



August 22, 2024

Dear St. Malachy Parents and Family Members,

We can't wait for the opening of the school year! We are writing today to share a few updates and reminders to help you to help your learner to be ready for the year ahead. Some of these may seem like "small" details, but we know the large impact of small moments and remember Jesus' words about the mustard seed:

*"Like a grain of mustard seed, which, when it is sown in the earth, though it is less than all the seeds that are on the earth, yet when it is sown, grows up and becomes greater than all the herbs, and puts out great branches, so that the birds of the sky can lodge under its shadow." – Mark 4:31-32*

Similarly, we believe the smallest of "seeds" can have lasting and large impact.



### **This Year's Goal:**

We are passionate about partnering with you around your child's education. During our August meetings, our team has been reflecting on our St. Malachy Values – Joy, Love, High Expectations, Community of Believers, Continual Improvement, and Knocking Down Barriers. We are committed to providing an excellent education to each and every scholar who walks through our doors and to partnering with YOU around the goals you have with your learner. We are so proud of our graduates and alumni and we will work to make them proud and live on the St. Malachy legacy this year. Currently, about one quarter of St. Malachy learners graduate ABOVE grade level every year. Over the next few years, our goal is to EXPAND that number and grow even more, and we need your help to get there! Our goal is to increase our overall school average by 5% each year, which means helping each and every student grow 5% MORE than they otherwise would. We are counting on you, and we know that you are counting on us as well. Cheers to this upcoming school year and the incredible work we will do!

We know clarity is a helpful source of establishing our collaboration as a Community of Believers, so we hope you take time to read the updates and reminders about school policies and procedures that will guide us through the 2024-25 school year! You can also find these resources on the Parent Resources section on our website [St. Malachy School](https://stmalachy.org) for specific details around our Uniform, School Supplies, and Summer Work. The resource page is: <https://imsmalachy.org/family-portal/> If you do not have access to a printer and you would like some of these forms printed, please feel free to stop by the office and we are happy to print for you.

As always, please let us know if you have any questions, concerns, wonders, or ideas to share. If you read something below that presents an undue challenge for you and your family, we invite you to reach out to the school by leaving a message with our school Administrative Assistant, Ms. Lenora Coston-Barber (aka "Ms. B.") by calling 215-232-0696 or by emailing her at [lcoston@imsmalachy.org](mailto:lcoston@imsmalachy.org).

Thanks in advance for all you do. We love you and we can't wait to see you soon!

Together We're Better,  
Ms. Rafferty  
Principal, St. Malachy School



## First Week of School Schedule

Tuesday, August 27th - 1st day for grades 5th-8th is **(PreK-4th do not report to school this day) 12:00** dismissal

Wednesday, August 28th - 1st day for grades PreK-4th **(5th-8th grade do not report to school this day) 12:00** dismissal

Thursday, August 29th - Full day for ALL students 3:00 dismissal

Friday, August 30th - Full day for ALL students 3:00 dismissal

Monday September 2nd is Labor Day - No school

**Uniform:** The uniform is an important way our students experience a sense of belonging and team, not just with their current peers but also with the generations of Malachy students and families, not to mention generations of Catholic school scholars around the world who have participated in a rigorous, faith-based, loving educational tradition. Donning a uniform each morning is a ritual that sets the day up for success.

Our Uniform is generally the same as it was last year, and you can see details on our website. We have simplified the “Other Dress Code Requirements and Clarifications” section to allow for more clarity this year. As a bonus, the entire uniform / dress code now fits on one page! Although there are no major changes other than the “Other Dress Code Requirements and Clarifications” page, you will notice this year that we will continue to improve our commitment to ensuring every student is in full uniform every day. We will need your help in ensuring your child has everything they need to be successful and ready for the day. You can find our dress code and uniform information attached and School Supply lists on our website under Parent Resources. Also if you go to Flynn O’Hara and let them know you are a St. Malachy family, they will have everything you need.

In addition, we are looking for photos of our students in FULL UNIFORM to share on our website and around our school. Once your learner has their uniform purchased for the year, we would love if you would be willing to share a “ready for school” picture of them with us!

**School Supplies:** All School Supplies should be purchased by the end of the second week of school, which this year is September 6th. If you have any issues or concerns around school supplies please contact Ms. Barber, our administrative assistant, at [lcoston@imsmalachy.org](mailto:lcoston@imsmalachy.org) who will help connect you with resources.

**Summer Work Packets:** Summer Work Packets can be found on the Parent Resources section on our website, and completion of Summer Work Packets is optional this year. The first 50 students who submit their summer work packet to the front office will receive a Flynn O’Hara gift card! If you would like to support your learner to complete a Summer Work Packet and you are unable to print at home, please feel free to visit the school office and we will happily print one for you.

**First Tuition Payment:** Reminder that the first tuition payment of the year was due by August 15th. Please reach out to Ms. Sandy at [sjohnson-dockery@imsmalachy.org](mailto:sjohnson-dockery@imsmalachy.org) if you have any questions or concerns.

**Arrival and Dismissal** – We will be utilizing our auditorium as a gathering space during both our arrival and our dismissal this year.



## Arrival -

- Students will use the blue front doors for arrival this year, and will go directly into the auditorium. Arrival will take place between 7:45-8:00. Students will proceed directly into the auditorium where they will be greeted by their teachers and they will remain during arrival time.
- Car dropoff will take place on 11th street (same street as last year) and students will walk around the school building to enter on Thompson Street in the big blue doors.
  - *(At this time of year, our full team will be working to ensure the school is ready for students each day, and as a result we will not be opening the doors before 7:45 am. Parents should not leave students at dropoff prior to 7:45. Note that we are exploring options that would allow parents to sign up for "Before Care" and have an adult staffed to supervise during this time, however we do not yet have this up and running. Our goal is to have this by mid-September.)*
- Beginning at 8:00 am, we will pray as a school community and then students will proceed up from the auditorium to their classrooms.
  - *Students arriving during or after prayer will be marked late, and a parent will need to come sign the student in. We know for returning families this may take some adjustment and we are prepared to support you through this transition. Getting our day started well for all of our classes is a priority for us, and we thank you for ensuring your learner arrives between 7:45-8:00. need to wait until prayer is completed before joining their class.*
  - *You are welcome to join us in prayer in the morning - we ask that you sit in the designated parent section in the back of the auditorium and allow students and teachers to be in the front of the auditorium where classrooms are getting settled.*

## Dismissal -

**PreK dismissal** take place between 2:30-2:50. The PreK parent or designated pickup person will enter through the Thompson Street Big Blue Doors and proceed up the stairs to a line outside of the PreK classroom. One at a time, a preK teacher or aide will dismiss the students from the classroom into the hallway to meet the parent. PreK dismissal will end promptly at 2:50 in order to ensure our front hallway is clear prior to our K-8 students coming down the stairs for afternoon dismissal.

**K-8 Dismissal** will begin at 2:55. Students will be seated in the auditorium.

Walkers / Bus Riders – Students who walk or take the bus will be dismissed from the auditorium at 2:55 to exit the school. An adult from the school will be at the corner of Thompson and 11th Street to support bus riders.

Car Pickup – Car line will be along 11th street (same street as last year).

Walking Pickup – Walking line will occur in front of the school.

For both car pickup and walking pickup, Parent or designated pickup person will give their name to an adult from the school who will take the name and call inside to the school for the student to be sent out. Students will exit through the big blue doors and walk to meet their designated grown up.



As with every year, please keep in mind that our dismissal process will take a bit longer at the beginning of the year while we get to know designated pickup people and ensure students are exiting safely and swiftly. We thank you in advance for your patience and cooperation!

**Early Dismissal** – Families should take care to try to schedule appointments outside of school hours, however we recognize that there are occasions when students must dismiss early. In this case, please email Ms. B ([LCoston@imsmalachy.org](mailto:LCoston@imsmalachy.org)) as well as your students’ teacher at least 24 hours in advance so we can ensure the student is ready in time and we minimize disruptions for learning. Early dismissal after 2:00 pm will not be available this year, as we have found early dismissal late in the day to be disruptive for learning.

**Late Arrival** – Families should take care to try to ensure students arrive between 7:45-8:00, however we recognize there are occasions when students may need to arrive late or attend a morning appointment. All arrivals after 8:00 am will require a parent signature.

**Communication** – Communication is a main brick in the foundation of our collaboration this year! In terms of Proactive Communication, our primary form of communication will be using the Class DoJo app. If you have not yet connected to the Class DoJo app, please use the attached sign-up link to do so. (Please note that we use the FREE version of the app, but the app will attempt to “up-sell” you by asking if you want the upgraded version. If you like the upgraded version, please feel free, but please know that you will NOT need the paid version to participate in any of the ways that we use DoJo this year.) Please feel free to share the DoJo link with other important members of your child’s care team who you would like to stay abreast of communication such as upcoming events, school calendars, etc.









**Join St. Malachy on  
ClassDojo**



Scan to join our School



**Teacher Updates** – We are excited to share teaching assignments for the upcoming school year. Please see the attached list for the names of our teachers and team members for this year.

St. Malachy: A Team of Teams		
<p><b><u>PK - 2 Teachers</u></b> </p> <p>PK Lead: Ms. Easterling            Kinder: CC Blue            1st Gr: Amy Nash            2nd Gr: Thuy Ta            PK Asst. Ms. Annette            K Aide+ Gen. Sub: Deitra Jubilee</p>	<p><b><u>Co-Curricular Teachers</u></b> </p> <p>Art: Juliana Ottomano            PE: Marlon Francois            Library: Courtney O'Grady            Music: Sr. Regina Dougherty</p>	<p><b><u>Learning Support</u></b></p> <p>K-4 R: Diana Beninati            K-4 M: Joy Logan            5-8 M&amp;R: Lizz Maguire            Wilson + ND Coord: Maggie Berry</p>
<p><b><u>Middle School</u></b> </p> <p>6th Grade Homeroom &amp; 6-8 Science / Social Studies: Kahliyah Wallace            7th Grade Homeroom &amp; 6-8 Math: Raymar Riley*            8th Grade HR &amp; 6-8 English Language Arts (ELA) Michelle Day</p>	<p><b><u>3-5 Teachers</u></b> </p> <p>3rd: Travis Hill            4th: Mary Holmes            5th: Maria Fiordelisi*</p>	<p><b><u>Operations</u></b> </p> <p>Admin. Asst: Nora Barber            E&amp;T Mgr: Sandy Johnson-Dockery            Admin Utility Player: Danielle Kennedy*            Cafeteria: Emily Corbitt</p>
<p><b><u>Leadership Team</u></b> </p> <p>Principal: Betsy Rafferty            Assistant Principal: Bill Eichler            Dean of Students: Kevin Hartley</p>	<p><b><u>Auxiliary Supports:</u></b></p> <p>NET BC: Ben            NET BHT: Natalie            NET BHT: Ms. M            Nurse: Nr. Little            Dir. Sch. Leadership: Steve J</p>	<p><b><u>BEST</u></b> </p> <p>Counselor: Kenya Elliott            Family Connections Liaison: Breanna Thompson            Beh. Supp. Specialist: Valerie Smith</p> <p>OST Director: James            OST Asst. Director: Zhana            Instr. Coach: Dennis Cain            Speech: TBD            Additional Program Partners and Coaches</p>

\* Join us in welcoming these teachers with stars who are joining the team this year!

**Transitioning back from Summer:** We ask for your help in supporting students in beginning to transition back from Summer. Some helpful ways to do this include:

- Moving bedtime and “wake-up time” earlier over the next week in preparation for the school schedule
- Finding great books for your learner to read or for you to read together
- Washing and prepping uniforms – just observing this type of “readying work” can help a student start to feel the “back to school” excitement
- Label EVERYTHING! Please put your student’s first and last name on everything, including and especially their uniform components!
- Check the Other Dress Code Requirements and Clarifications section and help transition away from such Summer Treats like painted or fake nails and makeup
- Consider doing a “dry run” of getting ready in the morning
- Please feel free to bring your child to our playground to play. We will be in the building every day between now and the start of school, and your child is welcome to visit (accompanied by an adult) and play on our playground when the schoolyard is open. In fact, we’d love to see you if you stop by!



**School Creed and Daily Prayer:** We also wanted to share with you our School Creed and the Our Father / Lord's Prayer, which we recite every morning:

The School Creed:

I am St. Malachy.  
I am inspired by my faith and community  
To be my true self,  
To continually improve, and  
To encourage others to be their best selves.  
I am on a path to life-long learning  
We are St. Malachy Proud.

The Lord's Prayer

Our Father, Who art in heaven  
Hallowed be thy name  
Thy kingdom come, Thy will be done On earth as it is in heaven  
Give us this day our daily bread And forgive us our trespasses  
As we forgive those who trespass against us  
And lead us not into temptation But deliver us from evil.  
For thine is the kingdom and the power and the glory forever and ever, Amen.

Talking Points with your child:

- Please consider practicing the School Creed with your child. Talk about what the Creed means to you and what your hopes are for your child this year.
- If you are Catholic or Christian and your family uses the "Our Father" or "Lord's Prayer," talk about what the prayer means to you. If you practice in a different faith family, share what prayers you utilize and what daily prayer means to you. There is so much we can learn by sharing our faith with one another, and our children learn and grow the best when they know the adults around them are aligned.

Okay, I know that was a lot of information! Incidentally, if you are a parent who is interested in document design and you would like to help create "one-pagers" or other resources for other families, please let us know!

Once again, we love you, we miss you, and Together We're Better!

Sincerely, The Team at St. Malachy

Elizabeth Rafferty  
Principal

William Eichler  
Assistant Principal

Kevin Hartley  
Dean of Students



## Uniforms

The uniforms are a part of building the school culture and expectation for readiness to learn.

St. Malachy students wear uniforms and uphold a dress code to mark themselves as part of a team, as academy learners, and as members of a community. We seek to create a learning environment in which students are free to express themselves as individuals through relationships and interactive expression, outside of physical appearance and without relying on material possessions, creating an even playing field, so that all students feel included and supported.

### Uniform / Dress Code

<p style="text-align: center;"><b>K-4 GIRLS</b></p> <p>K-4<sup>th</sup> Official <b>uniform jumper*</b>, hem at top of knee or <b>uniform gray slacks*</b>, worn at waist level with a plain black belt            Plain white button down shirt (short or long sleeved)            Plain navy knee high socks or plain navy tights with solid black <b>Mary Jane shoes</b>            K-4<sup>th</sup> – Plain navy cardigan sweater w/ St. Malachy logo (required October 1 - to May 1)</p>	<p style="text-align: center;"><b>K-4 BOYS</b></p> <p>Official <b>uniform gray slacks*</b>, worn at waist level with a plain black belt            Plain white button down shirt (short or long sleeved)  <b>Official uniform tie.</b>            Plain socks in white, black, or navy with solid black <b>penny loafers or oxford tie shoes.</b>            Optional plain white undershirt            K-4<sup>th</sup> – Plain navy cardigan sweater w/ St. Malachy logo (required October 1 - to May 1)</p>
<p style="text-align: center;"><b>5-8 Girls</b></p> <p>5<sup>th</sup>-8<sup>th</sup> Official <b>uniform skirt*</b>, worn to knees or <b>uniform gray slacks*</b>, worn at waist level with a plain black belt            Plain white button down shirt (short or long sleeved)            Plain navy or white knee high socks or plain navy or white tights with solid black <b>Penny Loafers.</b>            5<sup>th</sup>-8<sup>th</sup> <b>Navy blazer</b> with St. Malachy logo (required October 1 - to May 1)</p>	<p style="text-align: center;"><b>5-8 Boys</b></p> <p>Official <b>uniform gray slacks*</b>, worn at waist level with a plain black belt            Plain white button down shirt (short or long sleeved)  <b>Official uniform tie.</b>            Plain socks in white, black, or navy with solid black <b>penny loafers or oxford tie shoes.</b>            Optional plain white undershirt            5<sup>th</sup>-8<sup>th</sup> <b>Navy blazer</b> with St. Malachy logo (required Oct 1 to May 1)</p>
<p style="text-align: center;"><b>PreK Uniform + Gym Uniform</b></p> <p>Official Navy blue gym shorts with St. Malachy Logo*            Official Gray St. Malachy Gym Shirt with St. Malachy Logo*            Official Navy blue sweatpants with St. Malachy Logo* (required October 1 – May 1)            Official Navy blue sweatshirt with St. Malachy Logo* (required October 1 – May 1)            Plain white, gray, or navy blue athletic socks with plain all-black gym sneakers</p>	

\*Official Uniform items **must be purchased from Flynn & O'Hara Uniform Company;**

Address: 10905 Dutton Rd, Philadelphia, PA 19154 Phone: (215) 637-4600

### Other Dress Code Requirements and Clarifications

- Students should be in uniform throughout the entire school day until off campus. All shirts must be tucked in
- Hair, jewelry, and accessories
  - **Permitted:** Watch, ring, religious medal, one earring in each ear smaller than the size of a dime. Hair accessories in simple, solid uniform colors including solid black, navy, green, or white
  - **Not Permitted:** Make-up, including lip gloss and lipstick; Nail polish or fake nails; Bracelets; Tattoos; Other articles of clothing not listed here