

We put it all



Together

Student/Parent Handbook 2011 - 2012

“Learning, Loving and Living with Christ”

**The parish school of St. Malachy believes
that our mission is:**

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

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

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

This form must be signed and returned to the school office no later than August 26, 2011. Please read carefully and follow instructions.

We, the undersigned, state that we have read and agree to be governed by the Parent Handbook for St. Malachy Parish School for the 2011-2012 school year.

We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. St. Malachy Parish School retains the right to amend the Parent Handbook for just cause and parents will be given prompt notification if changes are made.

Date _____

Father's Signature _____

Mother / Legal Guardian's Signature _____

Student's Signature

Grade

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ST. MALACHY PARISH SCHOOL
POLICY AND INFORMATION BOOKLET**

This booklet explains St. Malachy Parish School policies and the general operation of the school. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this booklet carefully and keep it for references during the school year.

A calendar is provided at the end of the booklet. Please use this calendar to note dates of scheduled meetings, free days, vacations, etc. throughout the school year. Please update this calendar with your monthly newsletter.

PARENTAL RESPONSIBILITY

"As it is the parents who have given life to their children, on them lies the obligation of educating their family. They must, therefore, be recognized as being primarily and principally responsible for their education."

Knowing that example speaks louder than words, it is important to keep in mind that it is a parental responsibility to give witness to Christian value. In addition to example, other responsibilities are:

1. To encourage your student to obey the regulations and principles of good behavior.
2. To provide adequate places for study and encourage completion of assignments.
3. To encourage the development of your student's individual talents and interests.
4. To build religious celebration and family prayer into your daily life.
5. To keep the school informed of the special needs of your student.
6. To read all communication sent to the home with the student.
7. To attend conferences and to request additional information as needed.
8. **To support the regulations in this handbook.**



“We, the parents, staff and parishioners, believe St. Malachy Parish

School is a community of total Catholic education with Christ as the foundation ... We encourage each student to grow in faith and develop the skills needed to reason intelligently, evaluate choices wisely and make decisions responsibly.” St. Malachy Parish School follows the state of Indiana and the Archdiocese of Indianapolis guidelines for textbook adoption, standardized testing and curriculum including art, music, library, physical education and Spanish (K-8). St. Malachy is a state and North Central accredited school.

A traditional view of the classroom has been historically organized under the assumption that learning is something that the teacher makes happen.

Here at St. Malachy Parish School, we believe the teacher is the facilitator rather than the source of learning, the source being the student. With the teacher’s assistance and instigation, the student makes learning happen to and for him/herself. Our goal is to make students lifelong learners. We do this by giving students the skills necessary to succeed in future pursuits.

Teaching and learning styles differ. Teachers are continually looking for ways to reach the diverse learning styles of students. A traditional lecture/discussion format, individualized instruction, small group work, experiential learning and outside resources can accomplish this.

In the middle school primarily, the departmental approach is beneficial by allowing teachers to teach in their specific areas of expertise. The changing of classes enables the student to assume responsibility for the organization of personal school supplies such as notebooks, binders, textbook, etc. The fourth and fifth grades rotate between their two teachers.

RELIGION INSTRUCTION

St. Malachy Parish School is a ministry of the parish. Religion is taught at each grade and spirituality is part of everyday life. Students receive instruction in Scripture, Catholic traditions and history, as well as sacramental preparation. They participate and help plan weekly liturgies (Wednesday, 8:15 am) and are involved in regular service projects.

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

SACRAMENTAL PREPARATION

Catholics are sacramental people. Preparation for the Sacraments is a continuous process in a Catholic school. Formal instruction and preparation for Eucharist (First Communion) and Reconciliation (confession) occurs in the second grade. Confirmation is reserved for high school age or older.

Parental involvement is critical for the success of the preparation. Your witness is the real teacher for your

ACADEMIC PHILOSOPHY AND PROCEDURES

student’s faith development. You will be asked to attend adult preparation meetings and spend some time with family centered activities.

All students must be enrolled in some religious instruction (school or Religious Education) for one year prior to their sacramental year.

Special preparation is available for older students who have not received the Sacraments but wish to do so. Contact the Director of Faith Formation (852-3195) if you have any questions.

HOMEWORK

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

All students in grades 3-8 are required to maintain a daily assignment book. Homework dropped off at the office after 7:45 will be delivered to the teacher at the end of the day.

Middle school students will receive one homework ticket per quarter; this enables them the opportunity to turn in 1 late assignment per quarter with no penalty.

LATE HOMEWORK POLICY

Assignments that are one day late will be accepted for 50% of the earned credit. Late assignments, two or more days past due, will be collected and graded, but no credit will be given. Projects and long-term assignments must be turned in on time for credit and are excluded from this policy. In case of absence, one day will be given for make-up work for each day absent. This excludes long term projects.

EXTRA CREDIT

Grades are based on daily work, test, projects, etc. Extra credit assignments will be given at the discretion of the teacher.

MIDDLE SCHOOL A.S.A.P.

A.S.A.P. (After School Academic Preparation) is a homework session that operates after school Monday, Tuesday and Thursday from 2:30-3:15 pm. Middle school teachers volunteer to staff these sessions. Students are afforded extra time to understand their homework assignments and ask questions of their teachers.

TESTING

ISTEP+ standardized tests are administered in grades 3,4,5,6,7,8 in the spring. Results will be available online.

ARCHDIOCESAN GRADING SCALE

A:	95% - 100%
B:	86% - 94%
C:	76% - 85%
D:	70% - 75%
F:	69% or below

Please check grades each week.

PARENT/TEACHER CONFERENCES

Parents are encouraged to attend conferences with the teachers (Middle School students also attend these conferences). Scheduled conferences are after the completion of the first quarter. Parents may sign up for these conferences online. We also encourage parents to inquire about their student’s progress at any time during the school year via Powerschool. Teachers have both voice mail and e-mail. We are here to work with you.

REPORT CARDS

Report cards are distributed at the end of each quarter. These reports show the progress made scholastically and also the progress in the character formation of the student. It is recommended that a parent/teacher conference be arranged when a problem of unsatisfactory work or unsatisfactory behavior arises. School Commission policy requires that all financial obligations be paid before report cards are released.

MIDDLE SCHOOL HONOR ROLL

High Honors consists of all As in all subjects while Honors consists of As and B’s in all subjects. A “U” in the overall cooperation/conduct grade or a class cooperation/conduct grade does not allow the student to achieve Honor Roll.

EXTRACURRICULAR GENERAL RULES

Participation in extracurricular activities (clubs, athletic/ academic teams and social functions) is a privilege at St. Malachy Parish School. All students must be in good standing behaviorally and academically to participate. A student may not fail any subjects, have three D grades or have a U grade in conduct. If the student fails to follow these expectations, he/she will not participate in extracurricular activities until the next grading period. Resource Room students on a modified or alternative grading scale must meet the above requirements. The student becomes eligible or ineligible the day report cards are distributed. A copy of the ineligibility notice is kept in

the office, one is sent to the parents, and one is given to the athletic director who will distribute the information to the individual coaches.

ACADEMIC REVIEW TEAM

Students with failing grades in two or more subjects in a quarter may be brought to the Academic Review Team (principal, assistant principal parents and two teachers). The Team will set a plan in place for the student. If the plan is not followed by the student/family, the student may be asked to leave St. Malachy Parish School.

PROMOTION, RETENTION AND ASSIGNMENT

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

SHADOW PROGRAM

Students in Gr. 3-8 wishing to attend St. Malachy Parish School may visit for a half day in the morning. No more than two visitors per grade level may attend on any given day. The transfer student must have his/her parents make arrangements 24 hours in advance through the school office.

Eighth grade students may shadow a high school one time without an absence being counted. A form must be requested in writing from the homeroom teacher a week in advance. A copy needs to be sent to the principal’s office. This form must be signed by the high school principal and returned to the homeroom teacher the following day. All eighth grade St. Malachy students will shadow at Cardinal Ritter, thus additional visits are discouraged.

WITHDRAWAL/RELEASE OF SCHOOL RECORDS

Please notify the school office if you are moving in order to provide adequate time to prepare withdrawal records. Records will not be transferred to another school until all financial (including but not limited to tuition, fees, library, CYO, extended day, and cafeteria) obligations have been cleared with the school. Written notification must be given to the principal of withdrawal.

DISCIPLINE PHILOSOPHY AND PROCEDURES



St. Malachy Parish School strives to educate students in Catholic beliefs and to provide a learning environment that will assist the student in developing intellectually, spiritually, emotionally, physically and socially. Discipline is a necessary element of this mission. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must, and will, be provided.

We expect students at St. Malachy Parish School to exemplify attitudes and actions that reflect Catholic values. Values such as respect, honesty, caring, responsibility, justice and generosity are the goals toward which all students must strive. Both students and staff must expend constant effort in growth and development toward this end.

Disciplinary action is intended to be instructional and corrective. Discipline will be administered with respect for Catholic values. When necessary, consequences will be administered in a manner that is consistent, fair, firm and appropriate for each situation.

GENERAL CONDUCT

Students are representatives of St. Malachy Parish School, and are expected to conduct themselves in an orderly manner at all times when in school or at any school sponsored activity.

Students are expected to show respect for teachers, staff members, substitute teachers, other students, visitors and school property. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion. Gum chewing is not permitted under any circumstance. The school dress code will be strictly enforced.

DISCIPLINE PROCEDURES

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the Code of Discipline for St. Malachy Parish School, the following procedures will be followed:

1. **The teacher and student will resolve the problem.** (verbal warning, one on one meeting, written warning, etc.)
2. **The teacher and student will resolve the problem and the parent will be notified.** (written warning sent home, phone call to parents, etc.)
3. **Teacher will communicate with administration;** student will meet with the administrator.
4. **The teacher, student, administrator and parent will meet to resolve the problem.**
5. **The student will appear before the Discipline Board.**

The teacher will determine whether discipline will begin at procedure 1, 2 or 3. The administrator has discretion to advance to procedures 4 or 5 if appropriate for the situation.

REFERRAL SLIPS

A referral slip is given to students for minor infractions of unacceptable behavior during the school day. The third referral will result in a detention.

DETENTIONS

A student is subject to a detention for any violation of the basic school rules. Recognizing that it is impossible to list all types of misconduct, any comparable offenses will be resolved at the discretion of school authority.

- Three referrals
- Rude or discourteous behavior
- Not following classroom rules
- Insubordination (including repeated same referral violations, i.e. dress code)
- Disrespect
- Restroom misconduct
- Misconduct during Mass

Students earning a detention will receive a form and be responsible for obtaining their parent's signature as well as returning it to the staff member who gave them the referral. Failure to return form by the next school day may result in another detention.

DETENTION PERIOD

Detentions are served on Tuesday from 2:30 - 3:15 PM. Arrangements for transportation will need to be made or the student will go to Extended Day. Detention periods are spent in silence completing a task assigned by the administrator in charge. Failure to comply may result in another detention or suspension.

IN-SCHOOL SUSPENSION

In-school suspension will be a supervised situation in which the student is isolated from the rest of the student body in the office area. The student's parents will be notified by phone and documentation of the offense will be placed in the student's file. These will accumulate throughout the student's enrollment at St. Malachy Parish School. A conference with the parents may be required.

In-school suspensions may last from one to three days. They are to be served as soon as possible

The student will be given the daily assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instructions will be the student's responsibility. Assignments will be graded the same as for those who attended the regular class.

Major disciplinary violations may result in an in-school suspension. Violations include, but are not limited to

- Profane, abusive, offensive, disrespectful language or threatening language (verbal or written)
- Damaging private or school property
- Causing injury to others
- Academic dishonesty
- Truancy
- Lying
- Failure to follow directions of a teacher or administrator

When serving an in-school suspension, a student may not participate in a practice, compete in a game or attend extracurricular activities from the day the suspension is served

until after he or she has completed a day of school after the suspension.

OUT-OF-SCHOOL SUSPENSION/ EXPULSION

Out of school suspension/expulsion will be used only for extremely grave violations. All preventive efforts will be taken with the student, parents, and administration before these policies are enforced.

Out-of-school suspension could last from one to five days. The suspension period begins at the time of the violation. The parents will be notified by phone and documentation will be placed in the student's file. Out-of-school suspensions will accumulate throughout the student's enrollment at St. Malachy Parish School. Some infractions that warrant suspension/expulsion include but are not limited to the following:

- Stealing
- Vandalism
- Unauthorized tampering with computers, hardware or software
- Verbal or physical intimidation of another student or staff
- Drug/alcohol/tobacco offense
- Causing a false alarm
- Open defiance of school authority
- Physical aggression (as the aggressor or retaliator)
- Theft
- Bringing a possible weapon to school

No credit will be given for school work during the period of out-of-school suspension.

A threat assessment procedure may take place with the student and the Discipline Board before the student is allowed to return to school.

A student who has been suspended two times in a school year may be expelled at the next suspension. Students could be immediately expelled for the following, but not limited to

- Possession, use/selling of drugs/tobacco/weapons on school grounds, or at a school related activity or on the bus
- Dangerous behavior
- Repeated truancy
- Threatening any staff member, bus driver, parent or student
- Failure to comply with the Discipline Board

Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, the principal could consult teachers, pastor and parents. A written notice will be submitted to the School Commission in certain situations and the parents may be given the opportunity to withdraw the student first.

WEAPON POLICY

St. Malachy Parish School will not tolerate the possession or use of weapons* or firearms. A student who possesses a weapon on school property, on the bus, or at a school sponsored event could be subject to disciplinary action or expelled immediately upon seizure of the weapon. The principal could refer any student to the Discipline Board prior

to the above consequences. The police may be notified.

*A weapon could be any instrument, tool, device or bodily part that can cause bodily harm to an individual and/or cause damage to personal property.

The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm, is prohibited at all times on school premises before, during, or after school or at any school sponsored activity. Examples include but are not limited to: bats, belts, compasses, combs, nail files, pens, pencils, and scissors. Consequence: could be up to five days out-of-school suspension and/or suspension with due process hearing for possible expulsion.

INVOLVEMENT IN A FIGHT

A fight is defined as two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm. The consequence for fighting could be a suspension and/or possible expulsion.

ASSAULT OR INTIMIDATION OF AN INDIVIDUAL(S)

Assault is defined as any physical attack or threat (written or verbal) of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason. Assault or intimidation may result in a suspension with the possibility of a due process hearing.

DISCIPLINE BOARD

The Discipline Assessment Team will be composed of the principal, assistant principal and two teacher representatives. The Discipline Assessment Team shall conduct a hearing on the future status of the student in question. The results of the hearing may be readmission of the student under a discipline contract or permanent expulsion of the student.

PROBATION

A student placed on probation will be monitored closely. Any major violation could result in immediate expulsion. All transfer students will be placed on probation for their first semester at St. Malachy Parish School.

DRESS CODE

St. Malachy Parish School has a uniform dress code. Contact the office for information and a Schoolbelles catalog.

The accepted dress for our students is:

Uniform shirts are the monogrammed (St. Malachy) Schoolbelles polo shirts in navy, dark green, red or white in long or short sleeves. Girls may wear white long or short sleeve Schoolbelle uniform blouses ONLY with Schoolbelles plaid skirts, skorts or jumpers. Blouses may NOT be worn with uniform pants, jeans, or shorts. Plain white shirts (turtlenecks, long or short sleeved t-shirts) may be worn under the polo shirts during colder weather. Shirts and blouses must be tucked into the waistband at all times.

Uniform pants are proper fitting, plain navy or khaki (tan) slacks or navy/tan jeans. No rayon or nylon windbreaker material pants allowed. Pants must be in good condition (no holes or frayed ends) and must

not be baggy. The pants may not have any designs, embroidery or appliques on them. A **belt** must be worn with pants that were originally designed with belt loops.

Uniform skirts, skorts and jumpers are St. Malachy plaid from Schoolbelles, and are to be no shorter than two (2) inches above the knee. No leggings, spandex or running pants. Tights must be footed and are to be nude, navy, white or black are to be worn under uniform skirts, skorts, or jumpers.

Uniform shorts are navy or khaki (tan) and are worn ONLY in August, September and May.

Sweatshirt/sweater - St. Malachy crewneck logo sweatshirts or a navy Schoolbelle cardigan sweater/ vest are worn during colder weather with an approved uniform shirt underneath. The collar must be seen.

Socks are to be solid white, black, navy or green and are to be worn and visible at all times in sturdy shoes with backs. Ankle and knee socks are acceptable in these colors. No slippers or moccasin type shoes.

Due to safety all students will be required to wear athletic shoes. Footwear that is NOT permitted include but is not limited to boots, slip-ons, or Crocs. Also, student belts must be true belts. No scarves, beads or ropes, or other items will be accepted. Finally, to create a more uniformed look, socks and/or tights must be white, black, navy or green.

Mass days - For Mass days: no jeans and no shorts are worn.

The last school Friday of every month will be a casual day for all staff and students if the child does not have more than two uniform referrals during that month.

Casual Days are privileges and will be announced for special occasions. Student Council Casual Day passes, are to be used on Fridays only. Casual clothing must be neat, decent and proper fitting. No tear-away warm-ups, short shorts, sleeveless shirts, or torn clothing is allowed.

If the dress code is not followed, a referral slip will be issued, or parents will be requested to bring a change of clothing to the school.

The student's personal appearance is to be neat and clean. Hair is to be above the eyes and above the collars for boys, and out of the eyes for the girls. Hair is not to be colored (blue, green, etc.). Girls are not to wear excessive makeup.

GENERAL INFORMATION

ADMISSIONS POLICY

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

Early admission is determined after an observation meeting with parents, student, and the kindergarten teacher.

Recommended students will then wait for an available space after all eligible students have been accommodated.

Parents who wish to enroll a child in St. Malachy Parish School are active, contributing members of the parish. When openings are available, St. Malachy Parish School will consider for admission students from other Catholic parishes and students of other faiths. When a classroom has been filled, a waiting list will be established and maintained throughout the school year.

Policy order for acceptance:

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

AFTERSCHOOL SUPERVISION

Students may not remain on school property unless attending Extended Day. Scouts, cheerleaders, athletic teams, ASAP and clubs are not dismissed until 2:45 pm from their classrooms and must be accompanied by an adult non-staff supervisor. Adult supervisors may enter the school building at 2:45 pm.

ATTENDANCE POLICY

A student's attendance is essential to learning. Learning is a result from active participation in classroom and other school activities which cannot be replaced by individual study.

To help maintain our records for absences, please contact the school office by phone or email prior to 8:30 a.m. on the day of the absence. When reporting the absence the parents/guardian should provide the following:

- Name of the student
- Reason for the absence

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

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

1. Service as a page for or as an honoree of the general assembly
 2. Witness in a judicial proceeding
- St. Malachy Parish School designates absences as excused for the following reasons:
1. Death in the family-parental written or verbal explanation before or upon return of absence
 2. Medical, dental, court and other required appointments-a signed statement from the doctor, dentist, etc., upon return to school
 3. Illness/injury

Prearranged Absence: Absences for family or educational reasons will be allowed without penalty as long as a written request has been received by the principal at least three days before the absence. Not all absences will be approved. A request will not be approved if:

- Required testing is occurring
- The student does not have 97% attendance rate

Teachers are not required to gather work ahead of time for prearranged absences and it is the student's responsibility to collect all work upon return. For unapproved absences the child's assignment will be reduced one letter grade. The student will be

allowed an equivalent number of days as they were absent(i.e. 1 day absent equals 1 day to make up the work).

VACATIONS

Family vacations are strongly discouraged during the school year. No "catching up" can take the place of the instructional experiences planned and conducted by the teacher. Our goal is to keep attendance high for maximum learning. Teachers will not give homework in advance, but the student will be expected to make up the work upon his/her return. There may be times when the work cannot be made up nor a grade given. Please be advised of this when planning vacations. A note prior to the vacation must be submitted to the principal.

BIRTHDAYS

Birthdays are recognized during morning announcements and in the classroom. The Archdiocesan Wellness Plan, required by the State of Indiana to improve the health of our students, stresses the limiting of food used for celebrations at school. No birthday treats or goodie bags should be sent to school.

BOOKBAGS

The purpose of student book bags is to carry books to school and home from school. Middle School (grs. 6-8) students may use rolling bookbags to transport their books and materials from class to class for organizational purposes. The school is not responsible for personal items brought to school. Desks and bookbags can be searched at any given time.

BUS COURTESY

Bus transportation is provided by Brownsburg Community Schools for those students living within the school corporation limits (Brown and Lincoln Townships). Our students are transferred from their buses to shuttle buses at Brownsburg High School, Brownsburg East Middle School, or Brownsburg West Middle School, depending on the pickup area. Please inform the Brownsburg Bus Barn of your request to use this service. It is the parents responsibility to submit all required forms to the Brownsburg Bus Barn.

St. Malachy provides bus service to Avon and Prestwick in the a.m. and p.m., and to a section of Pittsboro in the p.m. Please inform the school office of your request to use this service.

Riding these buses is a privilege and misconduct while riding a school bus can result in the loss of riding privileges. Students are expected to be courteous to the bus driver and follow his/her bus rules

- Go immediately to assigned seat and remain in the seat for the entire bus trip.
- Remain seated and facing forward while the bus is in motion.
- Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
- Food, drink, candy and gum are prohibited on the bus.
- All personal items (Walkman, iPod, electronic games etc.) used while riding the bus must remain in book bags during school hours. The school is not responsible for these items, should they become lost.
- Keep head, hands and feet inside the bus at all times.
- Keep aisle of bus clear of all items, feet, legs etc.
- Follow all directives of the driver.
- Students must be completely quiet when the bus stops at railroad crossings.
- Students will be released at their designated bus stop

only, unless prior written permission has been given to the school.

- Any altered circumstances related to Brownsburg busing must be communicated by calling 852-6813.
- Students must be at their designated bus stop waiting for their bus before their scheduled pickup time.
- Treat all school property with respect.

These along with Brownsburg rules are expected to be followed at all times.

CHANGE OF PLANS OR TRANSPORTATION

If you have a change of plans, please call the school office before 2:00 pm. We cannot guarantee any messages delivered after that time.

CIVIL BEHAVIOR

The entire staff of St. Malachy Parish School will treat parents and visitors to our school with courtesy and respect. Likewise, parents and visitors to our school are expected to treat administration, teachers, and our support staff with courtesy and respect.

Unacceptable or disruptive behavior (behavior that interferes with the operation of the classroom or school, loud and offensive language, display of temper, threats to do bodily or physical harm, damaging school property or any behavior that disrupts the orderly operation of the school or classroom) will not be tolerated.

Any person who displays severe unacceptable or disruptive behavior will be directed to leave the school grounds by the administration or anyone in charge of the school. If the request is ignored or denied, the school will seek the assistance of law enforcement.

Any use of insulting or demeaning language to a staff member, after given appropriate notice, terminates a conference, meeting, or telephone conversation.

COLLECTOR CARDS

All collector cards are not allowed in the St. Malachy school building. If found, they will be confiscated.

COMMUNICATION

Parents are always welcome in our school but we ask that all communication with your student during the school day be routed through the school office.

School 852-2242, ext. 221
Parish Center. 852-3195 or 852-3196
abostrom@stmalachy.org
lkooontz@stmalachy.org
www.saintmalachyschool.org (web site)

If a parent has any questions regarding the education of his/her student, please call the student's teacher at school and explain your concern. Going directly to the teacher is the best way of checking a student's progress. If these calls are made during the school day, please leave a voice mail or e-mail and the teacher will return the call after school has been dismissed. Teachers will also call parents at any time that the interests of the student need to be discussed. PLEASE DO NOT CALL STAFF MEMBERS AT HOME. Any information being sent home with our children through the school needs to be approved by the school administration prior to copying or distributing.

DAILY SCHEDULE

The school's schedule is as follows. Please read the monthly newsletters for any changes:

- 7:15 Early supervision begins in Noll Hall
- 7:30 First bell ... students are dismissed to their classrooms
- 7:45 Tardy bell ... student must report to the office for tardy slip

10:45-11:10 (Grades 5-8) Lunch

11:20-11:40 (KG) Lunch

11:27-11:47 (1st) Lunch

11:34-11:54 (2nd) Lunch

11:41-12:01 (3rd) Lunch

11:48-12:08 (4th) Lunch

2:30 Dismissal

Extended Day hours: 2:30 until 6:00 PM

EARLY DISMISSAL

If it is necessary for a student to leave school early (appointment, etc), a written parental request must be presented to the teacher/office in the morning. The parent should then personally call for the student at the school office. At no time should parents or other visitors go directly to a classroom during school hours without permission from the office. Any absence from the classroom during regular school hours counts against perfect attendance.

EMERGENCY CLOSING

When in doubt as to whether school will be open due to severe weather conditions, please listen to the major radio stations and TV stations. Effort is made to notify the media by 6:00 am. As a general rule, St. Malachy Parish School follows the decision of Brownsburg Community Schools. Parents will be notified in writing if there is any other closing not listed on the school calendar. Sometimes it may be necessary to close early, once students are in school. For these rare occasions, the school has compiled an emergency contact list for emailing parents via new program *Homework Watcher*. Your student should have an emergency plan. We do not want to send students home on a bus if we are not sure someone is there.

EXTENDED DAY PROGRAM

St. Malachy Parish School offers an extended day program to provide regular or occasional after-school care for our students. This program operates on all full days of school immediately following dismissal until 6:00 pm. It does not operate on emergency closings or non-school days.

All families wishing to use the program must register before sending students to Extended Day. You must complete the registration form and pay the registration fee.

Extended Day offers a physical activity period right after school, followed by a snack break. Students then have homework time or various games and activities in which to participate until parents pick them up. The hourly fee is very reasonable and is set each spring for the next year. Contact the director for details.

Extended Day enforces the same discipline rules as the school.

FIELD TRIPS

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

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

We are required, by our insurance administrators, to have individual permission slips for each field trip. Please read the newsletter and be aware of any field trips. Ask your student for the permission slip if one doesn't appear. Your student cannot be permitted to leave school if the permission slip is not signed. No phone permissions will be allowed.

GIFTS

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

BULLYING POLICY

At St. Malachy Parish School, we believe that children learn best in a nonviolent community. Teachers, parish and school staff, children, and parents are committed to a school environment in which mutual respect, caring, friendship, forgiveness, and hospitality are practiced. We therefore do not tolerate bullying behavior and do not believe that bullying is an inevitable part of childhood.

Bullying is when someone is subjected to behavior that is hurtful, threatening or frightening. It often is a conscious, planned, and repeated act. It can cause distress at the time or has the potential to be a threat in the future. It can take a number of forms: physical, verbal, telephone or email, extortion, and exclusion. It involves power. A student with more power uses his/her superior position to belittle, frighten, exclude, or harm another student.

THE FOLLOWING ARE BULLYING BEHAVIORS

Belittling others because of religious traditions, race and/or cultural identities, sexual orientation.

Belittling others because of pattern of speech, physical appearance, mannerisms, emotional, mental or physical disability.

Hitting, slapping, or pushing persons over time.

Deliberately excluding others and encouraging other to exclude others from group activities.

Starting and/or perpetuating rumors, making suggestive or derogatory sexual comments, or making bodily gestures that intimidate or embarrass others.

Demanding money or personal belongings.

Making emotional threats, including name-calling.

What will teachers do to prevent bullying?

Teachers will not ignore bullying behavior.

Teachers will intervene when they observe bullying behavior.

Teachers will be on time to class and provide adequate supervision at all times.

Teachers will take appropriate steps to stop bullying, including informing the school principal.

Teachers will integrate lessons about respect for self and others into curriculum.

What will students do to prevent bullying?

Students will recognize bullying when they observe it.

Students will not bully others even when their best friends are bullying someone.

Students will report bullying to a teacher, their parents, or the school principal.

If you are bullied, you will take responsibility to talk to a teacher or the school principal.

What will parents do to prevent bullying?

Practice empathy at home.

If your child talks to you about bullying, take him or her seriously.

Contact the school principal immediately. Tell your child that it is your responsibility to protect him or her and that parental involvement in matters of bullying is normal.

If your child is the bully, seek the school's help.

If your child's grades fall significantly, if your child develops a pattern of sadness or despair, or refuses to go to school, contact the school principal.

What actions will the school take?

The school takes bullying very seriously. When the school is informed that a student is being bullied, the principal will investigate. She will talk to the child reporting the bullying and the child accused of bullying, determine if this is an isolated incident or an ongoing pattern, and proceed accordingly. The following actions may be taken if it is determined that bullying has occurred:

First Incident: The principal will talk to the student, discuss

different patterns of responding to others, and inform the parents.

Second Incident: The principal will talk to the student and remove him/her from situations where bullying might occur. The parents of the student will be informed.

Third Incident: The principal will talk to the student and require some kind of community service. The parents will be informed and will be required to obtain counseling provided by a licensed mental health provider for the student.

Fourth Incident: The principal will confer with the pastor, teachers, parents, and the student to determine if the student should remain in the school. If there is serious concern that the pattern of bullying will continue, the child will be asked to leave the school.

Please note: some instances of bullying are so serious that they may result in immediate suspension or expulsion from school. The school principal, in consultation with the pastor, reserves the right to determine the seriousness of the student's actions.

HOT LUNCH

A well-balanced lunch is served daily using the United States Department of Agriculture guidelines. Students are encouraged to have a hot lunch each day. If a student does bring a lunch from home it should be in a sack or lunch box labeled with the student's name and grade. Milk is sold for the cold lunch

PLAYGROUND RULES

Each Student Will:

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

Playground Safety Rules

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

Equipment Rules

1. Jungle Gym
 - a. Only the designated classes may play on the jungle gym, slide and tire swings.
 - b. Rules for the slides apply to the jungle gym.
2. Slides
 - a. One child may slide at a time.
 - b. Students will slide feet first in the sitting position only.

- c. Objects may not be rolled up or down the slide.
 - d. No one may stand under or at the bottom of the slide.
 - e. No climbing up slides.
3. Tire Swings
 - a. Children wait for turns in an orderly manner out of harm's way.
 - b. One swinger, one pusher on each tire.
 - c. Students may not stand on tires.

Game Rules

1. Kickball
 - a. The painted diamond is used for kickball.
 - b. Rules of the game and good sportsmanship must be followed.
2. Balls
 - a. Balls will be carried to and from the playground ... do not bounce.
 - b. The student who carries a ball outside must carry it back into the building.
 - c. Students cannot randomly kick or throw balls ... ball kicking and throwing is to be in a game only.
 - d. Students may not chase balls outside the playground area.

Football Field Rules

1. Recess teacher determines suitability for play on the field for that day.
2. Players must stay within boundaries set out for your play.
3. Only students playing soccer football may be on the field.

program. Hot food from fast food restaurants, soft drinks, and glass containers are not permitted in the lunch room.

Parents are asked not to take their students off campus for the lunch period—it counts for a half day absence. For special occasions, you are invited to share lunch with your student at school.

For special dietary needs, please contact the cafeteria.

Parents are encouraged to deposit money into their student's lunch account by sending a check to school in the Monday return folder. When sending in money by check or cash, please include the student's or students' name(s) on the envelope. This system will allow students to charge, if their account remains current. Reminders will be sent when the account balance falls below \$5.00. Ice cream sales will be transacted in cash at the time of purchase.

Lunches are \$2.50 and milk is 50 cents. Extra entrees are sold for \$1.00. In order to adhere to the Archdiocesan Wellness Plan guidelines, extras will be limited to one per item per day.

INVITATIONS

To reduce the possibility of students' feelings being hurt, personal party invitations should be mailed or made by phone. No invitations may be sent to school for delivery in the classroom.

LIBRARY

The students have an assigned library period each week. Students should return books promptly so that all may benefit from the collection. Fines are not collected, but lost books must be purchased. Students must return their books before they may borrow different materials.

LITURGY ATTENDANCE (GR. 1-8)

The Eucharist is offered on Wednesday at 8:15 am Mass (unless otherwise announced). Each class has the opportunity of planning and participating in these liturgies. Students are required to participate in the liturgy. These liturgies are the center of our school life, and parents are invited to attend these all-school Masses. No jeans or shorts are permitted at these liturgies.

RECESS

Time for free play is a valuable part in a student's day. A period is set aside for recess. School staff are on duty each recess period. Students are expected to be outside unless the weather is inclement. Please be sure your students dress for the weather, especially in winter. We usually go out unless the wind chill is too low.

LOCKERS

Lockers are used by the middle school students for their books and school supplies. We are not responsible for any valuables left in the locker (money, electronic games, portable CD players, calculators etc). Lockers can be searched at any given time.

LOST AND FOUND

St. Malachy Parish School maintains a Lost and Found area in the maintenance storage room on the bottom level. Please check with the school secretary about lost items. After a period of time, all lost items are donated to a homeless shelter.

PRIVATE MUSIC LESSONS

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

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

SCHOOL SUPPLIES

Individual supply lists for each grade are available in the office or on the web site...www.saintmalachyschool.org.

MEDIA

We believe that our students, staff, and school benefit from positive recognition. There may be occasion for media coverage during the school year that involves our students. Parents are required to complete a media release form to give permission to release pictures or other communication to the media, should the opportunity arise. This may include, but would not be limited to: newspapers, news station coverage of events, our newsletter, bulletin boards, videos made during the school year, and our school web site.

MEDICATION AT SCHOOL

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

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

We cannot assume responsibility for medication unless these provisions are followed.

SICKNESS AND INJURY

If a student becomes ill in school, a parent or person authorized by the parent will be notified. The Family Emergency Cards, which are kept on file in the office, list names of persons to contact in the event that parents are not available. Parents should be certain that the person who is listed on the sheet is available. Please keep this emergency card up to date. A student who has a temperature of 100 degrees, is injured seriously or becomes sick to his/her stomach may not remain at school.

A student should be fever-free for 24 hours, without aid of fever reducing medication, or have not vomited within this time period prior to returning to school.

SPECIAL SERVICES

Educational Testing - specialized psychometric testing may be recommended in some situations. Testing is available through private agencies as well as local public schools.

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

Speech and Language - arrangements through our resource teacher can be made with local public schools for speech and language remediation. All kindergarten students are screened in the fall. Other referrals will be made through the classroom teacher.

Resource Room - St. Malachy has a professional teacher who can work with students (and their teachers), who may need a different approach to learning. Students, who qualify, will work on specific goals with the teacher. Teacher referral, testing and a conference is needed to this service.

TARDIES

To be considered punctual, a student must be in their classroom before the 7:45 am bell. (Middle School students need to have already been to their locker and be in their seat ready to learn.) Late students will be sent to the office to obtain a tardy slip. During a semester, three unexcused tardies will result in a detention. All tardies (excused or unexcused) count against perfect attendance.

TECHNOLOGY ACCEPTABLE USE

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

TUITION POLICY/CHOICE SCHOLARSHIP/VOUCHERS

School families will pay tuition towards the cost of educating their student at St. Malachy Parish School (Policy 9201.1). The parish subsidizes part of the school's operating costs.

- The School Commission determines all costs for the parish school annually and determines the parent's financial responsibility.
- School parents must sign a financial agreement form that outlines all payment schedules and expenses.
- Parents must enroll with the FACTS Tuition Management Company to make full annual payment or enroll in a payment plan on-line.
- Parents with special financial needs can seek assistance via FACTS Tuition Aid at www.factsstuitionaid.com, or pick up forms in the school office. These applications are due by May 1 for consideration the next school year.
- Failure to meet financial obligations will result in

assessment of late fees and/or withholding report cards/ records and/or dismissal of students.

What is an Indiana School Voucher?

On May 5th, Governor Daniels signed House Bill 1003 into law. The bill provides for state funds to pay for tuition at a private school through a state **voucher**. Qualifying students in grades 1-8 could receive a maximum of \$4,500 per school year.

Who qualifies for a Voucher?

A new student in grades 1-8 who is coming to St. Malachy after attending at least one year (two semesters) in an Indiana public school.

The student's family meets the economic assistance requirements. (see the chart)

What is a CHOICE Trust grant?

The Educational CHOICE Charitable Trust (CHOICE Trust) is a scholarship granting organization (SGO) that participates in the Indiana School Scholarship Tax Credit Program. The program was passed into law in 2009, and is designed to provide scholarship support to help low and middle income families enroll their children into the private school of their choice. The CHOICE Trust Grants (scholarships) will be primarily funded by individual contributions from St. Malachy parishioners and school families. Qualifying students in grades K-8 could receive a \$500 CHOICE Trust grant.

How do I apply for the voucher or grant?

For information about, contact Angela Bostrom, abostrom@stmalachy.org, or call 852-2242.

USE OF ELECTRONIC DEVICES

Students are not allowed to call home for supplies, forgotten items, lunches, homework or to make after-school arrangements. The school phone is only to be used in emergency situations, and calls must be made from the school office with permission. No cellular phones, IPODS, Itouchs, or Kindles are to be carried or used by students during the school day unless requested by a teacher. The phones must remain in the off position in their lockers or backpacks. The school bus route is an extension of the school day.

VISITORS - ALUMNI

We invite visitors to St. Malachy Parish School, especially parents, alumni and interested friends. Please call ahead to arrange a convenient time for your visit. All visitors must report to the school office upon arriving to sign our visitor's book and pick up a visitor's badge.

VOLUNTEER SERVICES

A student's education is facilitated and enriched by the use of a variety of resources ... especially people who can provide service beyond the usual scope of the textbook and for which school personnel are not available. Because of the generosity of many volunteers we have a variety of services to offer the students.

Parents of our students are always welcome to volunteer their service to the school. Office, copy room, library and cafeteria help are areas in need. The PTO distributes a list of volunteer Sign up booths at the end and the first week of school. The School Commission and PTO are additional ways of helping the school. All volunteers must be Virtus trained. Go to www.virtus.org for training dates.

WALKERS

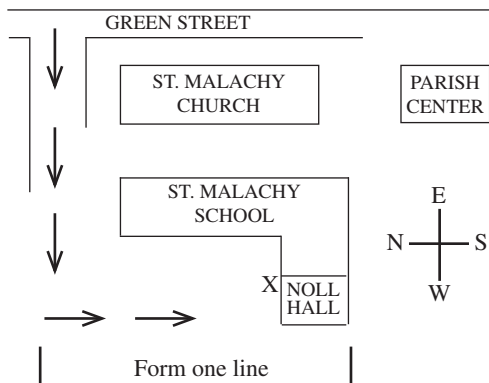
Students walking to any fast-food establishment in town or a friend's house must bring a written note from home before they can leave the school grounds after school. The school is not responsible after the student leaves the grounds.

SCHOOL ARRIVAL

All car traffic will **enter the parking lot from the north** entrance of the parish grounds.

Car arrivals will proceed to the rear parking lot and dismiss their students at the north Noll Hall doors at 7:15 am. Please follow the directions of the staff. Earlier arrivals will have to wait for the doors to open. (Students will congregate in Noll Hall until 7:30 am when they are dismissed to their prospective classrooms.)

Car traffic will leave by the south exit of the parish grounds because of the incoming traffic of cars and buses from the north.



SCHOOL DISMISSAL

Please arrive in the rear parking lot *before* that time in order to pick up your students. The gate will be closed 5 minutes prior to dismissal.

The North entrance is ENTER ONLY and the south entrance is EXIT ONLY during the dismissal time each day.

All vehicles will pull around to the same area behind the school, forming columns with the front of each vehicle facing the football field. The staff members on duty will direct you into these columns. The idea is to park as many vehicles in the rear lot as possible.

When you are in place, please make sure your engine is **TURNED OFF**. No vehicles will be allowed to move until the signal is given by the staff member at the exit (near the north wing of the school). **This is of utmost importance for the safety of the students and adults.**

At 2:30, the students will be released from the north gym door all at once and will be allowed to proceed directly to their vehicle-on their own-as soon as they see it. It may help things if you could stand next to your vehicle so the student can find you faster.

Once the staff members on duty see that all students are either safely in a vehicle (with door closed) or behind the yellow line (if their vehicle is not present), only then will the signal be given that all vehicles may exit the parking lot in an orderly manner. **All vehicles must drive around the front of the school building and leave the grounds out the south parking lot exit.**

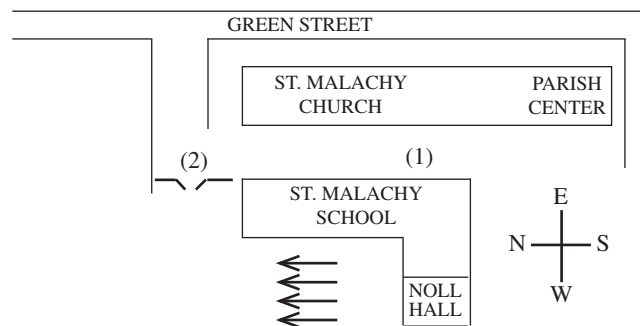
Any students who come to the car rider dismissal area after the cars have been signaled to leave will wait for the second car dismissal in the north parking lot.

Parents who arrive after the gates have been closed must wait to enter the north parking lot for the second dismissal. Students will not be dismissed outside the parking lot gates.

Student will be sent to Extended Day in Noll Hall 20 minutes after dismissal.

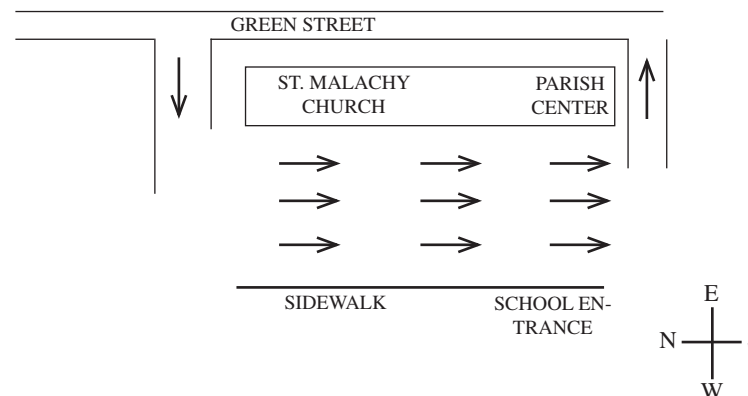
Students cannot leave the school to play at school playground or park with parents until after 3:00.

Please refrain from dismissing your student from the school office. All students must follow the rules designed for the entire school population.



EMERGENCY DISMISSAL

On days when there is no Brownsburg bus service, we use the emergency pattern of car dismissal. All car traffic will enter from the north entrance and begin lining up along the church sidewalk, stopping at the church canopy. Staff members will direct the rows until the entire front parking lot is filled. **All engines must be turned off.** The students will be dismissed at the appointed time, from the front entrance of the school and will proceed to their cars. After all cars have been loaded, the traffic will be sent row by row out the south exit. Pay special attention to the staff members directing traffic on the highway.



AUGUST 2011

MONTHLY PLANNER

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7	8 K-8 Back to School Night 7:00 pm Kindergarten Orientation 12-3 6th grade orientation 1-3pm Teacher Inservice	9 PTO Luncheon Grade 2 & 7 Teacher Inservice	10 No ASAP 1st Day of School 8th grade Retreat 2:00 Dismissal	11 Middle School Retreat lead by 8th grade	12	13 Trash Bag Drive 8am-12pm																																																																																																		
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SEPTEMBER 2011

MONTHLY PLANNER

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4 Labor Day No School	5	6 Pennies for Pigs	7 Mass 8:15 No ASAP Pennies for Pigs School Commission 7:00 pm 2:00 Dismissal	8 Pennies for Pigs Trash bag sale ends Forms Due	9 Pennies for Pigs	10																																																																																											
11	12	13	14 Mass 8:15 No ASAP Staff No ASAP PTO 7:00 pm 2:00 Dismissal	15	16 Country Fair No School Teacher Inservice	17 Country Fair																																																																																											
18	19	20	21 Mass 8:15 No ASAP 2:00 Dismissal	22 8th grade Leadership Retreat	23 8th grade Leadership Retreat	24 Trash Bag Distribution 8-12 noon 8th Grade Garage Sale																																																																																											
25	26	27	28 Mass 8:15 No ASAP Staff Meeting 2:00 Dismissal	29 Crime Scene Science Grs. 3-8 12:00-12:45	30 Picture Day Last Friday Casual Day																																																																																												

NOVEMBER 2011

MONTHLY PLANNER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																																		
		1 Mass 9:00 Book Fair All Saints Day	2 Book Fair Parent/Teacher Conference 2:00 - 6:00 School Commission 7pm No Extended Day All Souls Day No ASAP 2:00 Dismissal	3 Book Fair 1:15 Grandparents Day Mass St. Malachy Feast Cardinal Ritter Open House 6-8pm	4	5 Cardinal Ritter Placement Test																																																																																																		
6	7	8 Election Day	9 Mass 8:15 No ASAP 2:00 Dismissal Staff Meetings PTO 7:00 pm Girl Vision Screening	10	11 Veterans Day	12 Trash Bags 8-12 noon																																																																																																		
13	14	15	16 Mass 8:15 No ASAP 2:00 Dismissal	17	18 Last Friday Casual Day	19																																																																																																		
Thanks Giving Canned Food Drive																																																																																																								
20	21	22	23 No ASAP 2:00 Dismissal 8:15 KF Prayer No Mass Service	24 No School Thanksgiving	25 No School	26																																																																																																		
27	28	29	30 Mass 8:15 No ASAP Staff Meeting 2:00 Dismissal	<table border="1" style="display: inline-table; margin-right: 20px;"> <caption>Oct 2011</caption> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="display: inline-table;"> <caption>Dec 2011</caption> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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DECEMBER 2011

MONTHLY PLANNER

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4	5	6 St. Nicholas	7 No ASAP 2:00 Dismissal No Mass Christmas Program 7:00 pm K-3	8 Mass 9:00 Immaculate Conception	9	10 Trash Bags 8am - 12 noon																																																																																		
11	12 Lady of Guadalupe	13	14 Mass 8:15 No ASAP 2:00 Dismissal PTO 7:00	15 PTO Luncheon 1 & 6	16 Quarter 2 Ends Last Friday Casual Day Winter Sports Pep Rally	17																																																																																		
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JANUARY 2012

MONTHLY PLANNER

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1 New Year's Day	2 Flex Day No Brownsburg Busing	3 School Resumes	4 Mass 8:15 School Commission 7pm No ASAP 2:00 Dismissal	5	6 Report Cards Current Family Registration Home	7																																																																																					
8	9	10 Middle School Out to Lunch	11 Mass 8:15 No ASAP 2:00 Dismissal PTO 7:00	12	13	14 Trash Bags 8am - 12 noon																																																																																					
15	16 Martin Luther King, Jr. No School	17	18 Mass 8:15 No ASAP 2:00 Dismissal	19	20 Current Family Registration Due	21																																																																																					
22	23	24	25 Mass 8:15 2:00 Dismissal No ASAP - Staff Meeting	26 West Deanery Spell Bowl at Cardinal Ritter	27 Last Friday Casual Day	28																																																																																					
29 Open House 11-1pm	30	31	<div style="display: flex; justify-content: space-around;"> <table border="1" style="font-size: small;"> <caption>Dec 2011</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <table border="1" style="font-size: small;"> <caption>Feb 2012</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </tbody> </table> </div>				S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
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FEBRUARY 2012

MONTHLY PLANNER

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19	20 Flex Day No Brownsburg Busing President's Day	21 Student Mardi Gras	22 Mass 9:00 Ash Wednesday No ASAP - Staff Meeting 2:00 Dismissal	23	24 Last Friday Casual Day	25																																																																																			
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MARCH 2012

MONTHLY PLANNER

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18	19 St. Joseph's Day	20 Middle School Out to Lunch 4th/5th Concert	21 8:15 Mass No ASAP 2:00 Dismissal	22	23 Last Friday Casual Day	24																																																																																				
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APRIL 2012

MONTHLY PLANNER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 April Fool's Day Daylight Savings Time Begins	2 No Brownsburg Busing	3 No Brownsburg Busing	4 Mass 8:15 No ASAP No Brownsburg Busing School Commission 7pm 2:00 Dismissal	5 No Brownsburg Busing Tuition Form Agreement	6 Flex Day - Good Friday No School	7
8 Easter	9	10	11 Mass 8:15 No ASAP 2:00 Dismissal PTO 7:00 pm	12 PTO Luncheon 3L and 5	13 RTA Award Letters Tuition Agreement Forms Due	14 Trash Bags 8am - 12 noon
15	16	17	18 Mass 8:15 No ASAP 2:00 Dismissal	19	20 Scout Day	21
22	23	24	25 Mass 8:15 No ASAP - Staff Meeting 2:00 Dismissal	26	27 Last Friday Casual Day Spring Sports Pep Rally	28
29	30					

ISTEP

Mar 2012

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May 2012

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MAY 2012

MONTHLY PLANNER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																	
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	Green/White Gala 6:30	Middle School Out to Lunch Green/White Gala 6:30	Mass 8:15 No ASAP No ASAP - Staff Meeting 2:00 Dismissal	Art Fair Used Uniform 6:00 - 8:00 pm	Field Day K - 8th																																																		
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JUNE 2012

MONTHLY PLANNER

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