

SHELBY COUNTY CATHOLIC SCHOOL

Family Handbook

2023 - 2024



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



Diocese of Des Moines Catholic Schools Vision Statement

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, endorses the following vision statement for the diocesan Catholic Schools: Catholic Schools in the Diocese of Des Moines, based on the teaching of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of life-long discipleship.
(Diocesan Policy 104)

EDUCATIONAL PHILOSOPHY/ESSENTIAL LEARNINGS

Educational Philosophy /Essential Learning (Diocesan Policy 110)

The Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, expects all schools to strive to attain the following Essential Learnings:

Students in the Catholic schools of the Diocese of Des Moines will be challenged as the result of their Catholic education to integrate Gospel values into their daily lives as they:

Academic Outcomes:

- access and use information effectively
- apply technology competently
- think critically and creatively
- solve problems independently and cooperatively
- reason scientifically, mathematically and historically

Spiritual/Social Outcomes:

- accept church, civic and personal responsibility
- anticipate and constructively react to change
- communicate ideas and feelings effectively in various ways
- demonstrate global awareness, cross cultural understanding, and social justice principles
- demonstrate personal wellness practices
- cultivate an understanding of and appreciation for the arts. (281 IAC 12.5:2-5)



**Statement of Faith between Parents and Shelby County Catholic School
as stated by the Diocese of Des Moines**

“Jesus said to his disciples, ‘Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen, I say to you, whoever does not accept the kingdom of God like a child will not enter it.’ Then he embraced them and blessed them, placing his hands on them.” (Mark 10:14-16).

At baptism, parents accept the responsibility of forming their child in the practice of the faith. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children” (*Canon 793.1*).

Catholic school personnel partner with the family in proclaiming and witnessing as disciples to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at Shelby County Catholic School are aware of this vocational call from God, and in response, commit themselves by word and example to be the first and best teachers of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church, will be part of their child’s education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Commit to conversing frequently with their children about God and include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them, respectively, to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to express compassion and concern for the needs of others.
- Practice stewardship of time, talent, and treasure, and meet their financial responsibilities in support of the school and parish.

Shelby County Catholic School enters a relationship of trust with each school family. The Parent/Student Handbook provides the school’s framework for this trusting relationship by setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions about its contents, and that I/we will fulfill my responsibilities as the primary educator of my/our child as outlined in this covenant of trust.

Sign _____ Date _____

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 15th of the current school year. Proof of the child's age, usually a birth certificate, must be provided. (Diocesan Policy 501; IAC 282.3)

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. (Diocesan Policy 504)

SCCS Admissions Policy 504a: Admission of Students

It shall be the policy of the Shelby County Catholic School Board that the following criteria will be considered when prioritizing the enrollment of students in PK-5th grade:

- Siblings of students already enrolled in grades PK-5
- Children of school employees
- Students who were enrolled in the program the previous year
- Registered members of our supporting parishes: St. Michael - Harlan, St. Joseph - Earling, St. Boniface - Westphalia, St. Peter - Defiance, St. Mary - Panama, St. Mary - Portsmouth
- Children whose parents are alumni of our school
- Families from other parishes outside Shelby County
- All other families on a first-come basis

- Regulations:
1. Students entering kindergarten must be 5 years old on or before September 15 of that year. A copy of a birth certificate or other proof of age may be requested.
 2. A current record of immunization is required for all students entering school.
 3. A certificate of Baptism for Catholic students is requested for those students not baptized in one of the Shelby County Catholic parishes.
 4. Transferring students will be asked to provide the name and address of previous schools so SCCS can request a transfer of records. SCCS will then follow the Diocesan Catholic Schools Admissions Policy #504.
 5. Students may be on probation until school records are received and/or the school determines the students' academic needs can be met with the school's available resources.

SCHOOL AND PARENT PARTNERSHIP

School-Parent Partnership (Diocesan Policy 505)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that the education of a student is a partnership between the parents and the school. As partners, the school and parents will work together to meet the needs of the student, utilizing the resources available at the school.

In the event the parent or guardian reduces the school's ability to continue the partnership, parents/guardians may be requested to remove their student(s) from the school. The school leadership reserves the right to require the withdrawal of the family if the administration determines the partnership has been irrevocably broken because of:

1. Refusal to cooperate with school personnel
2. Refusal to adhere to diocesan or local policies and regulations
3. Interference in matters of school administration or guidance

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.

Compulsory Attendance (Diocesan Policy 513)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that students enrolled in the Catholic schools follow the compulsory school attendance laws of Iowa. A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age, unless the parent or guardian of the child notifies the school in writing of the parent's or guardian's intent to remove the child from enrollment in the school district. (IAC 299.1A(2))

Students who are enrolled in the 4 Year Old Universal Preschool program are also considered of compulsory school attendance age unless the parents, in consultation with the school, withdraw the child from the program. If withdrawal from the program is the option, parents will notify the school in writing. (IAC 299.1A(3))

Students should attend school the number of hours/school is in session in accordance with the school calendar. Schools may establish a local policy concerning the minimum number of days/hours a student must be in attendance in order to successfully complete the requirements for student's grade. Exceptions to this policy include children who have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.

The principal must investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance the principal will refer the matter to the county attorney.

The school will participate in mediation if requested by the county attorney. The principal will represent the school in mediation. The school will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It shall be the responsibility of the parent or guardian to notify the student's school as soon as the parent or guardian knows the student will not be in attendance on a particular day or days. (IAC: 259A)

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 in their lockers or bookbags.

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 text messages and/or emails 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 may be 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.

Smoke Free Campus

Nicotine/Tobacco Free Campus (Diocesan Policy 710)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that diocesan schools adhere to the state of Iowa Smoke Free Air Act. (ICC 142D)

Smoking or use of smokeless tobacco or non-FDA approved nicotine products, for purposes of this policy, "smoking" includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution of substance, is not permitted in or on school buildings, school grounds, school property, school vehicles, or non-school owned property used for extracurricular activities. This includes enclosed places of work and study, all outdoor areas such as parking lots and sports areas/stadiums, and private vehicles on school parking lots.

This policy applies to employees, students & visitors at all times, including school-sponsored and nonschool sponsored events.

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; \$4.85 for adults

See Hot Lunch – Meal Charges Policy #701 on p. 16

***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 instill 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 should be worn or brought to school on PE days. (Tuesday/Thursday)

BEHAVIOR EXPECTATIONS & DISCIPLINE

It shall be the policy of Shelby County Catholic School to foster a faithful and safe school environment where learning is the primary focus and all the members of our school are respectful and responsible. Following rules and practicing social skills are as important as developing academic, faith, and physical skills. Important to Catholic education are the skills of building trust, respect, and confidence; showing consideration and compassion for others; learning to share and to cooperate; taking ownership and accepting responsibility for personal choices; and forgiving those who have shown offense.

Attending school at SCCS is a choice and a privilege. Students are expected to act in a respectful, responsible, and courteous manner towards other students, teachers, staff, and visitors. Students are also expected to respect other people's property, the school, and the learning process. Behavior that negatively affects the classroom environment and the learning of other students is not acceptable. By enrolling a child, the parent agrees to support and abide by the policies, procedures, and rules of the school.

Students whose behavior is inconsistent with these expectations may experience one or more of the following consequences:

- Verbal Warning
- Loss of privileges
- Temporary supervised removal from the classroom
- Communication between parents and teachers
- Timeout in the Administrative or the Principal's Office
- Calling a parent to come to school

- Conferencing with the parents to develop a behavior plan and/or to determine if SCCS is the best environment for the child
- Serious incidents could result in expulsion

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 to 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 and to promote and maintain a safe environment.

HEALTH & SAFETY

Emergency/Medical Information: All families **MUST** have emergency/medical information on file at school. This information is gathered during the JMC 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. (Diocesan Policy #528)

Screenings/examinations: Dental screenings are required for all incoming kindergarteners and are strongly encouraged for students in all grades. See Diocesan Policy 713 on p. 15. 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 are 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 15.

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.

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 and practice drills.

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. In case of this type of emergency, you will be contacted and informed of where you can reunite with your child.

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.

STUDENT ACTIVITIES/PROGRAMS

School Liturgies

All K – 5th 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. Please remember to have your child follow the Mass dress code.

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 15.

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 5th 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 1st & 2nd trimesters and the 2nd & 3rd trimesters). Parent/Student/Teacher conferences are held in Oct/Nov and in Feb/Mar. 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 taken and returned to the parent or student at the end of the day, at conferences, etc. **Toys, trading cards and electronic games are not to be brought to school** (Unless specific permission is given by the teacher).

Communication/Grievance 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.

Grievance Procedure (Diocesan Policy 550)

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that if a grievance is brought forth, the following procedures should normally be followed:

Grievances and requests for any meetings should be placed in written form stating the policy or procedure at issue.

The person/persons who wish to file a grievance should:

1. Request a conference with the teacher (if the issue is with a teacher). The teacher may request to have administration present for the conference.
2. Failing resolution, a request for a meeting with the administrator should be requested.
3. Failing resolution through the administrator, a meeting with the priest or canonical administrator should be requested.
4. Failing resolution through the pastor/canonical administrator, a meeting may be requested with the Superintendent to seek resolution to the issue.

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

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 5th graders in cooperation with Harlan Community Schools.

Music

All students participate in music class twice a week. Students are required to participate. Music programs are held throughout the year. It is important for all students to participate in these programs.

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).

Technology

Students do have access to Chromebooks and iPads for various learning situations. Students are expected to follow safe practices when working with technology and to follow their teacher's instructions and protocols. Students may lose computer privileges if not following acceptable use guidelines.

SCCS Technology Acceptable Use Policy 640a (Diocesan Policy 585)

It shall be the policy of the Shelby County Board of Catholic Education that acceptable use of the network, broader internet, cell phones, laptops, Chromebooks, or other electronic devices will be defined by the following terms and conditions of use.

The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to resources and the opportunity for collaborative work. The use of an account must be in support of education and research consistent with the educational objectives of Shelby County Catholic School. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material, or material protected by trade secrets.

In addition, cyber bullying is strictly prohibited. This may include the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site creations or posting (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Any time cyberbullying becomes part of the school network or is brought to the school premises it becomes school business.

Students will be provided access to technology at Shelby County Catholic School. Students must follow established guidelines for acceptable use of technology in order to maintain the privilege of access. The use of the network is a privilege and may be taken away for violation of Acceptable Use Policy.

Students will be expected to abide by the following **Digital Citizenship**:

Good digital citizenship is expected whether in person or online. The following rules of citizenship should guide all use of technology and connectivity at Shelby County Catholic School, and good behavior is expected of all students and staff:

- Respect and protect yourself
- Respect and protect others
- Respect and protect property

Students must respect all copyright and license agreements.

Students must cite all quotes, references, and sources.

Students should only remain on the system long enough to get needed information.

Students must apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Student access for electronic mail will be through their school assigned email account.

Personal addresses or phone numbers are not to be revealed. This mail is not guaranteed to be private.

Students are not to use cell phones (powered down and stored away) during the school day.

Equipment Uses

Students will be expected to be careful when using computer equipment and follow all directions for proper use.

Any student who does not use the computer equipment properly or deliberately damages the equipment will receive consequences as determined by the school.

Internet Use

Use of the Internet must be consistent with the educational objectives at Shelby County Catholic School. Should a teacher or administrator determine a student's use does not support the educational objectives, access to the Internet may be restricted or denied.

All staff are required to comply with the above rules—communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. Staff members will sign a statement agreeing to these stipulations.

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, a special education 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 and outside agency to provide one-on-one mental/behavioral health therapy within our school. If parents wish to pursue this opportunity for their child, the school will provide the contact information to the parents. Parents are responsible for setting up appointments.

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, music programs, and fundraisers 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.

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 and regulations can be found on the Diocese of Des Moines website.

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 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

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

DIOCESAN POLICY 713: Dental Screening

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that a student enrolled in kindergarten or ninth grade in a Catholic elementary or secondary school of the Diocese complete the dental screening requirements of the state of Iowa. IAC-641-51.1(135) It shall be the duty of the school officials to ensure that a valid certificate of dental screening or certificate of dental screening exemption is on file for each kindergarten and ninth grade student enrolled. Dental screening is a visual assessment, is non-invasive and non-diagnostic. Dental screening for elementary school students (K-8) may be performed by a licensed dentist, licensed dental hygienist, licensed physician, licensed physician assistant, or a licensed nurse. Dental screening for high school students (9-12) shall be provided by a licensed dentist or a licensed dental hygienist. The student or student's parents shall submit a valid Iowa Department of Public Health Certificate of dental screening (See Regulation 713.1) to school officials, which shall be kept on file during the student's enrollment. If the student has been enrolled or enrolls in another Iowa school, the dental screening record should be transferred to the new school. Written permission to transfer dental screening records to another school is not required. An exemption from dental screening may be granted for financial hardship for anyone who is unduly burdened by the cost of a dental screening. The certificate of exemption for financial reasons (See Regulation 713.2) must attest that the screening would cause a genuine financial burden to the family and must be signed and dated by a dentist, dental hygienist, physician, physician assistant or nurse. An exemption for religious reasons is allowed by law; however, since there is no legitimate religious exemption for Catholics, Catholic students may not claim such an exemption. Persons of other faiths who claim religious exemption must have the exemption form notarized.

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

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
