

# **SHELBY COUNTY CATHOLIC SCHOOL**

## **Family Handbook**

**2022 - 2023**



**2005 College Place  
Harlan, IA 51537**

**Phone: 712-755-5634**

**Fax: 712-755-3332**

**Website: [www.shelcocath.pvt.k12.ia.us](http://www.shelcocath.pvt.k12.ia.us)**

**MISSION STATEMENT:**  
**Shelby County Catholic School, growing in faith with Jesus, is  
a family-oriented school committed to academic excellence.**



### **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with the diocesan schools are hereby notified that these schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Shelby County Catholic School, compliance with the regulations implementing Title VI and Title IX of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact the principal who has been designated by Shelby County Catholic School Board of Education to coordinate the school's efforts to comply with the regulations related to these laws. Location: Shelby County Catholic School, 2005 College Place, Harlan, IA 51537. Phone: 712-755-5634.

\*Due to changes in Diocesan and local policy, procedures, legislation, and updates in technology, this handbook is subject to change.

## ENROLLMENT/ADMISSIONS

LITTLE ANGELS PRE-K Program: A child enrolling in our Pre-K (preschool) program must be four years old on or before September 15 of the current school year.

KINDERGARTEN: A student entering kindergarten must be five years old on or before September 15<sup>th</sup> of the current school year. Proof of the child's age, usually a birth certificate, must be provided.

NEW STUDENTS/FAMILIES: Families new to the system who are requesting enrollment mid-year for their children must meet with the principal and/or Canonical Administrator of the school to discuss the program and previous school history. Enrollment is conditional pending the determination that the Shelby County Catholic School Program is reasonably able to meet the needs of the student(s). Students transferring in from another school must provide the name and address of their previous school. A transfer-of-records release form will be sent to the student's former school.

## BUILDING PROCEDURES

### School Day

**The school day will be from 8:00 a.m. - 3:05 p.m.** Students will be considered tardy after 8:05 A.M. Students living in town or being dropped off by parents are asked not to arrive before 7:45 A.M. unless students are planning to eat the school-provided breakfast. Students coming for breakfast may begin arriving at 7:30 a.m.

### Dismissal

At the beginning of the year, parents should inform the teacher of the normal dismissal routine for their child (bus rider, walk, daycare, etc.). If there is a change of plans as to where the child is to go after school, the teacher or school office should be contacted. If the teacher or office has not been contacted, the child will be sent home on the regular route. If a situation arises during the day where a parent must change the student's plans, then a request must be given to the teacher or the office no later than 2:45 P.M., if possible, to ensure the message will get to the child and the teacher.

### Absence/Tardiness

In the event of a planned absence/tardy, a note should be sent to the teacher in advance informing of the impending absence or tardiness. In the event of unplanned absence or tardy, parents **are asked to contact the teacher or the office**.

As **tardies/leaving early times** accumulate, these steps will be followed:

- 10 tardies per semester – A notice may be sent to the parents.

As **absences** accumulate, these steps will be followed **with health factors taken into consideration**:

- 10 absences per semester – Taking individual circumstances into consideration, a notice may be sent requesting parent communication with the school and, if necessary, an attendance expectation plan may be established.

A student is tardy if he/she arrives in class after 8:05 A.M. Students are considered a ½ day absent if they arrive after 10:30 A.M. If they leave school between 10:30 A.M. and 1:30 P.M., they are considered ½ day absent on the attendance record.

As much as possible, we encourage appointments with doctors, dentists, etc., to be made outside of school hours or on days when school is not in session.

Attendance recognition may be given to those who maintain perfect or near-perfect (one day or less absence) attendance.

### Early Departure

Parents of students who have to be picked up early are asked to call or send a note to the homeroom teacher. If someone other than the parent is to pick up the student, please inform the teacher or the office.

On occasion, school may be dismissed early to allow for teachers to attend professional development, for conferences, or for holidays. These will be noted on the school calendar and the monthly calendar/newsletter.

### **Cell Phone Usage**

Students are not to use cell phones during the school day. If they bring them to school, they are to be powered down and stored away.

### **Leaving the School Grounds**

Any student who leaves the building or school grounds during school hours must have the written permission of his/her parent or must be picked up directly by an authorized person.

### **Emergency School Closing and Early Dismissal Due to Weather**

Announcements for emergency school closings, late starts, and early dismissals due to weather conditions will be made over the local radio station (KNOD-105.3FM) and on the local news channels. Parents may also receive messages through our student information system (JMC). Announcements of weather-related cancellations made by Harlan Community Schools always include SCCS.

SCCS generally follows the Harlan Community School's calendar. Occasionally, there may be an exception. Parents will be notified of any upcoming calendar changes.

### **Special Celebrations**

Treats—Elementary students enjoy celebrating their birthdays with their peers. If they wish, students may bring birthday treats for the class. We recommend healthy, purchased treats that are individually wrapped and can be passed out easily before recess or before dismissal. **Because of food allergies and other medical issues, homemade treats should be avoided. Treats purchased from the store must have a label on them clearly listing the ingredients found within the food product.**

\*If your child has allergies, you are welcome to send treats to school for us to keep on hand and use for your child during birthday celebrations, etc.

Parties—Parties are sometimes held at school for such occasions as Christmas and Valentine's Day. Parents are asked to help plan and organize the parties. Healthy treats/snacks are encouraged for classroom parties. Drinks should be low sugar and/or 100% juice when possible.

Invitations - If children are wishing to hand out invitations at school, they must include all students in the classroom. Otherwise, home party invitations should be distributed outside of school.

### **Visitors**

Parents and visitors to the building **must check in and out** at the office.

## **BREAKFAST and LUNCH PROGRAM**

SCCS offers breakfast and hot lunch under the USDA Food and Nutrition program. Under this program, students must have the required fruit, vegetables, and protein servings on their tray. Additional choices may be offered that are optional. Serving portions are determined according to USDA Food and Nutrition guidelines. Portion amounts are allotted according to grade levels (PK-3, 4-5).

Breakfast - \$2.00 per meal

Hot Lunch - \$2.60 per meal for students; \$4.15 for adults

See Hot Lunch – Meal Charges Policy #701 on p. 12

\*Families may apply for free or reduced-priced meals. Please contact the school for income guidelines and applications.

\*Please make sure your child knows if you want him/her to eat breakfast. We have no way of knowing when a child comes through the breakfast line if he/she has already had breakfast at home. The breakfast will be deducted from your hot lunch account.

Students are welcome to bring a sack lunch, but they are required to eat in the lunchroom with their classmates. Students may purchase milk at the school for 35¢. In adhering to the Healthy Kids Act and our wellness policy, lunch brought from home should not contain pop.

- Students who have a documented medical diagnosis that requires a modified lunch need to have documentation on file. Please contact the school with any questions.

## STUDENT DRESS CODE AND EXPECTATIONS

Education is an important obligation, and it is important we provide a school environment where learning can take place. A dress code contributes to an environment that supports a productive and educational atmosphere; therefore, appropriate attire is required at all times. Appropriate dress and self-care instills a sense of self-respect and contributes to a student's educational success. Parents are asked to promote these qualities by assuring that your children are appropriately dressed when attending school.

- 1) No caps, shirts, jackets or other clothing that promote alcohol, drugs, tobacco, or obscene language or gestures are permitted.
  - 2) Crop tops are not acceptable attire for school so are NOT permitted.
  - 3) Students should take care to dress appropriately for special events such as ministering at school liturgies, music programs, etc.
  - 4) **Students will be expected to dress nicely and appropriately on school Mass days. Students are asked to wear SCCS shirts or red, white, gray, and black shirts, blouses, or polos on Mass days.**
  - 5) Tennis shoes/gym shoes should be worn or brought on PE days.
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## HEALTH

**Emergency/Medical Information:** All families MUST have emergency/medical information on file at school. This information is gathered during the online registration process. Please inform the school office if home phone numbers/work numbers or any other emergency/medical information changes at any time throughout the year.

**Immunization Card:** Each student MUST have an up-to-date immunization card on file signed by the Parent/Guardian and Physician. Please notify the school whenever your child receives shots or boosters. State law requires that immunizations are kept current. These cards are inspected by the Health Department and are kept on file in the school office.

**Screenings/examinations:** Dental screenings are required for all incoming kindergarteners and are strongly encouraged for students in all grades. A basic vision screening is administered at school each year through the IWCC nursing program, and a hearing screening is conducted each year for grades K-3 by AEA XIII staff. A physical exam and lead poisoning screening is required for kindergartners when they enter school.

**Medication:** A Medical Authorization Form is required for all students receiving prescription or over-the-counter medications at school. See Diocesan Policy #534 on page 11.

**Illness/injury:** Parents are asked not to send their child to school when definite symptoms of being sick are evident. This is in the best interest of your child and the other students. It is required that children return to school only after being 24-hours symptom/fever free.

Parents are asked to notify the school before 8:05 A.M. if a child will be absent that day. You may leave a voice message if necessary. If the school has not been notified, the office will attempt to contact the parents to confirm the child is safe.

If a student does get sick or is seriously injured at school, parents or the designated person on the emergency/medical information form may be contacted. Children should be advised and acquainted with plans for emergencies when parents cannot be reached.

*Train a child in the way he should go, and when he is old he will not turn from it. (Proverbs 22:6)*

### School Expectations

Rules are made to provide for the safety of all and to promote a safe, healthy, and welcoming learning environment. Our school rules are as follows:

- Be like Christ in your words and actions
- Be a person of good character
- Be respectful
- Be responsible

**Anti-bullying:** Shelby County Catholic School is committed to providing a learning environment that is safe for all students and staff. We believe everyone is a child of God and deserves to be treated with respect, understanding, compassion, and justice. The staff at Shelby County Catholic School works to promote an environment free from bullying and will adhere to the anti-harassment, anti-bullying policy set forth by the Diocese of Des Moines. See Policy 579 on page 10.

**Fire/tornado drills; Lock-down /Shooter in the Building Drills:** Fire, tornado, lock-down and evacuation drills are held regularly throughout the school year according to state codes. Local fire departments also sponsor special projects, practice drills and materials.

**Emergency Response:** Shelby County Catholic School has developed an Emergency Response Plan that is designed to minimize danger for our students, staff, and visitors should an emergency occur. Our main objective is to attend to the health and safety of your children in the event of a crisis.

In most emergencies, your children will remain and be cared for at school. In the rare event an emergency happens that requires evacuation and/or prohibits re-entry into the school building (broken water main, fire, chemical spill, etc), students will be moved to an alternate site. For safety reasons, this site is kept confidential.

We ask that you follow this procedure if you hear of any school emergency:

1. As soon as possible, we will send emergency messages through our JMC app
2. Tune your radio to KNOD (105.3 FM). We will keep the media informed of any serious emergency. They will relay any messages to parents.
3. Please do not telephone the school. We must use our phone lines to respond to and coordinate emergency services. Also, do not text or call the teacher. Teachers need to keep their phones free in case school or emergency personnel are trying to contact them.
4. Please do not come to school unless requested to do so through the media, through text message, through email, or by a phone call from us. Any emergency at school may mean emergency vehicles and workers must be able to get into the building. If the emergency requires relocation of students and staff, you will be informed via the media, phone texts, emails, or phone calls. Our local emergency management personnel will take charge and assist with the student/parent reunification process.

Please be assured that school personnel and emergency personnel will do everything possible to ensure the safety and well-being of your children.

**Insurance forms:** Student Accident Insurance is not available through the school. However, information on the State sponsored HAWK-I insurance program for uninsured children can be obtained from the school office or at registration time.

**Allegations of Abuse:** We are required by law to have in place policies outlining procedures for allegations of abuse by staff and students. The school has appointed a Level 1 investigator to investigate any alleged abuse of students by school personnel. The Level One Investigator and alternate, as approved by the Shelby County Catholic School Board of Education are:

Ann Andersen  
2005 College Place  
Harlan, IA 51537  
712-755-5634

The Level Two Investigator is:

## STUDENT ACTIVITIES/PROGRAMS

### School Liturgies

All K – 5<sup>th</sup> grade students attend school Mass once a week and participate in various ways including lecturing, offertory, petitions, and song leading. Masses are held on **Wednesday** and begin at 8:15 A.M. Special Masses may be held at other times. Parents and other family members are always welcome to attend.

### Field Trips

In order to enhance educational experiences, classroom teachers may request permission to take students on field trips. Because we do not have school buses, parents may be asked to help transport and chaperone students on any field trips that are beyond walking distance of the school. Parents may also be asked to pay an admission fee. If any financial difficulties arise, please contact the classroom teacher or principal immediately. We do not want any child to miss a field trip because of financial reasons. Prior to any field trip, the student will be given a permission form to take home explaining the destination, cost, etc. **Parents must sign a permission form for each field trip. No student will be allowed to participate in off-campus activities without signed, official school permission slips. Telephone calls will not be accepted in lieu of permission slips. Faxed permission slips are permitted.** See Diocesan Policy #649 on page 11.

### Music Program/Band

All students participate in the vocal music program, which is an integral part of the academic program. Music programs for grades PK-5 are usually scheduled in December and Apr/May. All students are expected to participate. Students in 5<sup>th</sup> grade are provided with the opportunity to participate in an instrumental band program in collaboration with the Harlan school band program. The band teacher handles arrangements for instrument rental or purchase. Questions should be addressed directly to that teacher.

## STUDENT PROGRESS

### Reporting to Parents/Conferences

Reporting to parents is done at least five times a year. Formal progress reports are sent home three times a year at the end of each trimester. Mid-trimester progress reports are sent home twice a year (between the 1<sup>st</sup> & 2<sup>nd</sup> trimesters and the 2<sup>nd</sup> & 3<sup>rd</sup> trimesters). Parent/Student/Teacher conferences are held in Oct/Nov and by appointment in the spring. Progress notes and phone calls are also used when necessary to keep parents informed. Parents are encouraged to contact teachers anytime there is a question or concern regarding the progress of their child.

Teachers are usually free for meetings or phone calls after school until 3:45 P.M. or at other arranged times. Parents are also encouraged to utilize email as well to keep in contact with their child's teacher.

### Assessments

The State-required ISASPS are administered to students in grades 3-5 in March or April. The online FAST literacy and math screening tool is given three times a year to all K-5 grade students. FAST stands for Formative Assessment System for Teachers and gives us a quick look at students' foundational reading and math skills. Other classroom assessments are also used throughout the year to help teachers and parents know how each student is progressing in relation to school, classroom, and parents' goals.

## MISCELLANEOUS

### Telephone

Please try to make phone calls to teachers before or after school. During school, messages will be taken, and the call will be returned later except in emergency situations. Students will not be allowed to call home, unless it is urgent. Students must have permission from his/her teacher to use the phone.

### Calendar

Shelby County Catholic School generally follows the Harlan Community School calendar, except in instances when a program, activity, or professional development opportunity requires a change. Any changes in the projected calendar will be included in the monthly school calendar, or notices will be sent home to parents in advance.

### **Personal Items**

Personal items which may cause disruptions in school are not allowed. The teacher may permit some of these items to be brought to school if they serve a school purpose. However, parents should understand the school cannot accept the responsibility for such items becoming broken or stolen. Whenever an item becomes a nuisance, it will be confiscated and returned to the parent or student. **Toys, trading cards and electronic games are not to be brought to school.**

### **Communication Procedures**

Parents and faculty need to work together for the good of the child. If disagreements, difficulties, or problems arise, these should first be referred to the classroom teacher and then to the principal.

### **Policies**

Shelby County Catholic School is governed by an advisory School Board with representatives from all six parishes. The school also operates within the Diocese of Des Moines; therefore the school abides by policies at both the local level and the Diocesan level. Local policies are available in the school office. Diocesan school policies can be found on the Diocese of Des Moines website.

## **CURRICULUM**

### **Program of Studies**

The program of studies at the Shelby County Catholic School is in compliance with the guidelines of the State of Iowa, Iowa Core, and the Diocese of Des Moines. Within the prescribed curriculum and course of study, teachers have flexibility and are encouraged to be creative in the design of their instructional patterns. They are encouraged to use a variety of methods to teach the many subjects with the focus on motivating students and meeting their individual needs and learning styles.

The curriculum includes the following subject areas: Religion, Language Arts, (Reading, Phonics, English, Writing, Spelling), Math, Science, Social Studies/History, Art, Music, Physical Education, Health, Human Growth and Development. Emphasis is also given to teaching Christian behavior, self-discipline, thinking skills, study skills, listening skills, and other basic life skills. Band is available for 5<sup>th</sup> graders in cooperation with Harlan Community Schools.

### **Physical Education/Health**

All students participate in physical education (PE) twice a week. Incorporated into some of the PE classes are topics of health and physical fitness. Students are required to participate in PE and can only be excused with a doctor's excuse or a note from the parent specifying a valid reason. Students should dress appropriately and wear tennis shoes on PE days (Tuesdays & Thursdays).

## **SPECIAL SERVICES**

### **Green Hills Area Educational Agency (AEA 13)**

Shelby County Catholic School is serviced by Green Hills Area Educational Agency. This agency offers a variety of services and consultants to assist us in providing an appropriate and excellent education to all students. Academic and Behavioral Assessments are available through a team of specialists assigned to the SCCS system. The team consists of a school psychologist, an educational consultant, and a speech/language pathologist. Teachers or parents may request a referral for these services; however, before formal referrals are possible, there must be a process of data collection and documentation of how a child is doing over a period of time. Parental permission is obtained for complete diagnostic evaluations.

A speech/language pathologist is available to students needing speech services. A school psychologist is available through the AEA. He/she cannot provide on-going therapy, but can provide intervention resources and referral assistance.



### **At-Risk Programs and Services**

Students identified as at-risk are those students whose academic, behavioral, or social performance consistently reflects a need beyond regular classroom instruction. Student Assistance Team meetings are held on a regular basis for the purpose of identifying students who need additional interventions. Interventions that can be made by the teacher within the classroom setting are often tried first. However, there are times when the team determines a student needs additional assistance from the resource/at-risk teacher. The resource/at-risk teacher may work with students one-on-one or in small groups. If the recommended interventions are tried and student's academic growth is still a concern, the decision may be made to contact the Green Hills Area Education Agency for consultation.

The AEA provides a variety of services to assist teachers and students at SCCS, including a school psychologist, a speech/language pathologist, and an occupational therapist. An AEA staff member may be asked to observe a student in the classroom and make recommendations. For some students, the Student Assistance Team may determine that additional academic and/or behavioral assessments are necessary. These assessments are provided by the AEA personnel assigned to SCCS. Parental permission is required before AEA staff can conduct any formal assessments.

*\* Parents are an integral part of a child's education. Every effort is made to communicate with parents concerning their child's progress. If at anytime parents have a question about a child's academic, behavioral, or social performance, a parent's first contact should generally be the classroom teacher.*

### **Behavioral Health Services**

SCCS works with Myrtue Memorial Medical Center to provide one-on-one therapy within our school. Appointments are made through the MMH behavioral health dept.

## **HOME/SCHOOL COMMUNICATION**

Every effort is made to inform parents of school events and student progress both formally and informally. Communication is of the utmost importance and an essential key to a child's success at school.

### **Formal**

Each month parents will receive a copy of the school Newslink along with the monthly calendar and lunch menu. This will be sent electronically to families who have given us their email addresses. Families without email will have a printed copy sent home with their children. The Newslink is the primary vehicle for informing parents of upcoming events and sharing information related to the growth/development/ education/parenting of elementary school children.

On occasion, it may be necessary to inform parents of concerns regarding a child's ability to follow school rules or complete academic work. If you receive a written notice or a phone call from the teacher, please look at this as an opportunity to work with the teacher in helping your child learn.

### **Informal**

Events such as Open House, Catholic Schools Week, and programs provide parents/guardians and teachers with an opportunity to visit briefly and informally. Whenever possible, teachers will communicate by email or telephone to discuss your child's progress and/or answer any questions parents may have. Parents/Guardians should always feel free to contact teachers if they have questions.

### **Behavior Expectations for School Bus Riders**

The privilege of riding the buses of the Harlan Community Schools carries with it the obligation of proper conduct. The rules and regulations established by school authorities must be followed in order for the student to maintain his or her riding privilege. Each student is held responsible for his or her personal actions.

The following behaviors shall not be permitted on a school bus:

1. hitting
2. spitting
3. profanity/abusive language

4. name calling
5. failure to remain seated
6. throwing objects
7. obstructing aisles
8. making excessive noise
9. assault
10. fighting
11. vandalism
12. failure to comply with a reasonable request from the bus driver or supervisor
13. possession of a weapon
14. possession of tobacco or smoking
15. possession of alcohol or other controlled substances
16. any other conduct deemed hazardous to the safety of the passengers or to the bus

The operation of a safe and effective transportation program necessitates the prohibition of the behaviors listed above. Bus Drivers have the authority to assign seating and/or prohibit a student from riding the bus for a certain amount of days for violating bus rules.

#### **Notice of Video Cameras on Buses**

The Harlan District has authorized the use of video cameras. The video cameras will be used to monitor student behavior, to maintain order, and to promote and maintain a safe environment.

#### **DIOCESAN Policy 579: STUDENT PERSONNEL- Harassment, Bullying and Hazing**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, 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 280.28)

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 of 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. "Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies. The phrase "trait or characteristic" of the student, school personnel, coaches, sponsors and volunteers as used in this policy includes, but is not limited to, 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. The term "sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth. Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances: • Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; • Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; • Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; • Demeaning jokes, stories, or activities directed at the student or school personnel, coaches, sponsors and volunteers that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or • Unreasonable interference with a student's or school personnel, coaches, sponsors and volunteers' performance or creation of an intimidating, offensive, or hostile learning or working environment. This policy shall be in effect while students are on school property, while on school-owned or school operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. Students who believe they or other students or school personnel, coaches, sponsors and volunteers are the victim of bullying, harassment or hazing should immediately report their concerns to the school principal or the principal's designee. The principal or the principal's designee will

be responsible for handling all complaints by students alleging bullying, harassment or hazing. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing. The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28) Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities. Retaliation against a person because the person has filed a bullying, harassment or hazing complaint or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and shall contain the following statement: The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at [www.dmdiocese.org](http://www.dmdiocese.org) Catholic Schools, About Catholic Schools, School Policies and Regulations. The principal or the principal's designee is responsible for • Collecting data relating to incidents of harassment, bullying and hazing. • Reporting data to the Iowa Department of Education upon completion of the investigation. • Communicating founded harassment, bullying, and hazing incidents to the Superintendent's office. Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behaviors or lifestyles that are inconsistent with Catholic teachings. Policy Revised: July 30, 2021

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#### **DIOCESAN Policy 534: STUDENT PERSONNEL--Student Medication**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools discourage the administration of medication during school hours or during school-related activities, unless it is administered by the parents or it is necessary for the health and well-being of the student. Medications may be administered by the school nurse or other principal designated school personnel who have successfully completed a medication administration course conducted by the school nurse, a licensed pharmacist, or through the Area Education Agency (AEA). Record of course completion shall be kept in the employee's personnel file. Periodic updates are required. (281-IAC 41.12) All prescriptions and over-the-counter medications must be turned in to the school office to be left with the person designated by the principal. No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (Regulation 534.1) is filed with the school office. Prescription medications must be in the original container with date, student's name, name of licensed medical professional, medication, dosage and time. Over the counter medications must be in the original container and must be labeled with the student's name and have signed parent permission form. A student may be considered for co-administration or self-administration of medication with demonstrated competency, written licensed medical professional instructions and written parental consent. Medications for students on field trips less than 8 hours in duration are to be sent with the student in an envelope labeled with the student's name, medication name, dose and time to be given. The envelope is to be given to the person in charge of the field trip prior to leaving for the trip. For longer field trips, parents are to make arrangements with the school. Parents may administer medication and/or over-the-counter medications at school to their own child without any authorization form. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. (Specific information about student health and medication can be found in the Health Practices and Procedures Manual for School Nurses in the Diocese of Des Moines Schools.)

Policy Revised: July 30, 2021

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#### **DIOCESAN POLICY 649: EDUCATIONAL PROGRAMS – Field Trips**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, 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. Policy Revised: 7/30/22

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### **Shelby County Catholic School 701: Hot Lunch – Meal Charges**

In accordance with state and federal law, Shelby County Catholic School adopts the following policy to ensure school employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals**

Shelby County Catholic School families have use of a student lunch accounts. When a student account reaches a negative balance of \$20.00, a student may no longer charge meals until the negative account balance is paid. Students or their families may deposit money in their lunch accounts or make payments on their delinquent accounts by delivering payment in the form of cash or check to the school office or setting up automatic payments. Shelby County Catholic School reserves the right to require cash payments if a family has a payment denied due to insufficient funds.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches -\$5.00. Families may be notified by letters sent home, email, or phone calls. **Negative balances not paid prior to the end of the school year may be turned over for collection.** Options may include revised FACTS payments, collection agencies, small claims court, or any other legal method permitted by law.

#### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

Legal Reference: 42 U.S.C. §§ 1751 et seq.

7 C.F.R. §§ 210 et seq.

U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016).

U.S. Dep't of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016).

U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016)

Iowa Code 283A.

281 I.A.C. 58.

Approved: 1/29/18

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