

# **SHELBY COUNTY CATHOLIC SCHOOL**

## **Family Handbook**

**2015 - 2016**



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

# **SHELBY COUNTY CATHOLIC SCHOOL**

## **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.

## **MULTI-CULTURAL ASSURANCES**

No person at Shelby County Catholic School shall, on the grounds of race, color, age, gender, national origin, or disability, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

\*Due to changes in policy, procedures, and requirements and updates in technology, this handbook is subject to change. If any changes are made, parents will be notified of the new changes.

## ENROLLMENT/ADMISSIONS

**KINDERGARTEN:** A student entering kindergarten must be five years of age 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 for their elementary children must meet with the principal and/or Canonical Administrator of the school to discuss the program, previous school history, and arrange for placement assessment. 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. Parents will be asked to sign a transfer-of-records release form.

Parishioners will have priority for enrollment. **Non-Catholics are welcome.** According to Diocesan policy (#504) should a student be expelled from another school and make an application, the school administrator must make a careful investigation. If the administrator desires the involvement of the local board in this investigation, the board chairperson shall appoint one member to assist. If a student who was expelled from another school is admitted, the enrollment may be probationary at the discretion of the administrator and/or Board.

## BUILDING PROCEDURES

### School Day

**The school day will be from 8:05 a.m. - 3:15 p.m.** Students will be considered tardy after 8:05 a.m. Due to no available adult supervision, students living in town or being dropped off by parents should not arrive before 7:45 a.m. Supervision is provided each morning in the gym starting at 7:45 a.m.

### Dismissal

At the beginning of the year, teachers and parents will determine the normal dismissal routine for each student (bus rider, walk, daycare, etc.). If there is a change of plans as to where the student is to go after school, a written request must be given to the office. If the office does not have a written request, the child will be sent home on the regular route. If a situation arises where a parent must change the student's plans, then a phone call must be received no later than 3:00 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 expected to call the office** or send a written excuse when the student returns. **The written excuse or phone call** from the parent/guardian will readmit the student to class. All students who are tardy should report first to the office. **Students absent without an excuse will be considered truant.**

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

- 3 tardies per semester – a notice may be sent to the parent(s)
- 5 tardies per semester – a conference with the student and parent(s) may be requested and if necessary, an attendance expectation plan may be established

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

- 6 absences per semester – a notice will be sent to the parent(s)
- 8 absences per semester – taking individual circumstances into consideration, a second notice may be sent requesting parent communication with the principal or at-risk coordinator and, if necessary, an attendance expectation plan may be established

A student is tardy if he/she arrives after 8:05 a.m. and before 10:30. 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, appointments with doctors, dentists, etc., should be made outside of school hours or on days when school is not in session.

Students who are absent or tardy due to the death/funeral of a close relative or family member will be counted absent. 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 that effect 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. (See Board approved Acceptable Use Policy #640a in back of Handbook)

### **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 and must report to the office on his/her return.

### **Emergency School Closing**

Announcements for emergency school closing, late starts, and early dismissals due to weather conditions may be heard over the local radio station (KNOD-105.3FM). Parents/Guardians are asked to listen to the radio stations for necessary information.

SCCS generally follows the Harlan Community School's calendar. Occasionally, there may be an exception. Parents would then be notified in advance.

### **Field Trip Permission**

Field trips and enrichment programs will be included in the curriculum. When a field trip or special program is planned, notice of the specific trip, the destination, educational benefit, cost, and times will be sent to parents several days in advance. **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.** (Parents will be asked to help with transportation and chaperoning these trips.) See Diocesan Policy #649 & #649.1 on Des Moines Diocese Website

### **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. Additionally, elementary students should not bring pop to school for birthday treats or classroom parties.**

This is in accordance with our Diocesan Wellness Policy (Policy #710 in back of handbook), which strongly encourages the offering of healthy treats and snacks.

**Parties**—Parties sponsored at school include Halloween, Christmas, and Valentines. Room 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. **Pop is not allowed for classroom parties at PK-4<sup>th</sup> grade levels.**

Invitations for home parties may be handed out at school **ONLY IF ALL OF THE STUDENTS** in the room are invited. 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.

## HOMEWORK

The purpose in assigning homework to students is two fold:

1. Homework assists parents to be aware of:
  - \* the type of material being presented in various subject areas
  - \* how well their child is able to work with the material presented.
2. Homework provides students with an opportunity to:
  - \* practice academic and/or study skills they are learning in school
  - \* develop a sense of responsibility and independence in completing tasks

Students should do some homework each night. If a class assignment is not made, students should read, review materials, practice math facts, write, etc. According to research/best practices in education, homework time should generally be 10 minutes per grade level: e.g. 1<sup>st</sup> grade = 10 minutes, 4<sup>th</sup> grade = 40 minutes, etc. Parents who have questions about homework—type or amount—are encouraged to talk with the classroom teacher.

## LUNCH PROGRAM

SCCS operates a hot lunch program. This program is a federally subsidized program, which operates as a service to parents. It relies solely on lunch fees received from parents and the federal/state reimbursement. The Board of Education sets the fees at the lowest possible rate allowed by federal regulations so that all children are able to participate. Free or reduced lunches are available to those families eligible under the federal guidelines. Application forms for free and reduced lunches are given to each family at registration time and are available at any time throughout the year from the school office. A family may begin participation in this program at any point in the school year. This information is strictly confidential.

Parents are asked to pay for student lunches during the **FIRST WEEK OF EACH MONTH**. The number of lunch days and total cost will be indicated in the monthly newsletter.

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

The lunch program participates under the Offer vs. Serve guidelines. This means that students must have the required fruit, vegetables, and protein servings on their tray; however, additional choices may be offered that are optional. Serving portions are determined according to IA. Dept. of Food and Nutrition guidelines. Portion amounts are allotted according to grade levels (K-3, 4-6). Following the Offer vs. Serve Guidelines, “seconds” may or may not be available on any given day.

## **DRESS CODE**

### **Shelby County Catholic School Policy 530b: STUDENT PERSONNEL--Dress Code**

It shall be the policy of the Shelby County Board of Catholic Education that the students attending Shelby County Catholic School shall dress appropriately. The school will strive to instill a sense of self-respect and dignity through neatness and good grooming.

Regulations: 1. Appropriate attire will be explained to parents and students in the family Handbook.  
2. Personal hygiene and clean clothes are expected of each student.

Approved February 24, 1992

Revised: January 24, 2011

The Shelby County Catholic School Board of Education has approved the following as the dress code beginning with the 2014/2015 school year for students in grades K-6.

### **STUDENT DRESS CODE AND EXPECTATIONS**

Education is a serious 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 instills a sense of self-respect and dignity through neatness and good grooming and contributes to a student's educational discipline. 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) Students may wear shorts from April 1 to November 1. **To be considered appropriate, shorts and skirts should be equal to or longer than the tips of the fingers when arms are held at the side.** If the staff feels that someone's shorts or skirt is too short, that student may be asked to get other clothing before being able to return to the classroom. No tight fitting shorts or bicycle shorts will be allowed. Students who wear shorts on cold days will be expected to go outside during recess with the rest of the class.
  - 3) **Sleeveless tops** or tops too short to tuck in are NOT permitted.
  - 4) Students should take care to dress appropriately for special events such as ministering at school liturgies, Christmas/Spring programs, and graduation.
  - 5) Students will be expected to dress on school Mass days as follows:
    - Pants:** Clean, appropriately fitting slacks, pants, or jeans (No holes)  
Dress shorts, walking shorts, cargo shorts, and jean shorts may be worn to Mass.  
Skirts and skirts are also appropriate. Leggings may be worn if an appropriate length shirt/sweater or skirt is worn also.  
No athletic shorts/pants or gym shorts are to be worn on Mass days.
    - Shirts:** Boys: Collared shirts (polo or button down) that are a solid red, white, or black colored. Sweaters may be worn.  
Girls: Dress shirts/sweaters that are a solid red, white, or black colored.
    - Shoes:** Closed shoes or shoes with back strap; flip-flops are not to be worn to Mass.
  - 6) **No flip flops** are to be worn by students in grades K-5.
  - 7) 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 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 in the back of Handbook.

### 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 recommended that children return to school only after being 24-hours symptom free.

As a safeguard, 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 injured at school, parents or the designated person on the emergency/medical information form will be contacted. Children should be advised and acquainted with plans for emergencies when parents cannot be reached.

## SAFETY

### General Comments

Rules are made to provide for the safety of all. Things and actions that cause or may cause injury are forbidden. Examples include but are not limited to: tackle football, snowballs, rock throwing, water pistols, water balloons, hard balls, pushing, fighting, running in the halls, unacceptable bus conduct. Possession of weapons or dangerous objects may be reported to law enforcement officials, and the student will be subject to disciplinary action, including suspension or expulsion. Motorcycles or motor bikes are not allowed at school. Detentions, restitution, and suspensions may be incurred for violations of safety (**See Code of Conduct in this handbook for consequences.**)

### 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 included in this handbook. The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at [www.dmdiocese.org](http://www.dmdiocese.org). Follow the links for Catholic Schools - About Catholic Schools - School Policies and Regulations.

### Fire/tornado drills

Fire and tornado drills are held regularly throughout the school year according to state codes. Local fire departments also sponsor special projects, practice drills and materials. In the event of a total building evacuation,

children will be moved to the church. Local media will be alerted to location of students and procedures for picking up students. If possible, parents will be emailed with information as soon as possible. Please do not call the school as personnel will be attending to the 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/ Alternate: Brenda Blum  
2005 College Place  
Harlan, IA 51537  
712-755-5634

The Level Two Investigator is:

Kathy Lee Collins, J.D.  
2312 40<sup>th</sup> Place,  
Des Moines, IA 50310-3934

## **STUDENT ACTIVITIES/PROGRAMS**

### **School Liturgies**

All K – 6<sup>th</sup> grade students attend school Mass twice a week and participate in various ways including lecturing, offertory, petitions, and song leading. Masses are held on **Wednesday** and **Friday** mornings and begin at 8:15 A.M. 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 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. Students must have a signed permission form of file before leaving school on a field trip.

### **Instrumental/Vocal Music**

All students participate in the vocal music program, which is an integral part of the academic program. Concerts for Gr. K-6 are usually scheduled in December and May. All students are expected to participate.

Students in grades 5-6 are provided with the opportunity to participate in an instrumental band program. The instrumental teacher handles arrangements for instrument rental or purchase. Questions should be addressed directly to that teacher. There will be an orientation meeting for students and parents in early September.

### **Co-curricular Events**

Students will have opportunities to participate in: Speech/Oration Contest, Creative Writing Contest, Spelling Bee, Geography Bee, School plays, and various poster contests-fire, conservation, Right to Life, etc. Adult volunteers are needed to supervise/lead some of these activities.



## **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 two times a year. Progress notes and phone calls are also used when necessary within the twelve-week (trimester) reporting period to keep parents informed. Parents are encouraged to contact teachers anytime there is a question or concern regarding the progress of their child.

Each student is evaluated according to his/her ability, level of participation in class, daily class work, tests, and efforts to improve. Teachers are usually free for conferences or phone calls after school until 3:45 P.M. or at other arranged times. Parents are encouraged to utilize email as well to keep in contact with their child's teacher.

### **Standardized Testing/Assessments**

The Iowa Assessments are administered to students in grades 3-8. Narrative Reporting Results are sent home to parents. Parents are urged to contact teachers if they have any questions. Students in grades 1-6 are administered the Gates McGinitie Reading Test in the fall and in the spring. The online FAST literacy screening tool is given three times a year: fall, winter, spring to all PK-6 grade students. FAST stands for Formative Assessment System for Teachers and gives us a quick look at students' foundational reading 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 will follow the Harlan Community School calendar, except in rare 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. Please note times of NO SCHOOL and LATE STARTS/EARLY DISMISSALS for staff development.

Shelby County Catholic School works with the public schools to make up missed days due to weather. Announcements of weather-related cancellations made by Harlan Community Schools always include SCCS.

### **Classroom Visitation**

We welcome parents and grandparents to visit Shelby County Catholic School at any time. Please call the office to make arrangements with the teacher or the principal prior to your visit. All visitors are required to check in at the office. Students from other schools who may have a holiday when SCCS is in session will not be permitted to visit unless previous arrangements have been made.

### **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.**

### **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. Unresolved grievances may be appealed to the Board of Education. The proper procedure for this is a written notice sent to the president of the Board at least one week in advance of the regular meeting.

## **Policies**

Shelby County Catholic School is governed by a Board of Education 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 and on our school website. Diocesan school policies can be found on their website at <http://www.dmdiocese.org/catholic-schools.cfm>.

# **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 techniques and methods of approach in the teaching of their subject matter always 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, Music/Band/Chorus, Art, Social Studies/History, Physical Education, Guidance, Health, Human Growth and Development, and Technology. Emphasis is also given to teaching Christian behavior, self-discipline, thinking skills, study skills, listening skills, and other basic life skills.

Standards, benchmarks, and grade-level expectations have been developed for all curriculum areas in the Diocese of Des Moines. These standards and benchmarks are available on the Des Moines Diocesan School's website. Your child's trimester progress report also lists all the standards and grade-level expectations.

## **Human Growth and Development**

Human growth and development is a required element within the curriculum. The materials used have been selected and approved by the Diocesan Schools Office. Prior to beginning the course of study, parents/guardians are provided with information regarding the topics to be discussed at the grade level in which their child is enrolled. Parents are always welcome to preview the materials/books used for teaching human growth and development. Parents have the option of requesting, in writing, that their child not participate in the class. This written request should be directed to the principal and/or the teacher.

## **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.

## **Peace and Justice**

Peace and Justice issues are incorporated into daily teaching where appropriate.

## **Multicultural Education**

As Christian, faith-filled people, we encourage acceptance, understanding, and respect for people of all cultures and ethnic backgrounds. Multicultural education is incorporated across the curriculum in many activities, social studies units, and service projects.

## **Substance Abuse Prevention**

Programs endorsing substance abuse prevention and intervention will be offered at Shelby County Catholic School. This topic is addressed in a developmentally appropriate manner within Health/Science and/or Guidance. In addition, students participate in student assemblies and special drug education activities, such as Red Ribbon Week.

## **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 this service.

A school psychologist is available to SCCS. He/she cannot provide on-going therapy, but can provide intervention resources and referral assistance. Assistance is also available for curriculum and school improvement activities.

### **Title I**

Title I of the Consolidation and Improvement Act provides federal funds to local school districts for supplemental education. This program provides additional help to students who are low achievers in reading. Harlan Community School District assigns Title I teachers to the Shelby County Catholic School system.

In the fall, the Title I reading teacher looks at various assessments and consults with classroom teachers to determine which students may qualify for additional reading instruction. Parents have the right to deny services if they wish.

Students who qualify and have parental permission are scheduled to meet with the Title I specialist on a regular basis. At SCCS the emphasis for the Title I program is placed in the primary grades.

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

The guidance program provides lessons to all K-8 students in the areas of academic development, career development, and personal/social behaviors. The goal is to help students become more effective in their learning and their relationships. Some of the topics addressed throughout guidance program include study skills, health issues, character traits, bullying issues, problem-solving skills, anger and stress management, and friendship skills. The guidance teacher may also work with students in small groups.

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 teacher. The resource 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 Loess Hills Area Education Agency for consultation.

The Loess Hills Area Educational Agency (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.*

## **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 newsletter 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 newsletter is the primary vehicle for informing parents of upcoming events, thanking various individuals for their support, and sharing information related to the growth/development/ education/parenting of elementary school children. The newsletter may also contain information, which requires a response from parents/guardians, e.g. scheduling of parent conferences.

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 luncheons provide parents/guardians and teachers with an opportunity to visit briefly and informally. Whenever possible, teachers will communicate by note 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.

### **Helping Your Child Succeed in School**

Success in school begins with good attitudes toward school and effective study skills. Students are introduced to these in the classroom, but classroom time is limited, and the teacher's attention is divided among many students. Reinforcing learning skills and attitudes at home can help your child achieve more in school and to do it more easily. One of the most important things parents can do to help children stay motivated to learn is to become involved in as many ways as possible with the education of their child.

Important elements of a study system at home:

- 1) A place of study. A specific place should be set aside for study, ideally, a desk in a quiet place, such as the student's bedroom or a study; a kitchen table can be used at a time when other family members agree to stay out of the room. The place needs to be relatively quiet and have good light, a comfortable chair, and a place nearby to store basic study materials such as a dictionary, pencils, pens, and paper.
- 2) A time to study. Setting a definite study schedule not only insures that time will be set aside for studying, it will limit that time, and make the task seem more manageable. A schedule will also help students keep up with work throughout the semester, instead of letting things slide and then catching up with ineffective, marathon study sessions.
- 3) Staying organized. Students should be encouraged to keep organized, legible notes on both classroom discussions and reading material. Notes help students organize and remember material and also provide a summary for efficient studying for exams.

**Code of Conduct**  
 Revised April 2014  
 Approved by SCCS Board of Education June 2014

*If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. (Sirach 1:26)*

At SCCS our mission statement is: Shelby County Catholic School, growing in faith with Jesus, is a family-oriented school committed to academic excellence. To carry out our mission statement, students are expected to conduct themselves in an age and grade appropriate manner. Respect and consideration for others are expected of all students.

Good conduct is expected:

- While students are on school property
- While students are being transported for school events
- While students are attending or participating in school activities either home or away
- In any situation or circumstances related to the need to uphold the good order and discipline of the school

Inappropriate behavior will be subject to disciplinary action. Disciplinary measures may include, but are not limited to the following: verbal warning, extended day, loss of privileges, removal from class, suspension, and expulsion.

*WWJD ~ Ask yourself, "What would Jesus do?"*

**Definition of terms:**

Verbal warning - one-on-one discussion, reminder of expectations

Extended day - supervised time spent after school, whereby student will fill out a reflection form or participate in a reflection activity.

Loss of privileges - may include, but not limited to, loss of field trip, loss of participation in extracurricular/off school grounds activities, removal from peer activities.

In-school suspension - students attend school; however they are not allowed to interact with peers and are required to complete their school work in an alternative area.

Out-of-school suspension - students are not allowed to attend school, but are still responsible for completing required school work.

Expulsion - permanent dismissal of a student from school. Expulsion is also noted in a student's permanent record, indicating the date and reason of the dismissal. The school board is informed of any cases of expulsion.

The following list consists of infractions and their consequences (intensity of the behavior may warrant acceleration of the consequences):

Note: We do not attempt to list every inappropriate behavior because we expect common sense and conscience to be a student's major guide. For example, if a student destroys another student's property, writes on the walls, leaves the playground without permission, or commits some other obvious violation of trust, it WILL NOT be acceptable to say, "It wasn't listed in the handbook, therefore I didn't know it was a rule."

**Level 1 Behaviors**

Include but are not limited to...	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
*Classroom Disruptions *Teasing and/or	Verbal warning	Note sent home; Parent notified	Consequences may include note sent home, parent notified, loss of privileges and/or extended day.

name-calling *Not following school rules *Unsportsmanlike Behavior *Defiance of Authority *Misuse of materials *Use of profanity **Dress Code violations		**Dress code-Student must change clothes before participating in school activities.	*Policy 530c applies (See policy on p. 15)
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### Level 2 Behaviors

Include but are not limited to...	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
*Level 1 behaviors that are continually repeated *Cheating or assistance with cheating *Lying *Use of profanity directed at someone *Pushing, shoving, grabbing, pinching, poking	Parents notified: Student will contact parents and complete reflection form. * If the infraction is cheating, the work will be redone. (for all offenses)	Parents called in for conference with student/parent/ teacher/principal. May include extended day and/or loss of privileges. *Policy 530c applies	Includes previous consequences, as well as possible in-school suspension of 1-5 days. *Policy 530c applies

### Level 3 Behaviors

Include but are not limited to...	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
*Level 2 behaviors that are continually repeated *Intentional kicking, slapping, hitting, choking *Physical confrontation *Teasing in a hurtful manner *Bullying-like behaviors *Sexual misconduct and/or harassment	Staff and student contact parents. Student fills out reflection form. Possible extended day. Could include law enforcement being contacted. *Policy 530c applies	Staff/student/parent meeting. Possible extended day. Could include in-school suspension of 1-5 days, loss of privileges, law enforcement being contact. *Policy 530c applies	Parent(s) notified, possible out-of-school suspension. Could include law enforcement being contacted. *Policy 530c applies

**Level 4 Behaviors**

Include but are not limited to...	Consequences
*Intentionally causing bodily harm to others **Possession of a dangerous weapon or object *Vandalism *Theft *Drugs/Alcohol	Parent notification, financial restitution, law enforcement notification, suspension, or expulsion. *Policy 530c applies **A dangerous weapon or object is defined as a device capable of causing serious injury if used in a violent manner. If brought to school with malicious intent to injure or intimidate, upon recommendation by the administration to the School Board, federal law requires expulsion for 12 calendar months. **Possession of a dangerous weapon, i.e., pocket knife, without the intent to cause injury or harm will result in a suspension or extended day by the administration. **Possession of a look-a-like weapon, i.e., toy gun, will result in an extended day or suspension. Determination made by administration will be based on the intent of the student.

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

**Policy 530c – Shelby County Catholic School Board of Education**

**STUDENT PERSONNEL**

**Extra-Curricular Programs**

It is the policy of the Shelby County Catholic School Board that any student participating in extracurricular activities must maintain a grade of 70% in each class and must adhere at all times to the Code of Conduct as it appears in the Family Handbook. Eligibility is determined each week.

If a student is found in violation of the Code of Conduct, the student will adhere to the disciplinary action determined in the Code of Conduct, as well as be prohibited from participation in the next scheduled sport or extracurricular activity.

Approved: October 24, 1994

Revised: 11/25/13

**In addition to the above infractions, the Code of Conduct also includes the following guidelines for incidences of bullying. The SCCS School Board will be notified in the event of any serious offense.**

Bullying – bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying shall include electronic, verbal, physical, and/or emotional. (For further clarification, see Diocesan school policy 579.) When a bullying event is reported, an investigation will occur. Depending upon the results of the investigation, consequences will be administered.

Possible consequences could include, but not limited to:

- a. Separation from peers
- b. Extended learning time
- c. In-school suspension
- d. Out-of-school suspension
- e. Involvement of law enforcement

\* Depending on the outcome of the investigation, parents of both the targeted individual and the aggressor(s) will be notified.

\* Upon investigation, we are legally obligated to report any bullying incidents to the State.

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

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

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the student or school personnel, coaches, sponsors and volunteers which creates an objectively hostile school environment that meets one 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 policy must be integrated into the school's Comprehensive School Improvement Plan (CSIP).

The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported to the Iowa Department of Education upon completion of the investigation.

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 Adopted: January 31, 1994

Policy Revised: May 21, 2012

Policy Reviewed: March 25, 2013

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## **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 remove a student from the bus for up to three (3) days for violation of the above listed behaviors. The driver must verbally notify the parents/guardians prior to the removal/suspension. The driver will then fill out the Incident Report for the principal. If a student has been removed from the bus for a total of three (3) days, (i.e. could be different occurrence totaling three (3) days or just one suspension of three (3) days) by the driver, the next notice of removal/suspension will be for a minimum of one month or twenty (20) school days.

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

The Harlan Community School District Board of Education 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. Students and parents are hereby notified that the content of the video files may be used in a student disciplinary proceeding. The content of the video files is confidential student records and will be retained with other student records. Video files will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

### **GUIDELINES WHEN ATTENDING ALL HCS AND SCCS SPORTING EVENTS**

(The following guidelines were drafted and are enforced by public school officials. SCCS supports these guidelines)

In the spirit of good sportsmanship and courtesy to others the following guidelines have been established to ensure that all fans are able to enjoy the sports activity they are attending. Students should come to the game/event for the enjoyment of watching and that is where their attention should be.

1. All students are to be in their seats at the beginning of the activity.
2. Students are not to sit on the front walkway or be standing in front of the bleachers.
3. Students are not to bring balls or be playing/running behind the bleachers or in the hallways.
4. Students are not to be on the track field at any time.
5. Food should not be thrown onto the track/court/field.
6. Students are expected to show proper respect to the flag and National Anthem.

School personnel will be in attendance at the sports events along with other supervisors. For the first offense the student will receive a warning. If the problem is not corrected, he/she will be asked to leave the game.

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

It shall be the policy of the Diocesan Catholic Schools Board 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 or a licensed pharmacist. 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 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 Adopted: April 25, 2000

Policy Revised: March 25, 2013

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**DIOCESAN POLICY 561: STUDENT PERSONNEL--Search**

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

Policy Adopted: January 16, 1995

Policy Revised: March 25, 2013

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**DIOCESAN Policy 564: STUDENT PERSONNEL--Weapons, Dangerous Objects and Look-A-Likes**

It shall be the policy of the Diocesan Catholic Schools Board that weapons, other dangerous objects and look-a-likes be taken from students and others who bring them or possess them on school property and/or school related activities.

Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities shall be notified immediately. Possession or confiscation of weapons or dangerous

objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion.

Students bringing firearms or possessing firearms in school or school related activities will be expelled for not less than one year. The superintendent and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For the purpose of this portion of the policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The principal may allow authorized persons to display weapons, other dangerous objects and look-a-likes for educational purposes. (281-IAC 12.3(6))

Policy Adopted: November 21, 1994

Policy Revised: March 25, 2013

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### **Shelby County Catholic School 640a: EDUCATIONAL PROGRAM--Library Media Center--Acceptable Use**

It shall be the policy of the Shelby County Board of Catholic Education that acceptable use of the network, broader internet, cellular phones, 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 expected to abide by the following NETWORK ETIQUETTE:

(The use of the network is a privilege and may be taken away for violation of Acceptable Use Policy.)

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 teachers' accounts and individual accounts, if approved by the building administrator. Personal addresses or phone numbers are not to be revealed. This mail is not guaranteed to be private.

Students accessing Internet services that have a cost involved will have that cost billed to their parents/guardian.

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

**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.

Approved: June 30, 1997

Revised: October 26, 2009

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### **Diocesan Policy 716: Auxiliary Services = Nutrition and Physical Activity Wellness**

It shall be the policy of the Diocesan Catholic Schools Board that, the Diocesan Schools Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment.

The Diocesan Schools Board supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The Catholic schools in the Des Moines Diocese provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The Catholic schools in the Des Moines Diocese support and promote proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school sponsored activities during the instructional day should meet or exceed the school's nutrition practices. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. Each Catholic school in the Des Moines Diocese will establish a local wellness committee. The committee shall include physical education teachers, the food service director and the school nurse when possible. The local wellness committee will develop a plan to implement and measure the Diocesan Schools Board wellness policy and monitor the effectiveness of the policy at the local level. The local committee, in consultation with the building principal, will designate an individual to monitor local implementation and evaluation of the policy. The local committee will report annually to the local board regarding the effectiveness of the wellness policy as implemented at the local level, the extent to which the school is in compliance with the wellness policy and how it compares to model wellness policies. The board will make this annual assessment available to the parish(es) served by the school.

### **SPECIFIC WELLNESS GOALS**

#### **Nutrition Education and Promotion—Appendix A**

The Catholic schools in the Diocese of Des Moines will provide nutrition education and engage in nutrition promotion. To accomplish this goal, the Schools will:

- Integrate nutrition education and promotion into other areas of the curriculum such, but not limited to math, science, language arts, and social studies;
- adequately prepare the staff responsible for nutrition education to deliver an accurate nutrition education program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- have the school lunch program/cafeteria serve as a “learning laboratory” to allow students to apply classroom nutrition education; and
- comply with federal, state and local requirements, will promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health enhancing nutrition practices in the School Lunch Program.

#### **Physical Activity—Appendix B**

##### ***Physical Education***

The Catholic schools in the Diocese of Des Moines will provide physical education that:

- is taught by a licensed physical education teacher;
- shall be taught in grades one through five a minimum of twice per week;
- shall be taught in grades six through eight a minimum of three times every two weeks; and
- shall be required in grades nine through twelve for a minimum of one-eighth unit each semester unless the student obtains a waiver.

##### ***Recess***

Elementary and middle school students should be provided recess periods preferably outdoors, during the school day.

##### ***Physical Activity and Punishment***

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

#### **Other School-Based Activities that Promote Student Wellness—Appendix C**

##### ***Integrating Physical Activity into Classroom Settings***

Students need opportunities for physical activity beyond recess and physical education classes in order for them to fully embrace regular physical activity as a personal behavior. Toward that end, the Catholic schools in the Diocese of Des Moines will:

- offer classroom health education that complements physical education;
- discourage sedentary activities, such as watching television, playing computer games, etc.; and
- encourage classroom teachers to provide activity breaks between lessons or classes, as appropriate.

#### **Other School-Based Activities that Promote Student Wellness—Appendix C (Continued)**

##### ***Communication with Parents***

The Catholic schools in the Diocese of Des Moines will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will:

- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards; and
- provide parents a list of foods that meet the school's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

### ***Food Marketing in Schools***

School-based marketing will be consistent with nutrition education and health promotion. The school will promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

### ***Staff Wellness***

The school values the health and well-being of every staff member and will work to support personal efforts by staff to maintain a healthy lifestyle. Toward that end, each school will establish and maintain a staff wellness committee.

## **Nutrition Guidelines for All Foods Available on Campus—Appendix D**

### ***School Meals***

Meals served through the National School Lunch and Breakfast programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal law;
- offer a variety of fruits and vegetables; and
- serve dairy products containing a variety of fat levels from fat-free through 2%, as well as nutritionally equivalent non-dairy alternatives.

Schools should share information about the nutritional content of meals with parents and students.

### ***Breakfast***

To ensure that children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate a breakfast program, to the extent possible;
- notify parents and students of the availability of the School Breakfast program, where available; and
- encourage parents to provide a healthy breakfast for their children.

## **Nutrition Guidelines for All Foods Available on Campus—Appendix D (Continued)**

### ***Free and Reduced-Price Meals***

The Catholic schools in the Diocese of Des Moines will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, Catholic schools in the Diocese of Des Moines may utilize electronic identification and payment systems.

Within the Diocese of Des Moines, it is the individual Catholic school's responsibility to:

- employ a food service director who is properly qualified, certified and/or credentialed according to current professional standards; and
- assure that all food service staff has had adequate pre-service training in food services operations; and provide continuing education opportunities according to their levels of responsibility

### ***Sharing of Foods***

The Catholic Schools in the Diocese of Des Moines, will to the extent practical, discourage students from sharing foods or beverages with one another during meal or snack times, given concerns about communicable diseases, allergies and other restrictions on some children's diets.

### ***Foods Sold Outside the Meal (e.g., vending, a la carte, sales)***

Based upon the premise that each local Catholic school has a unique set of circumstances relative to the availability, frequency, and variety of foods served outside the meal, Catholic schools in the Diocese of Des Moines should have the recommendation of the local Wellness Committee regarding the practices which should be supported and maintained in their building, keeping foremost in mind the nutrition guidelines for all foods available, with the objective of promoting student health and reducing childhood obesity. Among, but not limited to, the areas that may be addressed by each local Wellness Committee could be:

- elementary school unique circumstances;
- secondary schools unique circumstances;
- beverages to be allowed or not allowed;
- foods items to be sold separately based upon nutrition guidelines;
- portion size of foods and beverages sold individually;
- foods involved in fundraising activities;
- foods served as snacks;
- foods served as rewards or in celebrations;
- foods served at school-sponsored events outside the school day;
- food safety; and
- foods served as summer program meals.

## **Plan for Measuring Implementation—Appendix E**

### ***Monitoring***

The Des Moines Diocesan Schools Superintendent will ensure compliance with established Diocesan Schools Board nutrition and physical activity wellness policy.

In each local Catholic school:

- the building principal will ensure compliance with the Diocesan Schools Board Nutrition and Physical Activity Wellness Policy and will report on the school's compliance to the superintendent;
- food service staff will ensure compliance with the nutrition policy and goals within food service areas and will report on this matter to their building principal;
- the building principal will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the local school has not received a SMI review from the state agency within the past five years, the building principal will request from the state agency that a SMI review be scheduled as soon as possible;
- the superintendent will develop a summary report every three years on diocesan-wide compliance with the Diocesan Schools Board established nutrition and physical activity wellness policy, based on input from local schools within the diocese; and,
- the report will be provided to the Diocesan Schools Board and also distributed to all local school wellness committees, parent/teacher organizations, principals and health services personnel in the diocesan schools.

**Policy Review**

To help with the implementation of the Diocesan Schools Board nutrition and physical activity wellness policy, each local school within the diocese will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the diocesan level to identify and prioritize future needs. Assessments will be repeated every three years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the Diocesan Schools Office will review the nutrition and physical activity wellness policy, its goals and practices and the provision of an environment that supports healthy eating and physical activity.

The Diocesan Schools Office, and individual schools within the diocese, will collaborate to revise the wellness policy and goals, and develop work plans to facilitate future implementation.

Policy Approved: May 15, 2006

Policy Revised: March 25, 2013

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