

I. POLICY

❖ HANDBOOK

It shall be the policy of the Diocese of Des Moines Catholic Schools Board that each family with students enrolled in a Catholic school receives a copy of the Parent/Student Handbook for the school of enrollment. The Handbook must be updated at least annually. The Handbook must contain a signature page which stipulates that the student and parent/guardian have read the Handbook and will abide by the rules and regulations contained therein. Parents/guardians with students below Grade 4 may only need to discuss some parts of the Handbook with these students.

❖ STATEMENT OF PHILOSOPHY OF ST. MALACHY SCHOOL

At St. Malachy School the whole child is served in a God-centered, family-oriented setting based on principles of the Gospel and life in Jesus Christ. St. Malachy School provides for the growth and development of the child as an individual. The youth develops personal dignity and a respect for themselves and others. Growth is directed in areas of spiritual, moral, intellectual, emotional and physical development, as well as emphasizing the basic skills of learning. Opportunities for growth in their relationships with God, peers, adults and the community are provided. We encourage the development of an individual who, in life situations, will be able to make rational, mature, responsible decisions for themselves and others. Each year common educational goals are met by teachers -- individually and collectively, and by students and their parents. Ours is a shared educational system for the good of the students.

❖ COMPLAINTS

The Board of Education strongly believes that all concerns, problems and complaints should be resolved at the lowest possible level within the school's structure. Anyone with a concern or complaint should first contact the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. Complaints that remain unresolved at the first level may be moved through the chain of authority to the principal, and finally to the Board of Education. Appeals will be heard by the Board only if the complaint has been moved through the chain of authority, and has been reduced to writing and signed by the party bringing the complaint. Complaints taken to the Board should be placed on the agenda by contacting the Board President one week prior to the next regularly scheduled Board meeting. Anonymous complaints shall not be considered.
(St. Malachy School Board of Education Policy 601)

❖ STUDENTS WITH DISABILITIES

The school will work to ensure that all students will be able to participate in and benefit from the programs and services of the school. St. Malachy School will make reasonable adjustments or modifications for students with temporary or permanent disabilities to enable the disabled student to participate in and benefit from the programs and services of the school. If a parent or teacher believes that a student has a disability and that accommodations are necessary, the principal should be contacted and a committee established to determine the needs of the student and the appropriate accommodations.

❖ NON DISCRIMINATION POLICY

It shall be the policy of the Diocese of Des Moines Catholic Schools Board that all schools consider individuals for a position for which they meet the requirements no matter their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or

familial status be considered for a position for which they meet the requirements as such may apply to religious schools. (281-IAC 12.1(1) (Diocese of Des Moines Catholic Schools Policy 318)

It is also the policy of this Board of Education and school that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the Principal, 403 W. Clark Street, 782-7125; to the Director of the Civic Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. (St. Malachy School Board of Education Policy 201.5)

❖ **SEXUAL HARASSMENT BY STUDENTS**

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from sexual harassment and/or abuse. The schools must promote a sexual harassment and abuse free environment through information, supervision and investigation of allegations of such behavior.

Sexual harassment and/or abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Students who believe they have been sexually harassed and/or abused by students shall report such to the school's Level-One investigator. Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities. (Diocese of Des Moines Catholic Schools Policy 582)

❖ **SEXUAL HARASSMENT BY STAFF PERSONNEL**

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from sexual harassment and abuse. Each school must promote a sexual harassment and abuse free environment through information, training, supervision and investigation of allegations of such behavior.

Sexual harassment and abuse shall include but is not limited to, inappropriate, intentional or unwelcome sexual advances, touches, or behaviors, pressure or requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to the conduct is implicitly or explicitly a term or condition of education or employment; submission to or rejection of the conduct is used as the basis for academic decisions affecting a student or an individual's employment; such conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment or has the purpose or affect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

School personnel (students, employees, volunteers), who believe they or others have or may have been sexually harassed and/or abused by school employees/volunteers, should report this matter to the Level I Investigator – Jennifer Simmons, 782-7125 and to the Diocesan Chancellor – Sr. Jude Fitzpatrick, 515-237-5048. If the allegation involves the Level-One Investigator or Alternative the Diocesan Superintendent of School should be contacted – Tracy Bonday, 515-237-5013. Persons who have been sexually harassed and/or abused always have the right to notify the civil authorities.

No one shall retaliate against a student or employee/volunteer because they have filed a sexual harassment or abuse complaint or participated in an investigation of such a complaint. (Diocese of Des Moines Catholic Schools Policy 478)

❖ **HARASSMENT, BULLYING AND HAZING POLICY**

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 2808.28)

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the student or school personnel, coaches, sponsors and volunteers which creates an objectively hostile school environment that meets one or more of the following conditions: places a student or school personnel, coaches, sponsors and volunteers in reasonable fear of harm to their person or property; has a substantially detrimental effect on the student's or school personnel, coaches, sponsors and volunteers' physical or mental health; has the effect of substantially interfering with the student's academic performance or school personnel, coaches, sponsors and volunteers' job performance; has the effect of substantially interfering with the student's or school personnel, coaches, sponsors and volunteers ability to participate in or benefit from the services, activities, or privileges provided by the school. (Diocese of Des Moines Catholic Schools Policy 579)

❖ **ASBESTOS AND NOTIFICATION OF ASBESTOS ACTIVITY**

In accordance with EPA regulations, St. Malachy School has been inspected for friable (easily crumbled) materials which contain asbestos. Friable asbestos-containing material may cause health problems. Friable asbestos-containing material is present in St. Malachy School (in the maintenance room). A record of the inspection, a diagram of the locations of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in the St. Malachy School office. For further information, interested persons should call 1-800-424-9065. St. Malachy School contact person is Jennifer Simmons. During the past year, the following asbestos activity took place at St. Malachy School:

- Periodic Surveillance (6 month) January 6, 2012
- Periodic Surveillance (6 month) July 3, 2012
- Periodic Surveillance (6 month) January 4, 2013
- Periodic Surveillance (6 month) July 2, 2013

❖ **SEXUAL OFFENDER NOTIFICATION**

The school receives notification from the Union County Sheriff's Office when a person convicted as a sexual offender moves into the geographic area of the school. Copies of the sex offender flyers are available in the office for parents to read. The sex offender registry is available to the public at www.iowasexoffender.com.

II. REGISTRATION - TUITION – FEES

❖ REGISTRATION

The St. Malachy School registration process begins in May with the completion of the enrollment form and payment of the enrollment deposit. The enrollment deposit is determined annually by the Board of Education, is due to the Business Manager by the end of May, and is applied to the family's tuition account for the following school year.

The second step in the registration process is to complete the online Power School eRegistration forms. Parents will be notified in July of the availability of the eRegistration forms. Once the parent completes the forms, the school will verify the information provided and the student will be enrolled.

The final step in the registration process is to complete the Tuition Agreement. The agreement is completed in early August in cooperation with the Business Office.

To register a child at a time other than general registration, contact the principal.

Unless approval is given by the pastor, families must have all previous years bills paid prior to registering a child for a new year.

❖ TUITION AND FEES FOR 2015-2016

Grades K-8 Annual Tuition:

<u>Number of Children</u>	<u>Parishioner</u>	<u>Non-Parishioner</u>
1 child	\$2,410.00	\$3,415.00
2 children	\$4,218.00	\$5,976.00
3 children	\$5,423.00	\$7,682.00
4 children	\$6,026.00	\$8,537.00

Stewardship: For Holy Spirit Parish families with K-8 students. (Parish families are asked to participate in the parish stewardship program at a rate of \$700.00 per year)

Hot Lunch:

K-8 student	\$2.40 each	\$48.00 for 20 days
Reduced price	\$.40 each	\$ 8.00 for 20 days
Adult	\$3.50 each	

Breakfast:

K-8 student	\$.85 per serving	\$17.00 for 20 days
Reduced price	\$.30 per serving	\$6.00 for 20 days

Special Milk:

Kindergarten only \$ 45.00 for the entire year

Weekly Band Lessons:

4-8 band student \$25.00 per month

❖ TUITION AND FEES BOARD OF EDUCATION POLICY

The following are St. Malachy School Board of Education policies concerning payment of tuition and fees.

- 301** The registration fee is due at registration. Registration fees shall be determined on an annual basis by the Board of Education.
- 301.1** Tuition-Parishioners. Tuition will be charged for every student attending St. Malachy School. The amount of tuition charged shall be determined on an annual basis by the Board of Education.
- 301.2** Tuition-Non-parishioners. A non-parishioner tuition will be charged for non-parishioners. The non-parishioner tuition shall be determined on an annual basis by the Board of Education.
- 301.3** Fees for band lessons are due at the beginning of the month. The band fee shall be determined on an annual basis by the Board of Education.
- 301.4** Individual meal accounts will be established for each student enrolled at St. Malachy School. The student's account will be charged for each breakfast or lunch consumed. Parents will be notified when the meal account is low. Parents are to make deposits in order to maintain a positive balance in the account. The meal fees shall be determined on an annual basis by the Board of Education.
- 301.5** St. Malachy School pre-registration will take place in April and May each year. As part of the pre-registration process a student enrollment deposit will be charged and due to the Business Office by the end of May. The amount of the enrollment deposit will be determined on an annual basis by the Board of Education and will be applied to the families tuition account for the year in which it is paid.
- 302.1** Payment of tuition may be made on a monthly, quarterly, or semi-annual basis or in a lump sum at the beginning of the school year. Payments are due on the first day of the month of the selected billing cycle. Payments may be made by automatic bank draft, personal check, or cash.
- 302.2** An account is considered delinquent if it is not paid within 15 days of the due date. A late fee will be charged on all delinquent accounts. The late fee shall be determined on an annual basis by the Board of Education.
- 302.3** Tuition assistance is available to all St. Malachy families based on need. To apply for tuition assistance families must complete the Catholic Tuition Organization Financial Aid Application (CTO) and they must complete the application for free or reduced price meals. Additional tuition assistance is provided by St. Malachy School. The CTO application is used to determine distribution of these funds.

III. CALENDAR - ATTENDANCE - DAILY SCHEDULE - WEATHER

❖ AGE OF ENTRANCE

A child must be five years of age on or before the fifteenth (15th) of September of the current school year in order to be eligible for enrollment in kindergarten at St. Malachy School.

❖ ADMISSIONS

It is the policy of the Board of Education that students are to be admitted only if the parents show evidence that they are choosing this school because of the Catholic philosophy of education, excellence in education, gospel value teaching, or similar qualities of Catholic education. Prior to admitting a child for the first time, parents must meet with the principal and receive his/her approval to enroll. The purpose of this meeting will be to determine the educational needs of the child and whether the school's programs and services are able to meet the child's needs. (St. Malachy School Board of Education Policy 701)

Students and families of students admitted to St. Malachy School must agree to abide by the philosophy and the educational policies and regulations of St. Malachy School. This agreement shall be indicated through receipt of the Parent Student Handbook and enrollment in the school.

Previous to admitting a transfer student, the school shall contact the administrator of the prior school. The purpose of the contact is to ascertain why the student wishes to transfer and to determine whether the school can meet the student's needs.

In the event an application to a Diocesan school should be made by a student expelled from another school; a careful investigation must be made by the school administrator. If the administrator desires the involvement of the local board in this investigation, the board chairperson shall appoint one member to assist. If a student who was expelled from another school is admitted, the enrollment may be probationary at the discretion of the administrator. (Diocese of Des Moines Catholic Schools Policy 582)

❖ **ENROLLMENT PRIORITY**

It is the policy of the Board of Education that enrollment in St. Malachy School (Preschool through 8th grade) will be determined using the following:

1. Children of Holy Spirit Parish families;
2. Children of non-parish families who have at least one sibling who is attending St. Malachy School or who has graduated from St. Malachy School
3. Children of non-parish families who are enrolling their first child.

The maximum number of students in each class will be established by the Board of Education. Once the class maximum has been reached, enrollment in the class will be closed to all non-parish families; a waiting list will be established and placement on the waiting list will follow the enrollment priorities outlined above.

Enrollment priority considerations will be used to determine preschool and kindergarten enrollment. Once a student is enrolled in kindergarten, they will be guaranteed enrollment at St. Malachy School through the 8th grade year so long as enrollment is continuous.

Children of Board of Education employees will be given the same enrollment priority as Holy Spirit Parish families.

❖ **CALENDAR**

St. Malachy School follows the Creston Community Schools Calendar with a few published exceptions. Families will be given a school calendar early in the year. The calendar will contain official dates and events. Upcoming events will also be published in the weekly school newsletter.

❖ **ATTENDANCE** (St. Malachy Board of Education Policy 707)

It shall be the policy of the St. Malachy School Board of Education to encourage regular attendance on the part of its students. Students who are absent from school without a reasonable excuse shall be subject to disciplinary measures, which may include, but not be limited to, detention, short term and long-term suspension, or expulsion. The Board believes that regular attendance is an important part of academic success for any student. The habit of good attendance is one which can help a person attain success throughout his/her life. Attendance is the responsibility of the student and parents. Parents are expected to call the school if their child will be absent for part or all of the school day. If the call is not received, school personnel will make an attempt to contact the parents.

1. Excused Absence

There are legitimate reasons for a student to miss school. St. Malachy School acknowledges this and will consider absences excused for the following reasons: personal illness; medical or dental appointments; unavoidable occurrences; merit cases – with prior approval of the principal. In cases of

prolonged personal illness, written verification from a doctor may be required in order for the absence to be considered excused.

Determination of whether or not an absence is unavoidable, and thus excused, will be determined by the principal. Situations such as family emergencies or attendance at a family member's funeral are examples of such situations that are unavoidable and would be excused. Personal business, family vacations, obtaining a drivers permit, hair appointments, hunting, working for parents, and friends/relatives visiting from out of town are examples of situations that will be considered unexcused.

2. Merit Case – Absence

Parents may request that a student's absence be considered excused based on merit. Merit cases are those in which all information is used to determine if the student merits being excused from school. Information considered includes the student's past attendance record, academic progress, discipline issues, and other relevant information. A parent who wishes to request an excused absence based on merit must contact the principal for approval at least one week prior to the expected absence.

3. Absent Student

It is the parent's responsibility to contact the school office if a child will be absent. The office will then pass along the information to the teacher so that the teacher may plan and prepare for the absence. An absent slip, along with materials needed to complete the assignments, will be completed and made available to the parent for pick-up at the end of school day or will be sent home with a sibling.

When a student is absent, excused or unexcused, teachers may require any or all of the following: work completed during class and homework must be completed; students may need to schedule a time with the teacher before or after school, or study hall, to complete work that was missed; additional work beyond that which was assigned to the students who were present in class may be assigned and required of the student who was absent.

4. Excused Absence Make Up

An excused absence allows the student the right and responsibility to make up missed work. Students who have excused absences from school or from a class will be given two (2) school days to make up work for the first day absent and then one (1) day for each consecutive day of absence. For extended absences, students may have up to five (5) days to complete assignments. Additional arrangements may be made under certain circumstance between the teacher, student, and administration.

Regardless of the reason for the absence, all students are expected to bring a note with the reason for the absence and the parent/guardian's signature to the office when they return to school, or have the parent/guardian call with the reason for the absences. When requested, written verification from a doctor or dentist will be required.

5. Unexcused Absences and Truancy

Students who are absent from school without acceptable reasons are subject to disciplinary measures. Reasons that are acceptable are those stated under Excused Absences. All other absences are considered unexcused. They include, but are not limited to, oversleeping, car trouble, shopping, haircuts, tanning sessions, hunting, working for parents, personal business, skipping a class/school, family vacations, non-school related entertainment and activities, and other reasons that are not considered acceptable by school administration. Disciplinary measures for unexcused absences include: students may be placed in either detention or in-school suspension for each unexcused absence depending on the amount of the day that is missed. Parents will receive notification for each unexcused absence; when a student has an unexcused absence, the requirements for making up work are the same as those for an excused absence;

after three unexcused absences in a half-year, a meeting will be held with the student, parent, St. Malachy School Board of Education member and the principal to determine the student's continued status as a student at St. Malachy School.

6. Accumulated Excused Absences

After five (5) absences, for any reason, per half year, a review of the student's attendance record will be done and the principal will determine whether or not a meeting will be held with the student and parent to discuss the issue of attendance. Steps may be taken to assist the student in improving his/her attendance or to catch up on work that has been missed. A letter will be sent to inform parents that the student has reached five absences.

7. Tardy Student

A student is considered tardy if they arrive in the classroom up to 75 minutes after school starts or if they leave school with 75 minutes or less left in the school day. A tardy will be considered excused for the same reasons an absence is considered excused. A tardy will be considered unexcused for the same reasons an absence is considered unexcused. Students who arrive at school more than 75 minutes after school starts or who leave school more than 75 minutes before the end of the day will be counted as absent for half the day.

Students will be considered excessively tardy when they have had three (3) unexcused tardies in a trimester. When a student has been excessively tardy a letter will be sent to the parents indicated that a subsequent tardy will result in a detention for the student. The detention must be served on the day of the tardy or the following day. A detention will need to be served each time a student is tardy after the 3rd tardy.

8. Arriving Late and Leaving Early

Parents must send a note or call the school if their child will be arriving at school after the school day has begun. Students who arrive at school after the school day has begun are to report to the office to sign in. The student will be issued a tardy slip which must be given to the classroom teacher. The tardy slip will indicate whether the tardy will be considered excused or unexcused.

No matter what the reason for leaving school, all students must sign out in the office. Parents must send a note or call the school if a student is to leave the school. Parents are to pick up students who are leaving school early at the office. A student who is leaving school early will be called for or sent to the office.

9. State Tournaments

Creston athletes and teams have qualified to participate in state tournament competition. Students wishing to attend competitions in which Creston is competing will be excused at the time designated by the principal. Parents of students who wish to attend a competition in which Creston is not competing, may request that the student's absence be considered excused based on merit.

Adopted August 27, 2012

❖ MINIMUM ATTENDANCE

Students are expected to be in school on days school is in session. Department of Education regulations stipulate that a student must attend school a minimum of 147 days in order to be promoted to the next grade level. If a student is absent from school, the parent should call the school by 8:20 a.m. of the day the student is absent. If a student is absent due to illness, the student will be given additional time to complete their homework. Generally, the student will be given the number of days absent plus one day.

❖ **STUDENT PARTICIPATION IN SCHOOL PROGRAMS**

All students enrolled in St. Malachy School participate in the school’s entire educational program, with the possible exception of Human Growth and Development. Parents who wish to have their children excused from Human Growth and Development classes must submit a written request that the child be excused.

❖ **APPOINTMENTS**

If a student needs to leave the school during the day, a written note or phone call from the parent will be required. Prior to leaving the building, the student must sign out in the office. When the student returns, he/she must sign in the office.

❖ **DAILY SCHEDULE**

7:50	Breakfast served.
7:50-8:10	Supervision of students on playground or in gym
8:10	First bell - students proceed to classrooms.
8:20	School begins.
11:20	K-2 lunch
11:55	3-5 lunch
12:25	5-8 lunch
3:10	End of day - bus students dismissed
3:15	Non-bus students dismissed

❖ **WEATHER**

Early dismissal for bad weather conditions will coincide with those announced by the Creston Public School on radio stations KMA, KSIB, KITR and/or WHO. When weather is threatening, please listen to the radio. Please do not call the radio station. If Creston Public Schools is canceled due to weather, St. Malachy will also be canceled. When school has been dismissed early or canceled due to weather there will be no activities or practices held after school.

❖ **DISMISSAL**

Bus students are dismissed from school to board the bus at 3:10 p.m. Once the bus has pulled away from the curb, all other students will be dismissed from school. Lower wing students will leave the building using the west lower wing exit. Upper wing students will leave the building using the west upper wing exit. Middle School students will leave their building using either the south or east exits. Parents are to wait outside the building for their child to be dismissed.

IV. HEALTH - MEDICATION

❖ **ATTENDANCE**

Generally, if a child is not well enough to participate in all the activities during the school day, including outdoor activity, the child should not be in school. Students will be expected to participate in outdoor activity when weather is favorable. Appropriate clothing including headgear, gloves, jackets, and appropriate footwear should be provided and worn by the student.

❖ **MEDICATION**

Medications will be administered at school by the school nurse or qualified school personnel when necessary. To administer medication, the school must have written authorization from the parent. The written authorization must include name of student, name of medication, dosage, time to be given and other instructions as needed. Medications shall be provided to the school in the original labeled container as dispensed by the pharmacist or in the manufacturer’s container. Medications shall be provided by the

parent. No medication, including aspirin, will be furnished by the school. Unused medications will be returned to the parent or destroyed with parent permission. All medication brought to school is to be stored in and dispensed from the office. Students may carry and/or self-administer medication with pre approval of the school nurse after consultation with the parents.

❖ **ILLNESS**

In the event a child becomes ill at school, he/she will be cared for to the best of our ability until the parent/guardian can be contacted. No child will be sent home alone when ill unless the parent is contacted and gives such approval.

❖ **COMMUNICABLE DISEASE**

It shall be the policy of the Diocesan Catholic Schools Board that any case of a communicable disease in a Catholic school should be reported to the school nurse or the Iowa Department of Public Health. The school nurse or the principal upon the instructions of the Department of Public Health is responsible for exclusion and readmission of students based on Department guidelines. Parents of a child(ren) exposed to a communicable disease, e.g. chicken pox, head lice, pink eye, impetigo, ringworm, scabies, strep throat, whooping cough must be notified. Likewise, parents are to notify the school of any child with a communicable disease. (Diocese of Des Moines Catholic Schools Policy 537)

❖ **FIRST AID**

In case of serious accident or medical emergency, the school will administer necessary first aid to a child. Effort will be made to contact the parent as soon as possible. If the parent cannot be contacted, the school will contact the individual authorized by the parent on the emergency response record. If neither the parent nor authorized representative can be contacted, the school will contact appropriate medical personnel.

❖ **IMMUNIZATION**

It shall be the policy of the Diocesan Catholic Schools Board that all students enrolled in a Catholic school be adequately immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella and Hepatitis B series. Exceptions to this policy may be granted if a student's doctor, in a written, signed statement, indicates the required immunization(s) would be injurious to the student's health. (Diocese of Des Moines Catholic Schools Policy 528)

Students who are not adequately immunized as required by law may not be allowed to attend school nor participate in school related activities until the student has received adequate immunizations.

Beginning with the 2013-2014 school year, the Iowa Department of Public Health administrative rules requiring tetanus, diphtheria, and pertussis (Tdap) vaccines for students enrolling in 7th grade will be implemented. The change requires a one-time booster dose of tetanus, diphtheria, and a cellular pertussis-containing vaccine.

❖ **LEAD TEST**

Iowa law requires that the school be provided evidence of a blood lead test prior to entering kindergarten. Parents are encouraged to have their children tested before the age of 2.

❖ **DENTAL SCREENING**

Iowa law requires that all children enrolling in an elementary school for the first time must have a dental screening. This law applies to children entering school at the kindergarten level as well as all students who transfer into the school.

V. LUNCH - BREAKFAST - MILK

❖ **HOT LUNCH**

All students in grades K-8 must participate in the hot lunch program on a daily basis. The lunches provided meet the nutrition and health guidelines of the federal government. Lunches are purchased 20 meals at a time through an individual student meal account. Parents will be notified when a student's meal account is running low.

Students are given the opportunity to choose the main lunch entrée or an alternative entrée on a daily basis. The alternative entrée may be a lettuce/spinach salad; a ham, chicken, turkey, or beef wrap; or a peanut butter, ham and cheese, or turkey and cheese sandwich. Seconds on lunch will be provided to students who eat all of the first serving. Seconds usually consist of fruit and/or vegetables and/or leftovers from previous meals. Students who drink all of their milk will be given the opportunity to purchase additional milk for 25 cents per carton. Yogurt is also available for purchase for 50 cents per container.

Free and reduced price lunches are available to families that qualify within federal government income guidelines. All families are encouraged to make application for hot lunch assistance. Application can be made at registration time or any other time during the school year. Applications can be obtained through the school office.

Children with food allergies or intolerances that may result in severe, life threatening reactions will be provided with substitutions in food when that need is supported by instructions from the child's doctor. Instructions from the doctor must be updated annually.

Children with food allergies that are not life threatening will be given substitutions at the school's discretion on a case-by-case basis when the need is supported by instructions from the child's doctor. Instructions from the doctor must be updated annually.

❖ **BREAKFAST**

Breakfast is offered daily and is optional. Serving will begin at 7:50 a.m. and will conclude at 8:10 a.m. Breakfast is purchased using the child's meal account. Parents will be notified when a student's meal account is running low. Students wishing to eat breakfast should go directly to the cafeteria upon arriving at school but not before 7:50 a.m. Students need to finish their breakfast and be in their classrooms by 8:20 a.m.

Free and reduced price breakfasts are available to families that qualify within federal government income guidelines. Families are encouraged to make application for breakfast assistance. Application can be made at registration time or any other time during the school year. Applications can be obtained through the school office.

❖ **AFTERNOON MILK**

Students in Kindergarten are offered an opportunity to drink a carton of milk each afternoon. Parents are asked to inform the school if they wish to have their child participate in the program. The fee for milk will be \$45.00 per year and is due at the beginning of the school year.

❖ **MEAL ACCOUNT**

Individual meal accounts will be established for each student enrolled at St. Malachy School. The student's account will be charged for each breakfast or lunch consumed. Parents will be notified when the meal account is low. Parents are to make deposits in order to maintain a positive balance in the account. The meal fees are determined on an annual basis by the Board of Education.

<p style="text-align: center;">VI. DISCIPLINE - SEARCHES – WEAPONS – VIOLENT/DESTRUCTIVE BEHAVIOR –CONTROLLED SUBSTANCES</p>

❖ **ST. MALACHY SCHOOL BOARD OF EDUCATION DISCIPLINE POLICY 706**

1. The objective of school discipline policies, practices and procedures is to assist students in the development of self-discipline and to maintain an orderly learning environment in the classroom. This is best accomplished when the school and home work together to develop a cooperative relationship and when open communication exists within the relationship.

Attendance at St. Malachy School is a privilege. Students are expected to act in a respectful and courteous manner towards teachers, staff, other students, other people's property, the school, and the learning process. By enrolling a student, the parent agrees to support and abide by the policies and rules of the school.

2. Each teacher is responsible for maintaining a positive learning environment within the classroom. Classroom rules and consequences will be developed at the beginning of the school year and sent home to parents. Consequences for minor infractions of rules include detention, missing recess, calling parent, conference with teacher, parent and principal.
 - a) Detentions
 - i. Detention for Kindergarten and 1st grade will be from 3:15 to 3:30 p.m.
 - ii. Detention for 2nd and 3rd grade will be from 3:15 to 3:45 p.m.
 - iii. Detention for 4th through 8th grade will be from 3:15 to 4:00 p.m.
 - b) Detention will be served on the day assigned by the teacher. Normally, the day will be the day the infraction of rules occurs or the day following the infraction.
 - c) Detentions take priority over student activities or athletics.
 - d) Parents will be contacted when a student is given detention.
 - e) Detentions may not be served in the morning.
3. For inappropriate behavior more serious than a minor offense, the Principal may place a student on In-School-Suspension. A student who is serving an In-School-Suspension will be required to spend the day in the Principal's office and will not be allowed to participate in any class, school, or athletic activities during the time they are in In-School-Suspension. The student will be given homework and classroom assignments while serving the suspension and will be expected to complete and turn the work in for credit.
4. A major infraction is an act or series of acts that disrupts the normal school classroom environment to the extent that the ability of teachers to teach and/or the opportunity for students to learn is seriously infringed upon. Examples of major infractions include: harassing and/or bullying behavior towards another individual; stealing; substance abuse or possession; possession of tobacco; possession of weapons and dangerous objects or weapon look a-likes; violent, destructive, or seriously disruptive behavior; use of obscenities; purposeful hurting or harassing another individual; purposeful destruction

of property; pattern of disruptive behavior; an accumulation of minor offenses; or any other behavior that seriously disrupts the teaching/learning process.

5. Major infractions of school policy or rules will be handled as follows:
 - a) When a major offense occurs, a documented conference with agreed upon consequences will be held. Individuals participating in the conference shall include the student, parents, teacher, and principal. The parent and student will be responsible for enforcing and completing the consequences. Possible future consequences will be discussed.
 - b) When a second or subsequent major offense occurs, the student will be suspended from school and school activities for a period of up to three days. Prior to the student returning to school or school activities, a documented conference will be held. Individuals participating in the conference shall include the student, parents, teacher, principal, and a Board of Education representative. Possible future consequences will be discussed.
 - c) When a major offense occurs and expulsion is being considered, the student will be suspended from school and school activities for a period of up to three days and a hearing will be held to determine continued enrollment. Individuals involved in the hearing will include the student, parent, teacher, principal, and Board of Education representative.
6. Normally, major infractions will be handled in the order outlined above. In cases involving possession of weapons and dangerous objects, or weapon look a-likes the matter will be handled following the Diocesan Policy 564. At the principal's discretion a step above may be skipped or repeated. Factors such as severity of infraction or time between infractions will be taken into consideration should a step be skipped or repeated.
7. Extracurricular activities are provided for 7th and 8th grade students at Creston Middle School. Students who wish to participate in extracurricular activities must maintain appropriate levels of behavior and academic performance. Students who miss more than a half-day of school will not be eligible for extracurricular activities on the day school was missed.
8. Weapons, knives of any size, other dangerous objects, and items that look like weapons are not allowed on school property or at school activities. These items will be confiscated and the parent contacted immediately. Possession of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion.

Revised April 2007

❖ **SEARCHES**

It shall be the policy of the Diocesan Catholic Schools Board that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal property and effects and the students shall be permitted at the direction of the school administrator or the administrator's designee. Strip searches are not allowed. No student may be searched without the presence of two professionally licensed school personnel. (Diocese of Des Moines Catholic School Policy 561)

❖ **WEAPONS, DANGEROUS OBJECTS AND LOOK-A-LIKES**

It shall be the policy of the Diocesan Catholic Schools Board that weapons, other dangerous objects and look-a-likes be taken from students and others who bring them or possess them on school property and/or school related activities. Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities shall be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion. Students bringing firearms or

possessing firearms in school or school related activities will be expelled for not less than one year. The superintendent and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

For the purpose of this portion of the policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The principal may allow authorized persons to display weapons, other dangerous objects and look-a-likes for educational purposes. (Diocese of Des Moines Catholic School Policy 564)

❖ **VIOLENT/DESTRUCTIVE/SERIOUSLY DISRUPTIVE BEHAVIOR**

It shall be the policy of the Diocesan Catholic Schools Board that all school programs and activities must not only protect all participants but also allow them to benefit from the programs and activities free from behaviors that hinder or prohibit their learning/formation. All threats and violent, destructive and seriously disruptive behaviors must be taken seriously. The school must take appropriate action which may include a requirement for psychological assessment, counseling, suspension or expulsion. (Diocese of Des Moines Catholic Schools Policy 567)

❖ **OUT OF SCHOOL BEHAVIOR**

It shall be the policy of the Diocesan Catholic Schools Board that each school hold students accountable for behaviors outside of school time and/or during activities and events, that seriously reflect negatively on the student, the student body, or the school itself. This accountability may include suspension and/or expulsion. If suspension and/or expulsion result from such behavior, the students may appeal to the local Board of Education. (Diocese of Des Moines Catholic Schools Policy 573)

❖ **CONTROLLED SUBSTANCES**

It shall be the policy of the Diocesan Catholic Schools Board that all schools prohibit the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, other controlled substances or “look alike” substances by students while on school property or while attending or engaged in school activities. Students who violate this policy may be required to satisfactorily complete a substance abuse or rehabilitation program. Students who violate this policy may also be subject to suspension or expulsion. Violations may also be reported to the proper legal authorities. (Diocese of Des Moines Catholic Schools Policy 573)

<p>VII. PLAYGROUND/RECESS - DRESS CODE BULLY PREVENTION – GUM AND CANDY</p>
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❖ **PLAYGROUND/RECESS RULES AND GUIDELINES**

Participation and dress:

Generally, if a child is well enough to come to school, they are well enough to participate in all activities during the school day, including recess. Recess as well as before and after school supervision, will take place outside as long as the weather is favorable. Appropriate clothing including headgear, gloves, jackets, and appropriate footwear should be provided and worn by the student.

Behavioral expectations:

The following expectations are provided to help insure that the individual student is provided with an opportunity for a safe and enjoyable recess. The supervisor is responsible for the safety of all students. Students are expected to: show respect for playground supervisors and other students through their language

and actions; show respect for play equipment and structures and to use equipment and structures as intended by the manufacturer; follow the directions of the playground supervisor; quickly stop all play and listen for instructions when the whistle is blown or the bell is rung; remain on the playground or in the recess area and not leave the playground or area for any reason unless permission has been granted by the playground supervisor; remain in sight of a playground supervisor (Rule of thumb: If I can't see a supervisor, then they can't see me.); immediately notify the playground supervisor if an injury occurs on the playground; immediately notify the playground supervisor if playground equipment or structures become dangerous or broken; immediately notify the playground supervisor if litter or dangerous items are found on the playground; leave personal equipment and play items at home.

Students will not be allowed to play rough/dangerous games or activities where potential for injury is high. These games and activities include: games involving tackling, grabbing, pushing, shoving, or tripping; tag or chase games on playground structures (Rule applies to playing tag on a structure.); throwing rocks, sticks, snowballs, baseballs, softballs, or other hard objects.

Indoor recess (due to inclement weather)

At times when the weather prohibits outdoor recess, then recess will be held in assigned rooms. Expectations and rules for indoor recess are the same as for outdoor recess with a few additional expectations. During indoor recess, students are expected to: walk in classroom; use indoor voices; stay in assigned room, unless given permission by supervisor to go elsewhere.

Consequences for inappropriate behavior include:

Playground supervisors are responsible for maintaining a positive and safe environment on the playground. Consequences for inappropriate behavior or infractions of playground expectations and rules include reminding student of expectation or rule; loss of privilege to play game or on structure; time out against the wall; contacting parents; detention; and/or referral to the principal. Repeated inappropriate behavior will be referred to the principal and the matter will be handled using the discipline policy provided in the family handbook. Use of consequences will be at the discretion of the playground supervisor and will reflect the severity of the action. Parents will be contacted if the student is to receive a detention or in cases of repeated inappropriate behavior.

❖ ST. MALACHY SCHOOL DRESS CODE

Objectives:

- To promote Christian modesty by appropriate attire for the occasion.
- To maintain neatness and acceptable dress.
- To foster cleanliness of clothing and personal hygiene.
- To assist each student to feel good about themselves.
- To promote a positive educational atmosphere in the school.

Students are expected to dress in a manner that meets the objectives listed above. Clothing should be modest, clean, and appropriate for school.

The school reserves the right to stipulate that an article of clothing not be worn again.

Everyday, all-year-long expectations:

- Clothing should be clean and free of holes, rips, or tears.
- Clothing should be modest and allow students to maintain modesty while sitting, standing, and moving. Necklines should be high enough to provide complete coverage. The bottom of the garment must extend to at least mid-thigh.
- Undergarments are to be covered at all times.
- Leggings may be worn as long as the bottom of the dress, skirt or short extends to at least mid-thigh.
- Sleeves are required for all.
- Winter clothing (including boots, hats, mittens/gloves, and coats) is to be worn as needed. If there is snow on the ground, boots are needed. Students not wearing snow boots will stand in a cleared area during recess. All snow gear must be taken home at the end of each week.
- Shoes must be able to stay securely fastened to the student's feet during activities and throughout the entire school day.
- PE attire includes tennis shoes/athletic shoes that stay securely fastened to the feet during exercise and activity. Girls who wear dresses or skirts should also wear shorts.
- White t-shirts/undershirts may not be worn as outer wear.

Summer/Fall/Spring Exceptions

- Shorts will be allowed in August, September, October, March, April and May. (Note: The bottom of the short must extend to at least mid-thigh.)
- Middle school students will be allowed to wear slip on shoes in August, September, October, March April and May.

Mass Day/Holy Day - all day attire

- Students are expected to dress up on Mass days.
- Dress shirts, polo shirts, sweaters, turtlenecks, and dress slacks for boys.
- Dresses, skirts, slacks, sweaters, turtlenecks, and blouses for girls.
- Leggings may be worn as long as the bottom of the dress or skirt extends to at least mid-thigh
- No denim of any kind or color (includes skirts, shirts, pants, dresses, and jumpers) on Mass days.
- No dress shorts, gauchos, Capri, crop pants, or split skirts on Mass days.
- No t-shirts, sweatshirts or athletic gear on Mass days.

Inappropriate attire

- Sleeveless dresses/tops or shirts, off the shoulder tops, and midriff tops.
- Clothing that does not completely cover the stomach/midsection of the body. (No bare midriffs.)
- Clothing with necklines that do not provide complete coverage and/or dresses/skirts/shorts that do not extend to at least mid-thigh.
- Flip-flops, jelly sandals, crocs, and other footwear that does not stay securely fastened to the feet.
- Clothing which displays/promotes alcohol, tobacco, drugs, or that is offensive to others.
- Wind pants and sweat pants.
- Pants/shorts or other clothing with writing on the upper back portion of the garment.
- Hats/caps are not to be worn in the school building.

Consequences for a student who comes to school dressed inappropriately:

Regular school day:

- **Step 1. First offense** – student will be verbally notified that the clothing does not meet the school’s dress code. A Dress Code Violation Slip will be completed by the teacher and sent home to the parent.
- **Step 2. Second offense** – student will be verbally notified that the clothing does not meet the school’s dress code. The parent will be contacted by the school office, informed of the dress code violation, and asked to bring appropriate clothing to the school for the student. If the parent is unable to bring appropriate clothing, the student will be given a detention.
- **Step 3. Third offense** – student will be verbally notified that the clothing does not meet the school’s dress code, given a detention and placed in in-school suspension. The parent will be contacted by the school office, informed of the dress code violation, and asked to bring appropriate clothing to the school for the student. The student will remain in in-school suspension until appropriate clothing is brought or until the end of the school day. The student will be given 50% credit towards detention for any time spent in in-school suspension.
- **Step 4. Fourth offense** - student will be verbally notified that the clothing does not meet the school’s dress code and the student will be placed in in-school suspension for the remainder of the school day. The parent will be contacted by the school office and informed of the dress code violation. The parents will be required to meet with the principal and a Board of Education representative to discuss compliance with the school’s dress code.

Mass Day: If the student violates the dress code on Mass day then consequences will begin with Step 2 above.

Dress Code Violation Slip: A Dress Code Violation Slip is to be completed by the teacher for each offense listed above. The slip is to be taken home, signed by the parent, and returned to the teacher by 8:20 am on the next day school is in session. If the slip is not signed and returned the student will be given a detention.

Notification: Notification of a dress code violation is to include an identification of the violation. At the time the student is notified of the violation they will also review the dress code with the teacher or principal in order to clarify expectations. A copy of the dress code is to be attached to each Dress Code Violation Slip that is sent home.

Approved May 20, 2013

❖ ST. MALACHY SCHOOL BULLY PREVENTION PROGRAM – KNIGHTS OF HONOR

St. Malachy School utilizes the Olweus Bully Prevention Program (OBPP) to address harassment, bullying, and hazing at the school. This program seeks to establish and maintain an environment in which students are able to grow and learn and that is free of all types of bullying behavior. The OBPP includes education for students, staff, and families and procedures for addressing incidents of harassment, bullying, and hazing. The Knights of Honor program contains the following rules:

- We will not bully others.
- We will try to help others who are bullied.
- We will try to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Students who believe they or another student is a victim of bullying, harassment or hazing should immediately report their concerns to their teacher, the supervising teacher or another adult at the school and they should inform their parents.

❖ **GUM/CANDY**

Gum and candy should not be brought to school. Chewing gum or eating candy is not allowed at any time during the school day, including recesses. Failure to comply with this rule may result in a detention. Repeated violations of the rule will result in further utilization of the school's discipline policy.

<h2 style="margin: 0;">VIII. ATHLETICS - ACTIVITIES - TRANSPORTATION</h2>

❖ **ATHLETICS**

Extracurricular Activities

Good sportsmanship is required of all students participating in athletics.

Physical Exam

Students participating in interscholastic athletics must have a physical examination performed by a physician prior to participation in practices or games. Certificate of medical examination forms are available in the school office. A completed copy of the physical should be given to the school office and a copy given to the coach. Athletic physicals are valid for one calendar year. A Concussion and Brain Injury Information sheet, as provided by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union shall be provided annually to parents of students participating in interscholastic activities in which a concussion or brain injury could occur.

The following sports are available to 7th and 8th graders at Creston Middle School: football, cross country, basketball, wrestling, volleyball, and track. Students participating in shared time sports may ride the bus to the middle school after school for practice.

❖ **ACTIVITIES**

Band

Participation in band is available for students in grades 4-8. Students must provide their own instrument. The fee for individual lessons is \$25.00 per month. Lessons missed will be rescheduled. Students are expected to bring their instrument on the day band and band lessons are scheduled. Failure to bring an instrument will be handled in the same manner as a late assignment. Students will receive a late slip that must be signed by the parent and returned to the band instructor. After the third and each subsequent late slip the student will receive a detention. Students are expected to attend all schedule band concerts. Failure to attend a concert will result in a detention.

Band students in grades 7 and 8 will participate in the 7th and 8th grade middle school band. Students will begin the school day at the middle school on the days band is held. They will be transported to St. Malachy when band class is completed. St. Malachy band students are expected to participate in the middle school band program at the same level as public school students. The St. Malachy band teacher will give weekly lessons to St. Malachy 7th and 8th grade band students.

Vocal Music

Vocal music instruction is provided and required for all students in grades K-8. Attendance at scheduled concerts is required. Failure to attend a concert will result in a lowered grade and a detention.

Participation in PE Classes

All students are required to participate in all physical education classes. Students must have a doctor's permit to be excused from physical education class. Students must wear or bring tennis shoes for class. Extra clothes, such as shorts, sweats, or jeans may be brought for physical education class. Appropriate attire will be designated by the teacher. Students are expected to wear the designated attire. Students will change before/after class. Tennis shoes will have laces and be properly tied during physical education classes.

Library

Students will be given the opportunity to check out library books once a week. The check-out period will be for two weeks. Overdue notices will be given to students as a reminder to return late books. Students will be expected to pay for lost and damaged books after 3 overdue notices. Once a lost or damaged library book has been paid for, the book becomes the property of the family. The school will not reimburse the family if the book is found at a later date.

❖ TRANSPORTATION

Parents are to determine where a student is to go after school and a method for the student to reach his/her destination. Unless otherwise directed by the parent, the student will go to the determined destination at the end of each school day. If the destination is to be changed the parent should contact the school prior to the change.

Bus Transportation

Rural students are transported daily to the school building in the morning and are again picked up at evening dismissal time, taken to the Creston Elementary/Middle School and reloaded for the trip home. If possible your child should inform the bus driver if he/she knows in advance that he is not going to ride. After-school sports participators may ride the bus to the Jr. High.

TRANSPORTATION WILL BE PROVIDED ONLY AS LONG AS GOOD CONDUCT WARRANTS. VIOLATORS ARE REPORTED TO THE TRANSPORTATION SUPERVISOR. A RULE VIOLATION MAY RESULT IN YOUR CHILD'S TRANSPORTATION PRIVILEGES BEING DENIED.

Special Bus Permission

For a student to ride the bus home with another student, each child should have a note from his/her parent stating that he/she will be riding on that particular day. These two separate notes should be presented to the school teacher. One will then be sent to the school office and one given to the bus driver.

Since most of the buses carry capacity loads, at no time will several town children be allowed to ride home with a rural student.

Bicycles

Bicycles may be ridden to school with parent/guardian approval. Students are to walk their bikes when on the sidewalk between the alley and rectory. Bikes are to be parked and secured to the bike rack in front of the school. Bike locks are recommended.

Pedestrian Safety

When coming to or leaving school, students are expected to use marked crosswalks. Students should not cross the street at places other than those marked by the crosswalk. A school crossing guard is on duty before and after school at the Elm Street crossing. Students are to follow the directives of the crossing guard at all times.

Drop Off and Pick Up of Students

Safety when dropping off and picking up students is a responsibility that is shared by all involved. A few seconds of patience could save the life of a child - yours.

The St. Malachy School Drop Off and Pick Up Rules and Procedures are provided at the end of this handbook. Parents are asked to read and abide by these rules and procedures.

❖ FIELD TRIP

Field trips are planned for various times during the school year. Classes and groups make trips to various places in and around the community. In most cases, private passenger vehicles are used to transport students. The following guidelines will be used when transporting students by private passenger vehicle:

- Seat belts must be worn by the driver and all passengers.
- The driver must have a valid, non-probationary driver's license and no disability that could impair his/her ability to drive safely.
- The driver must be informed that his/her insurance is primary and diocesan insurance is secondary in case of accident or liability.
- The driver must meet the minimum liability limits for coverage of \$100,000 per person and \$300,000 per occurrence.
- No child seated in front passenger seat.
- Every vehicle must obey traffic laws and signs.
- Every vehicle is to travel together and follow the route and plan provided by the school.
- No side trips or stops by individual vehicles.
- No treats purchased for students by drivers.
- In vehicles with TV/VCR capabilities, movies shown must be G only.
- At least one cell phone number left in the office in case of emergency.

In order for a child to participate in a field trip or school sponsored activity in which private passenger vehicles are used, the parent of the child must sign a Parent/Guardian Consent Form and Liability Waiver. The driver of each private passenger vehicle must complete a Driver Information Form.

It shall be the policy of the Diocesan Catholic Schools Board that all field trips must have an educational purpose. The school must utilize a form for each field trip and off school property trips that gives the participant's name, grade, parent's/guardian's name, home address, home and/or cell phone, business phone, type of event, educational purpose of event, event destination, name of sponsor/supervisor, estimated time of departure and return, mode of transportation, and cost to student. The form must be signed and dated by the student's parents/guardians granting permission for the student to participate and releasing the school from all liability, except in the case of negligence on the part of the school or its' employees.

Privately Owned Vehicles

1. All privately owned vehicles used on behalf of the school must be insured. They must have a valid and current registration, license plates and proof of insurance card.
2. The vehicle must be in safe operating condition.
3. The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.

4. The minimum liability limit for privately owned vehicles is: \$100,000/\$300,000. A Private Vehicle Use Application (Regulation 652.2) must be completed for each vehicle.
(Diocese of Des Moines Catholic Schools Board Regulation 652.1)

Drivers

1. Drivers must be 21 years of age or older.
2. A driver must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
3. Operators must possess a current valid driver's license for the type of vehicle they will be operating.
4. No operator will be hired or be allowed to provide volunteer transportation on behalf of any Church entity who has had any of the following citations or convictions in the past three years:
 - Operating a vehicle during a period of license suspension, revocation or forfeiture
 - Driving under the influence of alcohol or drugs
 - Hit and run accident
 - Failure to report an accident
 - Negligent homicide arising out of the use of a motor vehicle
 - Using a motor vehicle for the commission of a felony
 - Operating a motor vehicle without the owner's authority
 - Permitting an unlicensed person to drive
 - Reckless driving
 - A combined total of three or more accidents and/or moving violations
5. It is the responsibility of the operator to ensure that passengers adhere to the current State of Iowa safety belt laws and regulations.
6. All operators are expected to take the online defensive driving course Be Smart-Drive Safe.
<http://www.cmgdrivesafe.com/>
7. Any volunteer who drives on a regular basis for Church/school business must complete the Volunteer Driver Application (Regulation 652.3) and the background check forms. Please retain the Volunteer Driver Application in your office.
8. A copy of the Motor Vehicle Record (MVR) from each state where he/she has ever had a valid driver's license is required and will be obtained in the background check process.
9. Potential drivers should not be utilized if they answered "YES" to any of the questions asked on the Volunteer Application (Regulation 652.3)
10. The driver must be informed that his/her insurance is primary and diocesan insurance is secondary in case of accident or liability.
(Diocese of Des Moines Catholic Schools Board Regulation 652.1)

IX. COMMUNICATIONS - REPORTING

❖ SCHOOL BULLETIN

The school's website (www.crestonstmalachy.org) is used to provide parents with a variety of information as well as school rules, procedures and policy. Weekly bulletins from the school are posted to the school website by the end of the school day on Thursday. The site also contains copies of handbooks, Board of Education roster and schedule, information concerning the Scrip program, and links to individual teacher and classroom blogs.

All classroom teachers have a blog which serves as the means of communicating information about activities and learning going on in the classroom. Parents are asked to sign in to receive email notification when blogs are updated.

❖ **CONFERENCES**

Parent-Teacher Conferences will be held in the fall and the spring. Parents are strongly encouraged to participate in the conferences. Additional conferences may be requested by either the parent or teacher. We best help the student with open and honest communication between the home and the school.

❖ **STUDENT PROGRESS REPORTS**

The school utilizes the Diocesan Progress Report for students in kindergarten through 8th grade. The reports are completed at the end of each trimester and are made available to parents through Power School.

Students in kindergarten through 5th grade will receive a Standards Based Report. This report indicates the student's level of proficiency on various grade level expectations. Students in grades 6 through 8 will receive a Standards Based Report along with a traditional Letter Based Report.

❖ **SCHOOL VISITATION**

Parents and adults are welcome to visit the school or classes of their children. All visitors are to enter the building through the main entrance on the south side of the building. Visitors are to check in through the office upon arrival and to check out through the office when leaving. Visitors are asked to inform the teacher of their intent prior to the time of the visit.

X. OTHER INFORMATION

❖ **LITURGIES**

All students in grades 1-8 attend weekly school liturgies at 9:15 on Wednesday and participate with their class and the priest in planning these liturgies. When Holy days fall during the week, school liturgies will be on those days.

❖ **SCHOOL ORGANIZATIONS**

Board of Education - Holy Spirit Parish Board of Education oversees the education programs of the parish, sets policy, and establishes budgets. The Board meets monthly on the 4th Monday of the month.

Parent Teacher Organization - St. Malachy has an active Parent Teacher Organization. The Parent Teacher Organization meets regularly. Watch the bulletin for times.

St. Malachy Foundation - The St. Malachy Foundation was formed to promote St. Malachy School and the religious education programs offered by the Board of Education; and to solicit, invest and allocate funds on behalf of St. Malachy School and the Board of Education.

Civics Club - The Civics Club is formed of 7th and 8th grade students who assist in several school activities during the year. Officers are elected three times a year.

❖ **STUDENT RECORDS**

St. Malachy School maintains a system of pupil records which includes permanent records and cumulative records.

Permanent Record - contains the students' official transcript, demographic information, data to plan for the student's educational needs, annual attendance and educational progress records, standardized test scores, dates of attendance, graduation or transfer, where student transferred, the date if student received an out-of-school suspension, and the date and reason the student was expelled if such were the case. This file is permanently maintained and stored in a fire-resistant, locked file.

Cumulative Record – contains the student's current and continuous record of progress and growth, courses taken, academic progress, attendance, physical and health record, interests, attitudes, abilities, honors, extracurricular activities.

Parents or legal guardians of students under age 18 and students age 18 and over have the right to inspect and review the student's education records including a right to request a copies. Individuals, stipulated above, have a right to ask the school to amend the student's educational records if they feel the information in the records is misleading, inaccurate or violates the privacy of the student. Should the school refuse to amend the records, those requesting the change have a right to a hearing by the Diocesan Superintendent of Schools or appointee. If the request is still denied, those requesting the change have the right to place an explanatory letter in the file containing the reasons they feel the record(s) is misleading or inaccurate.

Student records may be disclosed in limited circumstances without parental/guardian or eligible student written permission, on the condition that the record will not be disclosed to a third party. This disclosure may be made to: school officials within the school and diocesan office; AEA personnel who have a legitimate educational interest; school officials to which a student wishes to or does transfer, provided the other school informs the parent/guardian; any connection with financial aid for which the student has applied if the record is necessary to receive the aid; organizations conducting educational research as long as the research does not release personally identifiable information; courts and judicially issued subpoenas; federal and state legal and educational authorities; health personnel. Otherwise disclosure of student records may not be done without parental/guardian or eligible student permission.

❖ **FAMILY DIRECTORY**

St. Malachy School annually publishes a Family Directory of general information including: parent's names, grade, student name, phone, and address. Parents have the right to deny the inclusion of some or all of their child's information in the directory. A form for denying inclusion of some or all of a child's information will be sent out in the first two weeks of the school year. This form will need to be completed and returned to the school office by the date designated on the form. The school will assume the above mentioned information may be included in the directory if the school has not been informed by the designated date.

❖ **FIRE/TORNADO DRILLS**

Fire--State law requires that fire drills be held four times annually. A series of short intermittent rings indicates a fire alarm. Procedures to be followed in the event of fire are posted in a prominent place in all classrooms.

Tornado--Disaster drills are held at regular intervals. If there is evidence of a tornado, the teacher will be notified that a watch is in effect. A long continuous ring indicates a tornado/severe weather alarm. Procedures and instructions to be followed in the event of a tornado/severe weather are posted in a prominent place in each classroom. If a tornado alarm is sounded all students, teachers, and others in the building will take cover immediately. Students and teachers shall move to locations of safety away from

possible flying glass and other debris. All should prepare to tuck and duck. If the tornado warning is near the end of the day, students will be held at the school at least until the all clear signal is sounded.

❖ **PARTIES/TREATS/GIFTS**

Classroom parties will be allowed for Halloween, Christmas and Valentine's Day. Parties are normally held on the day of the holiday or the last school day prior to the holiday. Parties may not begin prior to 1:30 p.m. and shall be completed by 3:00 p.m. The classroom teacher will be responsible for organizing and supervising each party. (Organization may be delegated to homeroom parents.) Homeroom parents supply treats and assist with activities.

Bringing treats for classmates on your birthday is a common practice in many schools. This practice is voluntary and participation is optional. Normally treats are brought on the child's birthday or the day that school is in session close to the child's birthday. Students with summer birthdays may select another day during the school year to bring treats if so desired. Parents are to notify the teacher and obtain approval for bringing treats at least one day prior to bringing treats.

The following rules and procedures apply to bring birthday treats:

- Treats must be store bought and individually wrapped.
- There must be one of the same type of treat for each student in the class.
- Treats must be no larger than one serving portion per individual.
- The following items are not allowed:
 - Pop
 - Drinks
 - Treats needing storage in the refrigerator or freezer.
 - Cupcakes or cakes from a bakery/store
- Treats will be distributed as directed by the classroom teacher.

❖ **BIRTHDAY PARTY INVITATIONS**

Invitations to student birthday parties will not be distributed at school. Parents are encouraged to mail invitations to their child's party. Parents are asked to invite all students in the class (or at least all students of their child's gender) to their child's birthday party.

❖ **COLLECTION OF MONEY FOR GIFTS**

St. Malachy School Board of Education policy states that moneys may not be collected for gift giving to faculty or staff except in cases of emergency, death, or long term illness and then only with pastor or principal approval.

❖ **COLD WEATHER**

Students need to come to school dressed appropriately and for the weather. Generally, students will go outside for recess unless it's raining or is extremely cold. On chilly days, students will be expected to wear coats, jackets, or sweaters. The teacher on duty will determine whether coats, jackets, or sweaters will be required.

❖ **LOCKERS**

Students in 3rd through 8th grade will be assigned a locker at the beginning of the school year. Third through fifth grade lockers are for storage of textbooks, school supplies and other personal items. Coats, boots and backpacks will be stored in the classroom closets. Sixth through eighth grade lockers are for storage of textbooks, school supplies, personal items, coats, and backpacks. During the winter, boots will be stored

elsewhere. Students are expected to keep their lockers neat and tidy. They should not mark on the lockers nor should they attach stickers. Lockers are subject to being searched at any time.

❖ **TELEPHONE**

The school telephone is a business phone. Student use will be limited to an as needed basis and only with permission from the office. As a general rule, phone calls for forgotten home work, materials, band instruments or athletic gear will not be allowed. (Game day and event day exceptions will be granted.) Students will not be called to the phone to answer a call nor will they be allowed to return a call to a parent. Except in cases of emergency, the school will not coordinate nor facilitate parent/child phone conversations.

❖ **CELL PHONES**

Cell phones are to be turned off and remain in a student's backpack, locker, or coat during the school day. Students are expected to refrain from using their cell phones from the time they arrive on school grounds in the morning until the leave school grounds at the end of the day. Student use of cell phones will result in the confiscation of the phone until the end of the school day. A second infraction of the cell phone rules will result in the confiscation of the phone until the end of the school day on the following Monday. A meeting with parents will be the result of a third infraction of the cell phone rules. Possible further consequences will be considered.

Prior to leaving for field trips students who have cell phones will be required to give the cell phone to the teacher who is leading the trip. The cell phone will be returned to the student when the class arrives back at St. Malachy School.

Parents may contact the school if they need to get a message to their child on a field trip. The school will forward messages to the teacher on the trip who will in turn notify the child. This practice is consistent with calls from parents during a regular school day. It is the teacher's responsibility to make sure the field trip stays on schedule. If the group will be returning more than 10 minutes late from their field trip, students will be given an opportunity to communicate directly with their parent.

❖ **LOST AND FOUND**

Items that have been lost and found are brought to the office and placed in the Lost and Found basket. Lost and Found items are placed out at conferences and at the end of the year. Items not claimed prior to the summer are donated to the Rectory Re-Run.

❖ **LOST, STOLEN, DAMAGED ITEMS**

Periodically students bring items to school for show and tell or as part of a school project. Items brought to school are the responsibility of the student. The school will not be responsible for items lost, stolen, or damaged.

❖ **SHOW AND TELL/SHARING TIME**

Kindergarten, First and Second grades will have Show and Tell/Sharing time. Show and Tell/Sharing will be scheduled by each classroom teacher. Parents are asked to share the following rules with their child:

- One item only
- Item needs to fit into the child's schoolbag or share bag.
- Item should be non-breakable.
- No Pets or live animals.

These rules are developed so that all students are able to enjoy Show and Tell/Sharing and to enable students to bring an item that they can manage/control by themselves. While pets are enjoyable, they also get excited, bite and/or scare others.

**St. Malachy School
Drop Off and Pick Up
Rules and Procedures
August 2015**

Drop Off Time:	<ul style="list-style-type: none"> • 30 minutes prior to the start of the school day.
Pick Up Time:	<ul style="list-style-type: none"> • 10 minutes prior to school dismissal until 30 minutes after school dismissal.
Clark Street:	<ul style="list-style-type: none"> • Clark Street drop-off and pick-up is to occur on the north side of the street only. • Vehicles should approach the school for drop-off and/or pick-up from the east off of Elm Street. • During pick-up, vehicles should enter the alley from the east off of Elm Street and then proceed through the alley to Clark Street. • Vehicles are to pull up next to the curb prior to students loading and unloading. • There is to be no parking or standing in the yellow area in front of the school until the bus and trolleys have loaded and left.
Clark Street west of school building:	<ul style="list-style-type: none"> • The area on Clark Street west of the building is available for parents use during drop-off and to pick-up. • Drop-off and pick-up must occur on the north side of the street. • This area is also used for parents who need to park their vehicle and enter the building during drop-off and pick-up times.
Division Street:	<ul style="list-style-type: none"> • The area on Division Street north of Clark Street is available for parents to use during drop-off and to pick-up. • There is to be no parking in the grass along Division Street north of the Clark/Division intersection.
Other	<ul style="list-style-type: none"> • Afternoon preschool students will be brought to the appropriate vehicle for pick-up after school. • There should be no vehicles parked in the loading and unloading area for more than ten minutes. • Parents who need to park their car and come into the building should not park in the yellow area in front of the school during drop off and pick up times. • There should be no turning north into the alley east of the school during drop off and pick up times.