prayers. Family Mass is scheduled every month throughout the school year (see school calendar). Our Gospel Choir sings and there are student readers of the scripture. Parents, family and friends are encouraged to attend.

Parents who have no church affiliation and would like their children (and perhaps themselves) to become members of St. Malachy Church, be sure to contact Mrs. Jolie or Ms. Miller for further information.

9. THE ACADEMIC PROGRAM

The Core Academic Curriculum

The structure of the program is self-contained in grades PK-4 departmental in grades 5-8. The overall program includes:

- Reading
- Language Arts (vocabulary, grammar)
- Writing (in every curriculum area)
- Math
- Spelling (K-4th grade)
- Religion
- Social Studies
- Science
- Spanish
- Physical Education and Health
- Social Emotional Learning- Wellness
- Art
- Music

Additional Programs

- **Title I Reading and Math Program:** We call our program R.A.M.S. This federally funded program provides small group instruction and individual tutoring for students in grades K – 8 who need additional instruction and reinforcement of reading and math skills. The program also provides academic counseling in small groups. This program requires a signed parental consent in order for students to be eligible to receive services.
- **Student Support Services:** St. Malachy partners with Chicago Public Schools and private organizations to offer support to students with identified learning needs. Though St. Malachy is not legally obligated to honor the requirements of an Individualized Education Program, we will work with students with and without IEPs to creatively use our supports to meet learning needs. These supports include special education services and speech and language interventions.
- **Individual Education Plans:** If a parent or teacher believes that a student may have a learning disability, St. Malachy will partner with the parent and Chicago Public Schools to pursue the creation of an IEP. Parents must give consent for this process to be initiated.
- **School Celebrations:** Part of your child's educational program will be active participation in the school's Olympics Day, Christmas Programs, Catholic School's Week, African American Heritage Program and Read to Win. In addition, parents are invited to participate with their children at our Family Nights in the fall, winter, and spring. Please see the school calendar and "Post Game Report" for more information. Information is always available on our website.
- **Counseling:** The school has the services of guidance counselors funded through Francenter and United Stand. Students are referred by parents, teachers, or administrators. Consent is required for participation in the counseling program.
- **Individual Tutoring and Mentoring:** Students have an opportunity to receive individual tutoring in reading, writing and math from volunteers from Holy Cross Parish. After-school tutoring is also available through Title I. The Fourth Presbyterian Church in their Chicago Lights Program

provides one-to-one tutoring, one evening per week at their location. Families must register for this program in the fall. (Call their office to register: 312-787-2729 or request a registration from our office.) Students who attend this tutoring program are eligible for special high school scholarships.

- **High School Bridge Program:** We are committed to helping each of our students matriculate into an exceptional high school. Seventh and eighth grade students will receive weekly classes and one-on-one support in applying for high school, applying for scholarships, interviewing, standardized testing, and skills for success. This is a partnership with staff from Chicago Jesuit Academy.
- **Mentoring Program:** We are in partnership with Mercy Boys and Girls Home to provide weekly mentoring for 5th - 8th grade students. The students who are interested are interviewed and selected based on their willingness to cooperate and invest in the program.

Additional Advantages

Extended Care Program: Operating from 6:30 a.m. until 5:30 p.m., this program provides opportunities for schoolwork and play, arts, crafts, music, cooking, dance, sports, and more. Students in these programs must follow all regular school directives. Parents interested in these programs must sign-up in the office. Monthly bills will be sent home through FACTS. Late fees (\$10 for 10 minutes) for late pick-up will be added to individual FACTS accounts.

Extra-Curricular/Co-Curricular Activities Program: We are fortunate to have many activities available for our children after school. More information will be sent home before each club or activity begins. Students involved in disciplinary situations or with academic deficiencies may not be permitted to remain in co-curricular and extra-curricular activities. Some of the activities include: Boys' Basketball, Girls' Basketball, Bitty Basketball, Lacrosse, Volleyball, Gospel Choir, Dance, Cooking Club, and more.

Breakfast Program: We are part of a national program that guarantees a breakfast for every child. Breakfast is served every day at 7:25 a.m. in the lunchroom. This is generally a hot breakfast. Students may arrive at 7:25 for breakfast and must enter through the Washington Blvd. door. At 7:45 students go to their classrooms/auditorium. If a student arrives after 7:45 he/she will have a chance to eat breakfast but will need to be in class by 7:55. A breakfast menu is sent home every month and is posted by the lunchroom.

Lunch Program: Hot lunches are served in the lunchroom daily. The lunch follows government standards in terms of nutritional value and calorie count. There is generally a hot component and a vegetable or salad option every day. There is always fruit and milk offered. A lunch menu is sent home every month and is posted by the lunchroom. We ask that students eat the lunches provided. If your child has special diet needs or allergies, please contact one of the principals for permission to bring lunch to school. If a child is bringing a lunch, it must be compatible with the lunches we are serving and must be stored in the lunch bags located at the front door. Therefore, a sandwich with a piece of fruit and juice is allowed and chips can only be a single serving.

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Elementary Scholarships: Scholarships are offered to students who qualify. An application for financial aid must be made through FACTS in order to be considered for one of the scholarships. Only one scholarship per child can be awarded.

High School Scholarships: LINK Unlimited, HighSight, Holy Trinity PEAK, Holy Family, Chicago Lights, Daniel Murphy and Big Shoulders Fund Scholarships are available to eighth graders who qualify and plan to attend a Catholic high school. Scholarship opportunities will be shared at the 8th grade parent meeting as well as over email. Our High School Bridge Coordinator and Ms. Noonan will assist the students with applications for scholarships, but parents must be diligent about meeting application deadlines.

Field Trips: Trips are part of the St. Malachy curriculum and will be based on a specific curriculum area. Only students with acceptable behavior are allowed to attend. Parents will be notified in writing of an upcoming trip. They will need to sign a permission slip and return it to the classroom teacher. Students will not be allowed to leave school grounds without a signed permission slip.

Closed Campus: St. Malachy students are not allowed to leave the school grounds from the time they arrive in the morning until dismissal, except for field trips.

Family Mass Sundays: This is an important event! It is a time for the St. Malachy family to pray and celebrate together. These are listed on the school calendar and are often connected with an important school event, as well. Our Gospel Choir sings at all Family Masses. Students in every grade will be responsible for specified Masses to read scripture and prayers. All St. Malachy families are strongly encouraged to attend family masses, especially during the month that their child's class is helping to lead the celebration. Students attending Family Mass will receive a dress down coupon.

Homework Policy

The purpose of homework is to:

- give students opportunities to practice and reinforce skills
- prepare students for a new topic
- enhance classroom learning.

Parents are asked to set up a consistent schedule in an organized place for homework to be done. The time allotted for homework will differ depending on the grade level. **Regardless of grade level, each student should spend 30 minutes per night reading to himself or herself or to a parent/guardian.** Encourage, motivate and prompt your child, but do not sit with the child and do the homework with or for him/her. If your child is consistently not able to do his/her homework without your help or to finish his or her homework in a reasonable time, please contact the teacher.

Care of Books, Chromebooks and Supplies

All books and chromebooks are the property of St. Malachy School and are on loan to the students. Students are assigned materials at the beginning of the school year and are responsible for the care of these throughout the year. No writing or marks are permitted in any book. Any book that is defaced, lost or damaged must be paid for by the student. Parents will be notified if damage occurs.

Classroom Materials/Supplies

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Basic school supplies are provided for your child. Teachers will inform you of any additional materials or costs. Parents are expected to replenish these supplies as needed. Parents are also asked to donate Kleenex and paper towels throughout the year.

Grading Scale

Grades will be given for classwork, homework, assessment, and participation using the scale below.

The following classes are graded with this grading scale:
 Language Arts, Reading, Spelling, Math, Science, Social Studies, Religion,
 Spanish (grades 4-8), and P.E. (grades 5-8)

Grade	Description	Grade Points	Cutoff %	Gradebook Value	Counts in GPA	Earns in GPA
A+	Outstanding	4.33	95	95	Yes	Yes
A	Outstanding	4.00	93	93	Yes	Yes
A-	Outstanding	3.67	90	90	Yes	Yes
B+	Excellent	3.33	88	88	Yes	Yes
B	Excellent	3.00	85	85	Yes	Yes
B-	Excellent	2.67	82	82	Yes	Yes
C+	Good	2.33	80	80	Yes	Yes
C	Good	2.00	77	77	Yes	Yes
C-	Good	1.67	74	74	Yes	Yes
D+	Poor	1.33	72	72	Yes	Yes
D	Poor	1.00	69	69	Yes	Yes
D-	Poor	0.67	66	66	Yes	Yes
F	Very Poor	0.00	0	50	Yes	No
I	Incomplete	0.00	0	0	No	No
NG	Not Graded	0.00	0	0	No	No

The following classes are graded with this grading scale:
 Spanish (grades 1-3), P.E. (grades 1-4), and Title I

Grade	Description	Grade Points	Cutoff %	Gradebook Value	Counts in GPA	Earns in GPA
S	Satisfactory	4	85	85	No	No
I	Improving	3	77	77	No	No
	Needs					
N	Improvement	2	69	69	No	No
U	Unsatisfactory	1	0	50	No	No

Promotion

Students are promoted if they have received passing grades and achieved proficiency in the courses of study. Promotion is based on grades (classwork, homework, and assessments) and IReady scores. In some cases, it may be dependent on a successful summer school experience.

Graduation

At St. Malachy, a student earns graduation. It is a sign that a student has worked his/her hardest to achieve and was successful. A mandatory meeting early in the year will explain the academic and behavioral requirements for graduation from 8th grade and eligibility to participate in graduation activities.

10. NON-ACADEMIC AFFAIRS

Cell Phones /Apple Watches/Earbuds /Electronics

All electronic devices are not allowed in the school or on school grounds. This includes the school day and extended care program. All electronics, especially cell phones are turned in at the front door upon arrival or to the classroom teacher if late. Electronics are kept secure throughout the day and returned to students when they are exiting the building. If an electronic device is confiscated, a parent needs to pick up the device from the principal's office. In the case of excessive violations, an administrator will contact the parent or guardian to set up a plan. A Cell Phone contract will be sent home for parent and student to review and sign.

Food In Building

Students are not allowed to bring candy, gum, sunflower seeds, snacks, etc. into the school building. These items will be confiscated and not returned. Students will be given a uniform violation for chewing gum or eating during class. Two uniform violations per month will result in loss of dress down privileges.

Contraband

Contraband is considered any item that does not contribute positively and directly to the learning environment in the classroom. The following items are considered to be contraband and are never to be used in school unless they are part of a school project. Contraband items include but are not limited to:

1. Any electronic devices
2. All drugs. Prescription drugs must be brought to the office with a doctor's note to be administered by the secretary.
3. Any type of weapon, real or play
4. Any kind of toy or game that is not related to the learning process
5. Rubber bands or other craft items that are not required for a project
6. Permanent markers

Teachers will confiscate the items above and the parent will be contacted. In serious cases, further disciplinary action will be taken.

Illegal Substances

Substance refers to illegal drugs, drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, and prescription or over-the-counter drugs when used improperly. Substance abuse is the use of any of these substances for reasons other than treating a medical condition as prescribed by a licensed professional.

Illegal Violations: Students are strictly prohibited from possessing, using, delivering, transferring, or selling tobacco, vaping products, alcohol, drug paraphernalia, illegal substances, or any items that resemble or are represented as such on school property, in school buildings, on school buses, or at school-sponsored events.

School Procedures for Handling Serious Violations

1. Notify the parent/guardian and suspend the student during the school investigation.
2. Notify local law enforcement authorities immediately as directed by law.
3. Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
4. Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).
5. Notify the school's Regional Director of the incident; fax a copy or send a PDF of the completed Accident/Incident Report within 24 hours to the Regional Director.
6. If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
7. Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
8. Appropriate confidentiality shall be maintained.

Birthday Parties

Permission must be requested from the classroom teacher in advance of the date. Birthday parties are held at lunchtime and must be kept simple. We highly encourage fruit or other healthy treats. Balloons or other special item deliveries are not permitted.

Visitor Policy

All visitors to the school must report to and sign-in in the school office where they will receive a visitor pass. Visitors must wear their pass while they are in the school. Office staff will direct visitors to their destination and will notify the teacher of the visitor's arrival. You are welcome to visit at any time, but if you want to meet with a teacher or staff member you must make an appointment in advance. Please be sure to return your visitor pass to the office when you are leaving and sign out in the office.

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Smoke-Free Environment

St. Malachy School is a smoke-free environment. E-cigarettes and vape pens are also prohibited under this policy.

Buckley Amendment

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

Reporting Child Abuse

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse or neglect. Our staff takes this responsibility very seriously and will report suspected child abuse or neglect.

Search and Seizure

The staff at St. Malachy reserves the right to inspect all personal possessions, book bags, desks, coat rooms, etc. This is for the protection of all our students and staff.

Health Program

The school office will assist you in keeping your child's medical records up-to-date. In accordance with State Law, all students entering school at any level must have a physical on file. All Preschool, Kindergarten, and Sixth Grade must have complete physical examinations. Lead screening is required for all students up to age 6. Students in Kindergarten, Second and Sixth Grades are required to have a dental examination. Vision and Hearing screening is required Pk-3 & 8th grade. All students must have required immunization on file in the school office.

St. Malachy sponsors visits by the Health Department Care Van, which gives our students a chance to up-date their immunizations completely free of charge. Parents are asked to promptly sign permission slips when notified that their child needs an immunization. Any student who is entering school for the first time needs a chicken pox (Varicella) immunization, which cannot be obtained at the Care Van visits. The school office can assist you in obtaining information on free clinics where this shot is given. Visit a Chicago Department of Public Health Walk-in Location that offers free childhood immunization throughout the year at 1643 W. Cermack. The phone number is 312-747-1650.

Medication

If a child is to take any medication, even aspirin, a note must be sent to the school office. Medication will be administered in the school office. Students may not carry medication around with them in school unless under the circumstances described below. The school does allow the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents. This includes completing the Medical Authorization Form for any students taking prescription medication during school hours. The school allows the administration of medical cannabis under the policies approved by the Archdiocese of Chicago.

Medical Treatment Authorization and Consent

Parents are asked to complete a medical treatment authorization and consent in the case of an emergency medical situation if parent/guardian is not available. This form provides legal authorization for necessary medical treatment, prescribed medication and over-the-counter medication.

Emergency Closing

Tune in to TV Channel 9 or WBBM 780 AM on the radio for emergency closing information. In the case of severe weather, St. Malachy School will only close if the Chicago Public Schools are closed.

11. DRESS CODE

The school uniform is a sign to the public that we belong to a special place. Students will arrive and leave school IN UNIFORM. They are not permitted to change clothes in school except into their St. Malachy gym uniform. It is expected that the school uniform is neat and clean at all times.

Uniform Policies

The following are the expected guidelines for the school uniform. Students who consistently comply with the uniform requirements will be awarded with a Dress Down Day each month. Chewing gum or eating during class is considered a uniform violation and violators will lose their dress down privilege. Parents will be contacted if a student is consistently out of uniform and will be given a timeline to be in compliance.

Uniform Requirements

- White blouses or shirts with a collar (no sheer blouses)
- Maroon Malachy logo polo shirt
- Maroon and gray plaid jumper (suggested K-4th), maroon and gray plaid skirts (suggested 5th-8th), or gray slacks.
- Maroon, white, black, or gray socks - knee high, ankle or tights (if wearing skirt)
- Maroon sweaters or St. Malachy sweatshirts are optional
- Gray walking shorts are allowed during warm weather months
- Black school shoes or gym shoes
- Gym clothes must be worn on designated days under student's uniform. Sweatpants and sweatshirts are acceptable on gym days only.
- Boots, including Timberlands, are not considered school shoes. If students wear boots during cold weather months, they should bring a pair of school or gym shoes to change into for the day.
- Plain belt (when wearing slacks or shorts) if needed.
- Fingernails must not be distracting to the learning environment.
- Makeup and heavy perfume/cologne/body spray are prohibited.
- Jewelry must be small to eliminate distractions during class.
- No additional accessories are allowed. Small purses must be kept in school issued clear backpack throughout the day.

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Hair Regulations

- Headbands, bows and other appropriate headwear must not be a source of distraction.
- Parents will be notified if hair styling is a distraction to the learning environment.

Special Dress Days

There will be reasons for students to dress out of uniform. These days will be announced in the calendar, weekly newsletter, or by special note.

Students are to come appropriately dressed. These are some of the guidelines students may use to know what is acceptable. If there is a question about the appropriateness of the outfit, in other words if the student is not sure if the outfit is appropriate, **DO NOT WEAR IT**. We ask that students come to school neatly and comfortably dressed for their school day.

- Skirts, dresses, and shorts must be of reasonable length (preferably to the knee).
- Tops can be short-sleeved or sleeveless but not with thin straps. They cannot have low neck lines or be a halter or cropped tops. Tops must be tucked in or worn over the waist.
- T- Shirts with negative and/or illegal words, messages, or images are not appropriate for school and are not allowed.

12. TECHNOLOGY RESOURCES AND ACCEPTABLE USE POLICIES

St. Malachy School provides technology resources to its students and staff for educational and administrative purposes. Technology resources include but are not limited to the internet, computers, tablets, email, and fax. Use of these technology resources is a privilege that must be upheld responsibly. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Malachy School believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Malachy School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with Archdiocesan policy.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. The school may require the student to share content in the course of such an investigation.

Use of School Technology Resources

Improper use of the St. Malachy School Technology Resources is prohibited. Uses of the St. Malachy School Technology Resources that are prohibited include, but are not limited to:

- Violating students' rights to privacy/confidentiality.
- Attempting any unauthorized access to any computer system.
- Downloading unacceptable materials.
- Re-posting personal communication without the author's prior consent.
- Violating copyright laws.
- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes.
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
- Changing or attempting to alter any configuration, program, password on any computer or system.
- Using a school computer without knowledge/approval of school personnel responsible for the computer.
- Using inappropriate language, pictures, gestures in any form on the Internet or email. Please note that inappropriate uses of the internet or email may occur at home or school. This includes conversations or comments on any of the social networking sites, i.e. Facebook, Twitter, Instagram etc. that may defame or jeopardize the reputation of any students or staff members of St. Malachy School.
- Online bullying or cyber-bullying, including mean, threatening, or aggressive language towards another student, staff member,s or St. Malachy community member.
- The owner of any online account is responsible for the material sent from that account. Students and parents should take steps to ensure that access to personal online accounts is limited and that accounts are not being accessed by others.
- Using the Internet or email for entertainment or a limited self-discovery function.
- Using the Internet or email for unauthorized purchases.
- Accessing personal social networking sites, i.e. Facebook, Twitter, Instagram, etc. is absolutely forbidden at school.

Parents will be notified and disciplinary action may be taken for online incidents that occur both during, after, or outside of school provided that there is proof of the violation of school policy. If you see an incidence of school online policies being violated, please take a screenshot or maintain a record in another appropriate format.

General Information

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system. The school provides Internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

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School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- ✓ Teach proper techniques and standards for Internet participation.
- ✓ Guide student access to appropriate areas of the Internet.
- ✓ Assure that students understand that misuses of the Internet could result in loss of access privileges.
- ✓ Utilize the technology resources of St. Malachy School for educational purposes.
- ✓ Monitor related concerns...privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's internet resource sources.

The student and parent/guardian must sign a technology use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system.

Parent/Guardian Consent

Prior to the use of St. Malachy School technology resources, the parent or guardian of the student must provide written authorization. Please see the consent form attached at the end of this document

Student Acknowledgement

All students who use the St. Malachy School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

13. STUDENT BEHAVIOR

Our school rules are:

1. Be safe
2. Be kind
3. Work hard
4. Be a team player

We seek to help every student develop as a learner and as a child of God as a beloved member of the community. Therefore, all policies and procedures are designed to align with these rules. We use restorative practices to repair harm and build relationships when rules are violated. This strengthens the individual and the community and allows all to grow in the image of God. Restorative justice contrasts with traditional, punitive models of discipline. As a school community, we commit to using restorative practices both before and after a behavioral incident occurs.

To prevent behavioral incidents from occurring, we will:

- Use our theme “Team Malachy” to help students develop the skills to be a productive team player who contributes to the team.
- Hold a daily class meeting and/or talking circle in each classroom to give students the opportunity to build community and solve problems.
- Teach students to regulate their own behavior using a “calm corner” or other cool down area.
- Recognize and reward both individuals and classes who demonstrate strong character.
- Build relationships with the students and parents of St. Malachy.
- Deliver rigorous lessons that engage students in their learning.

Teachers will follow all policies for major and minor behavior incidents outlined in our School Wide Discipline Plan. We emphasize that the teacher is the best person to help a student resolve an incident. It is therefore expected that the teacher participateS in the restorative process. The administration will provide guidance and assistance.

BULLYING

As Catholics, we believe in the dignity and respect of each individual created in the image of God.

Bullying is contrary to Gospel values and has no place in the Catholic school community. At St. Malachy, we want to ensure students can learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically
- Occurring on campus or off campus during school or non-school time
- Directed toward another student or students that has or can place the student or students in an unreasonable fear of harm
- Cause a substantially detrimental effect on the student or student’s physical or mental health
- Interfere substantially with the student’s academic performance

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- Interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. Cyber bullying includes repeated calling or messaging - especially to threaten someone, hacking into accounts, posting rude/unwanted messages or pictures on a person's social media page, or any activity that could likely damage or ruin someone's reputation.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual positioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at a school sponsored or school-sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment.

All allegations and threats of bullying/harassment are taken seriously, investigated and dealt with appropriately. Appropriate disciplinary consequences will be enforced if it is determined that a child is bullying:

1. He/she will be placed on an In-School suspension immediately and will be required to complete the day's assignments. In addition, any student participating on an athletic team who is bullying may be suspended from the team.
2. Per Archdiocesan policy, documentation of the incident and consequence given must be placed in the student's file.
3. Continued incidences of bullying can result in mandated counseling (both for the student and/or the family) or expulsion. The principal will notify the Assistant Superintendent of the bullying complaint and the action taken prior to expulsion.

Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

Disruptive and Unsafe Behaviors

We prioritize all of our students' learning. If a student is hurting the classroom community through extreme disruptive behavior or behaviors that can hurt him/herself or others, he or she will be temporarily removed from the classroom and brought to the office to calm down. When it is possible for the student to reenter the classroom without hurting others or disrupting the learning, he or she will be allowed to return to class. A restorative conversation with all parties involved (teachers, administration, other students, etc) will follow the incident. We will make every effort to keep the students in class. However, a suspension and/or expulsion will be discussed if the student is a physical or emotional danger to other members of the community.

Additional Major Incidents

The following behaviors are very serious and will result in a restorative agreement, suspension, or expulsion. We will follow our major incident procedures if any of the following occur:

- Behavior intended to hurt others
- Behavior that has the potential to seriously hurt others
- Bullying (cyber or in person)
- Major defiance toward adult
- Refusing to leave room when asked
- Failure to be in correct location/leaving school grounds
- Intentional destruction of school property
- Bringing a banned object to school
- All illegal behaviors

St. Malachy School

Open Doors and Open Arms

Parent Contract

Children's Names and Grades:

St. Malachy School is a partnership between parents, students, and the school. Since our school is an extension of the home, all of us- staff, parents, and students- must work harmoniously to help the children grow and mature. Therefore, the following are the agreements made between the home and the school that will assure the success of the program and the best for our children. Please note that this Parent Contract applies when our child/children listed above are enrolled at St. Malachy.

1. Religious
 - a. I agree that my child/children will participate in religion classes and prayers as part of the ordinary school day.
2. Educational
 - a. I agree to attend the Back to School Picnic in September and the parent-teacher conferences three times per year (at the time of progress reports).
 - b. I agree to attend parent informational meetings as scheduled throughout the year.
 - c. I agree to comply with all policies and procedures outlined in the school handbook (See handbook available at <https://www.stmalachychicago.com> or request a copy in the office), and I agree to work with my child/children to ensure their compliance.
 - d. I believe in non-violence and agree to support St. Malachy's policy on a non-violent and restorative resolution of conflict, even when it may challenge my own personal reaction.
 - e. I will keep myself informed of all policy and procedure changes and updates by reading the "Thursday Thriller" weekly.
3. Financial
 - a. I agree to set up a FACTS account and agree upon a tuition payment schedule with the school administration.
 - b. I agree to pay my tuition and fees per the agreement made on FACTS. I understand that my student(s) will be excluded from class if I have not paid.
 - c. If eligible for financial aid, I agree that my child, myself, or another family member will be responsible for participation in service opportunities as needed by the school.

In addition to the mandatory agreements above, I understand that I'm encouraged to attend family masses and other school-wide events and volunteer at the school as needed.

I have read and understood the contract and must also read and agree with all aspects of the school handbook. I understand that failure to live up to the agreement or any part of the school handbook will result in the suspension or exclusion of my child/children from St. Malachy School.

Signature: _____

Date: _____

St. Malachy School

Open Doors and Open Arms

Acceptable Use of Technology Policy

Children's Names and Grades:

I have read the School's technology resources guidelines and have discussed them with my child. I have read the agreements for my child to sign, and I agree to support the school policy and my child's compliance with the technology use agreement. In consideration of the privilege of my child using the school's electronic communications system, and with having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations.

****Please select ONLY one option below:**

_____ I **do** permit for my child/children to participate in the school's electronic communications system, including the Internet, and certify that the information contained on this form is correct.

_____ I do **not** permit my child to access the Internet at St. Malachy School.

I understand that access to the school's technology resources is not private. The school will monitor student activity on any of those resources, including but not limited to the computer system, email, and files. I understand that inappropriate use of the Internet or e-mail may occur at home or school. I understand it includes misuse of social networking sites. I also understand that any actions taken through the school network that violates the school disciplinary code will be handled in accordance with the code, and that appropriate legal authority may be contacted if there is any suspicion of illegal activity.

Signature:

X _____

Date: _____

St. Malachy School

Open Doors and Open Arms

Photo/Video/Academic Work Permission

Children's Names and Grades:

On occasion, St. Malachy School uses photos/videos and students' academic work in school/parish publications to share information about the school. School publications include but are not limited to: the website, social media, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins, and other public relations material. Please note this contract is applicable during the period that your child/children, listed above, is or are enrolled at St. Malachy.

In addition, local news organizations and organizations we partner with (e.g., Big Shoulders) may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

***Please only select one option and sign below:**

My child's photo/video and academic work may be published in any format, including group or individual photos.

My child's photo/video and academic work may **not** be published in any format, including group or individual photos.

Signature:

X _____

Date: _____

Cell Phone/Electronics Use Policy

Students are not allowed to use cell phones or any non-school issued electronics (earbuds, iphone, ipod, Apple watch, etc) anytime on campus. All policies apply to all non-school issued electronic devices and apply to all students, with or without, a cell phone contract on file.

- All cell phones need to be off or on silent mode and turned into teachers at Morning Motivation or when students get to class.
- If a cell phone or other device is seen by any staff member, it will be confiscated. Failure to turn over a device when asked is considered insubordination.

PARENTS: Please do not call or text your child while at school. If a parent/guardian needs to contact their student, they can call the main office.

- If your child is sick or injured please notify the teacher or office staff so we can provide support.
- If a student needs to use a phone, they can do so in the main office or in the principal's office.

CONSEQUENCES

These consequences apply to the incidents per student, NOT incidents per cell phone

1st incident: If a phone is taken by a teacher it will be given back at the end of the day with a review of the rules.

2nd incident: If a phone is taken a second time it will be taken to the office and can be picked up ONLY by a parent/guardian at the end of the day. If a cell phone contract is not on file, the parent will sign one when the phone is picked up from the office.

3rd and later incidents: If a phone is taken away a third time a parent/guardian will need to come pick up the device and meet with the principal.

ST. MALACHY PARENT-STUDENT CELL PHONE CONTRACT

Please sign and return to your child's teacher.

STUDENT

1. My cell phone will be off or on silent and turned into my teacher at Morning Motivation or when I get to class.
2. If my phone is seen by staff, it will be taken away. Refusal to turn over my cell phone will be considered disrespectful.
3. If I forget to pick up my phone at the end of the day, I will not be able to pick up my phone until the end of the next school day, which may be a Monday if the phone is forgotten on a Friday.
4. I will not have any access to my cell phone during school hours. If I need to communicate with anyone I will ask permission from school staff to use a school phone in the office.

Child's Name _____ Grade: _____

Teacher: _____

Signature: _____ Date: _____

PARENT

1. My child's cell phone will be off or on silent and turned into their teacher at Morning Motivation or when they get to class.
2. If my child forgets to pick up his/her phone at the end of the day, he/she may not be able to pick up the phone until the end of the next school day, which may be a Monday if the phone is forgotten on a Friday.
3. My child will not have access to his/her cell phone during school hours. If he/she needs to urgently communicate with me, he/she will ask permission from school staff to use a school phone. In addition, I will use the school phone line to relay any urgent messages to my child.
4. The school district is not responsible for my child's lost or stolen cell phone.

Parent's Signature _____

Student's Name _____ Date: _____