

Spalding Catholic Grades K-6

Student Handbook

(revised 2018)

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Spalding Catholic School

Mission Statement: *The mission of Spalding Catholic School is to instill a belief in God and self, and provide excellence in learning through mutual support, service and Catholic leadership.*

Vision Statement: Superior education guided by Catholic faith

Core Values: Catholicism Accountability Service Excellence

Catholicism

- Abide by the teachings and beliefs of the Catholic Church.
- Be compassionate, respectful and welcoming.
- Serve as Christian role models to one another by being “Imitators of Christ” all the time.
- Follow and live the yearly theme.

Accountability

- Tell the truth, correct your mistakes and accept responsibility for actions.
- Deal with conflict in a face-to-face style; use facts not opinions and avoid absolutes.
- Commit to effective, honest, direct and timely communication.
- Abide by the policies/procedures of Spalding Catholic or work to improve them.

Service

- Seek first to understand, not judge.
- Treat others as you would like to be treated.
- Participate in and support the Mass/Sacraments and other spiritual life activities.
- Volunteer; actively participate in the Spalding Catholic Community.

Excellence

- Put Christ first, academics second and extracurriculars third.
- Strive to continuously improve the quality of education and other programs.
- Promote the success of Spalding Catholic.
- Give generously of your time, talent, prayer, and treasure.

Introduction to Spalding Catholic School

The policies and procedures explained in this handbook have been carefully prepared in order to provide an additional avenue of communication among students, home, and school.

Spiritual Development

The spiritual growth of the student is brought about through the classes in Catholic Doctrine, along with guided discussion of religious issues; through student celebrations of the Eucharist, reception of the Sacrament of Reconciliation, and service to the home and other organizations. The spiritual growth of the staff is brought about through staff retreats, in-services, and participation in liturgies. All members of the faculty are concerned with the personal and spiritual growth of all students.

Liturgical Celebrations

Student liturgies will include Mass as well as prayer services. Liturgies will be scheduled according to liturgical seasons and feast days. Students will also be given opportunities to celebrate the Sacrament of Reconciliation. Preparation for the first reception of the Sacraments of Reconciliation and Eucharist takes place in the second grade. Parents are to be directly involved in the religious education of their children. Attendance at parent meetings is an essential part of the sacramental programs.

Triduum Activities

It is the policy of the Diocese of Sioux City (#6182) that no school-sponsored activities or practices be scheduled for the evening of Holy Thursday, the afternoon and evening of Good Friday, the evening of Holy Saturday, and the entire day of Easter Sunday. Such policy shall provide students and employees the freedom to participate in parish liturgies and family activities on these sacred days.

Safe Environment Program & Volunteers

The Diocese of Sioux City (4111.31) requires all employees and volunteers of the diocese to be in compliance with the Safe Environment program. This includes but is not limited to a background check and VIRTUS training. Contact the school office for more information.

Communications

Spalding maintains a school Facebook page, named Spalding Catholic School, PreK-6. Weekly updates or event notices are posted by school staff. Spalding also has a Twitter page, @SpaldingSchool, where updates of important information are tweeted out. A bi-monthly school newsletter is distributed to faculty, families, benefactors, alumni, and parishioners of Spalding Catholic School. The newsletter is also posted on our school website. Our main website, www.spaldingcatholic.org, also serves as a communication tool with updates as needed to the news sections or calendar. See “Emergency/Weather Announcements” below for communications related to that.

Organizations

School Board

The Board of Education (BOE) consists of two elected lay representatives each from St. Anthony, St. Joseph, and St. Mary parishes, the pastor of these same parishes, and the Spalding Catholic School principal. The voting members are the elected representatives and pastors. All function as equal voting members, working collaboratively and making decisions on a consensus basis whenever possible.

The functions of the BOE are threefold: a) to develop and define school policy, b) to assist the school administrator in the execution of school policy, and c) to promote adult education. The various specific duties of the BOE are spelled out in its Constitution. The BOE meets monthly except for some summer months and occasionally December. BOE meeting times are posted on the website calendar at www.spaldingcatholic.org, and agendas, minutes and other documents are stored in files in the business office at the school.

Development Office

A full-time development/marketing/enrollment director is responsible for developing relationships with potential donors and families. This office ensures the continuation of Catholic education through a variety of fund-raising activities and long-term planning. The development office is located in the Alton St. Mary's Rectory, which is across the street to the north of the St. Mary's church. The phone number for the development office is (712) 756-4528.

Business Office

A business manager is the steward of the financial resources of Spalding Catholic School and is responsible for school financial management. The business office is located in Alton St. Mary's Rectory, which is across the street to the north of the St. Mary's church. The phone number for the business office is (712) 756-4224. The office to the east of the stage in school is the location for all Spalding High School permanent student records from 1962-2013.

Foundation Board

The Spalding Catholic School Foundation, Inc., was incorporated as a separate entity according to the laws of Iowa to set up a permanent fund from which only available funds can be used each year to support Spalding Catholic School. It is the responsibility of the Foundation Board members to administer and encourage the growth of this fund. The Foundation Board meets approximately four times yearly to discuss the financials and vote on contributions to the school.

Emergency/Weather Announcements

Spalding Catholic School late starts, early dismissals, and cancellations will be announced, as soon as possible, via textcaster. Textcaster is a free service provided by the LeMars Daily Sentinel. New families will need to sign up for this service. If you have trouble getting signed up, please contact the school office and we will assist you. The Administration will also send out email notification through school email to parents and staff. Starting with school year 2018-19, Spalding will follow MOC-FV for school weather-related decisions. This does not apply to non weather-related school closures/cancellations, such as if MOC-FV were to cancel school for their sports teams, or for Tulip Festival schedules in May. Spalding may also dismiss due to heat, whereas MOC-FV may not.

If buses cannot take students home, the students will be kept at school. Safety, supervision, and general care will be provided. Parents may pick up their child if that were to occur.

Spalding Admissions Information

Requirements

Students enrolled in Spalding Catholic School shall have an equal opportunity for a quality Catholic education and activities without discrimination on the basis of race, color, sex, sexual orientation, gender identity, national origin, socioeconomic status, religion, creed, or disability. Catholic schools in the Diocese of Sioux City, and in particular Spalding Catholic School, operate on a philosophy that is firmly rooted in the social justice tradition of the Church. Spalding Catholic School will accept students of any religious conviction, with the understanding they will participate in certain faith-based activities and curriculum. Everyone is considered a part of the total school community and will be included and expected to participate in school activities and academic schedules.

- A. **Preschool:** Children who are four years of age by September 15 are eligible to enroll in preschool. A health form, a physical, immunization cards and signed consent forms are required.
- B. **Kindergarten:** Children who are five years of age by September 15 are eligible to enroll in kindergarten. A birth certificate, baptismal certificate, and current immunization record are also required for admission.
- C. **Transfers:** Students who transfer in must meet the same requirements of Spalding Catholic School. The student must provide the school with proof of the student's grade level and/or records from the student's prior school. If the student is unable to provide the principal with proof of the student's grade level or permanent record, the principal will make the grade level determination.
- D. **Residency** Students attending Spalding Catholic School should live with their parents or guardians who have a vested interest in their student's success. Families are required to report any change of residence to the principal immediately.

All students, prior to enrollment, must provide the Administration with completed health and immunization certificates (Iowa Code: 139.9). This includes dental and lead screening certificates. Such certificates may be obtained from the school office.

Tuition/Tuition Assistance

No student will be denied a Catholic education for monetary reasons, however, tuition at a fair amount will be required of all enrolled families. Families experiencing financial difficulties should contact the development/enrollment office, business manager or the Administrator to inquire about tuition assistance or to make other arrangements. Tuition is determined by the BOE annually when projecting the budget for the following academic year. Payment of tuition is by automatic withdrawal or check: monthly, tri-annually, or annually. Parents can track tuition owed through their online JMC account. Payments are monitored through the business office, and then updated in JMC. Outstanding balances may be sent to collections if all other avenues of communication have failed.

Tuition assistance, through the Diocese of Sioux City Scholarship funds and our Local Tuition Assistance is available to all Spalding Catholic School K-6 students with genuine need. Students who transfer in from a public or homeschool setting, or a Catholic school outside of the Sioux City Diocese are eligible for an automatic transfer grant of \$1500 off for the first year of tuition. The grant for the second year is \$750 off tuition. This grant is applied after other forms of tuition assistance has been awarded to families. Spalding Catholic School's lowest tuition rate is \$750 per year--the amount a family will pay if they receive the maximum amount from the Diocese of Sioux City Scholarship program. If tuition assistance and transfer grants might bring the student tuition amount to lower than \$750, then the grant will be pro-rated to adjust for that minimum tuition.

Tuition/textbook expenses incurred by parents qualify for tuition tax credits. In 1998, the Iowa Legislature passed a tax credit/tax deduction for parents of nonpublic school pupils. 25% of the first \$1000 of the tuition/textbook paid per child will be taken off the parents' tax liability. That is a maximum of \$250 that will be deducted per child. It is line #49 of the Iowa 1040 tax form.

Registration

Families register for Spalding Catholic School each year by April 1st for the following school year. Families are asked to electronically sign consent for field trips, media, etc. on JMC as part of the registration process. The full consent form verbiage is available on the school's website.

Lunch Program

Spalding Catholic School provides nutritional hot meals to our students daily. Milk is included with all hot lunch meals, and may be purchased separately as well. Families have the choice to purchase Spalding hot lunch or to send students with cold lunches. Students are given a lunch number and type their number in a keypad each day to account for lunches purchased. Free/reduced lunches are available through the lunch program. Forms are given to all families who request them. Those who qualify are strongly urged to apply. This is the only way Spalding Catholic receives federal/state funding for the lunch program, as well as funding for Title programs and ERATE funds.

Lunch accounts are kept updated through JMC. Payments are made through ACH or check. No student will be denied a meal based on their account balance. All accounts must be paid in full by the last day of school. Outstanding balances may be sent to collections if all other avenues of communication have failed. Families who are not returning to school (i.e., youngest child who is a 6th grader) will get a refund of lunch account balances if they request the funds. Funds not requested by the start of the next school year will be applied to the lunch accounts of needy families.

Transportation

Spalding Catholic School runs its own bus system, with routes in Alton, Orange City, and Granville, as well as rural areas. Questions and concerns in regard to transportation may be addressed to the Administration. Students must conduct themselves properly in the interest of safety for all. Currently, MOC-FV buses the Hospers route students. Spalding Catholic students will follow all safety rules and listen to the MOC-FV bus drivers just as they would on a Spalding Catholic operated bus.

When transportation is provided to and from events, students are required to travel both ways under school supervision. If a student will not be returning with the school-provided transportation, permission from the parents must be given to the school personnel in charge. All bus or auto trips must have authorized adult chaperones for each vehicle. All chaperones must have successfully completed Diocesan VIRTUS training.

Exiting Spalding

For students who transfer out of Spalding Catholic School, the student's parents should notify the Administrator as soon as possible. All fees, fines, and tuition must be paid and Spalding owned property be returned before the student leaves. Parents must request that their new school contact Spalding for records to be sent.

For those families who leave before the end of 6th grade, an exit survey will be sent by the Diocese of Sioux City for feedback on Spalding Catholic School. The survey is optional, but allows our school to get information on successes and possible improvements from stakeholders.

General Information

School Day

The school day for grade K-6 is from 8:15am to 3:10pm . Students may arrive before that time and wait in the main hallway in the east corridor. Please do not drop off students prior to 8:00 a.m. Usage of electronic devices will be allowed in the corridor as long as content is school appropriate. When the first bus arrives, students may proceed to their classroom. Students failing to enter the classroom by 8:15 a.m. or right after the last bus arrives are considered tardy. At the end of the day, students will line up according to bus route.

Students riding bicycles are to walk their bicycles on and off the school premises, and the bicycles must be parked in the designated spots. The school accepts no responsibility for bicycles damaged or stolen from the campus.

Parents may drop off students by the east door of the school in the morning. Parents may pick up students after school at the east door. They may park along the curb across the street next to the city park. Or they may angle park near the north end of the school on 6th Ave. At no time during bus drop-off or pickup times should a parent vehicle block the school bus loading zone. Those students walking or getting picked up will not be released until buses have exited the school bus loading area. Parents may come up to the door to get students for pickup before the buses drive away. We do not want any students walking near the buses during that critical time.

The school doors will remain locked at all times except during student arrival in the morning. The office staff will let visitors enter the building after that time. Visitors may either use the doorbell (on the door frames to the right of both the east side and north side school doors), or may call the school to ask for entry.

Absences

Parents are asked to report student absences on the day of the absence by contacting the school before the start of the school day. Attendance will be taken by teachers by 9:00 am. If a student is recorded absent and there has been no notification, the school will call or email primary contacts to find out where the student is. Parents should contact Wendy Oetken at woetken@spaldingcatholic.org as the first contact for absences, or call the school at (712) 756-4532.

Departure during the school day

1. Students who must leave during the school day for a dental or medical appointment must present a note from a parent OR the parent must make contact with the main office at the beginning of the school day.
2. Students becoming ill during the school day must report to the office. Teachers may not dismiss students from campus for any reason. A parent/guardian will be contacted by phone before the student is permitted to leave the building alone or with anyone else.

Make-up Work Following Absences

All students absent from class are expected to make up missed work. The responsibility for arranging to take tests, obtain assignments, get notes, etc., rests with the student, even when the absence is a school-sponsored activity. In cases of an absence longer than three days, parents should arrange to have work sent home to keep the student current in his/her classes. Assignments may be picked up in the office by a parent or another student.

Yearly Calendar

Spalding Catholic School sets the school calendar and provides the required hours/days of instruction to fulfill state mandates. The school year calendar will be approved yearly by the BOE, usually in the months of March or April. Spalding will have professional development days with early outs on 16 Fridays throughout the year. There will also be early outs scheduled for the last day before Christmas break and the last day of school.

Band Program

Spalding Catholic School entered into a cooperative band program with MOC-FV in school year 2017-18. Students in 5th and 6th grade may sign up for band in the fall, taught by MOC-FV teachers at MOC-FV school sites. 5th grade students will take lessons at the MOC-FV Middle School in Alton, with transportation provided by Spalding school staff. At second semester, 5th grade band students will join large group band lessons twice weekly at Orange City Elementary. Transportation will be provided by Spalding to and from Orange City. 6th grade students will receive both lessons and large group instruction at MOC-FV middle school. They will walk to or be driven (in inclement weather) with Spalding supervision. Students in the band program are expected to participate in the MOC-FV band concerts and 6th graders may practice and march in the Tulip Festival parade with the MOC-FV 6th grade band.

Other Services

The following are some of the services available to Spalding Catholic School students. Some of these are in cooperation with Northwest Area Education Agency and MOC/Floyd Valley Schools.

Speech-Language Services	Instructional Programs
School Psychological Services	Itinerant Preschool Services
Parent-Educator Connection Program	Audiology Services
Teacher of the Hearing Impaired	School Social Work Services
Occupational/Physical Therapy Services	Title I Reading Services

Fire and Tornado Drills

Directives for tornado and fire drills are posted in each classroom. Two fire and tornado drills are held each semester. The school bathrooms will be the designated tornado shelters for the school body. Students will exit the building for fire drills and gather in the front of St. Mary's church.

Field Trips

Diocesan policy requires permission be given by the parents of students who wish to go on field trips. Information will be provided to parents regarding the specific date, purpose, destination of the trip, the expense, means of transportation, and probable time of return of each field trip. Spalding parents agree to give permission for field trips for the entire school year through the Spalding Catholic registration process in the spring (via JMC). There are no longer any permission slips used for individual field trips.

Fundraising

The Principal and the Development Director must approve all fund-raising.

Spalding conducts a Football Madness and a chocolate and dish cloth sale, separately in the fall/winter.

Spalding also hosts an annual Gala auction dinner and dance, which is held the Saturday at the end of Catholic Schools Week. There are occasional fundraisers such as Out of Uniform days to raise money for good causes.

Health and Safety

Students with fevers need to be home for 24 hours (without a temperature) before returning to school.

Whenever a child is too sick to be in school s/he should be kept home for his/her own well-being and for that of the class members. Please do not send your child to school if the child has a communicable disease such as head lice or pink eye. Since an ill child should never be sent home alone, it is imperative that we have the name and phone number of an alternate person in case the parent cannot be reached in time of need.

Medication must be prescribed by a licensed medical personnel. The medication should be brought to school and kept in the prescription container and stored in a secure place designated by the principal. Medication will only be dispensed by designated personnel and only with the proper form accompanying it. The form needed is available on the school website, www.spaldingcatholic.org, or by calling the school office.

Cheating/plagiarism

Cheating is the unauthorized use of information and attempting to demonstrate it as one's own knowledge/work on a test, assignment, etc. It is theft of another's work. Plagiarism is attempting to represent someone else's work as one's own, or illegally reproducing printed material, and is a form of cheating. Any student shown to have plagiarized or cheated on an assignment, either in whole or part, will receive a 0% for the assignment. The student may re-do the assignment, but the highest credit for complete work will be 50% of the possible grade.

Electronic Devices

The use of student cell phones or other electronic devices is prohibited at school from 8:10-3:15. All devices must be turned off during school hours. Parents should not text or call their children while they are in school. Students who need to contact parents or parents who need to contact their children should use the school office phone (712-756-4532). The school will not be responsible for loss, damage, destruction or theft of any electronic device brought to school.

The **first** time a cell phone or other electronic device is confiscated by a staff/faculty member, it may be picked up in the office at the end of the day. The **second** time, a parent/guardian must pick it up. Third or additional offenses add a detention, along with parent retrieval of the device.

If inappropriate use is suspected, school personnel can turn on the phone to check its contents, and/or it may be turned over to law enforcement if necessary.

Internet Usage

Spalding Catholic School believes the Internet is a tool that can help students in many ways. The Internet also includes objectionable material that students could access. In order to ensure an understanding of internet expectations, Spalding Catholic students and parents agree to a yearly Internet use policy.

Spalding Catholic School students will receive training prior to Internet use. The Internet will be used for educational purposes. It is the policy of Spalding Catholic to provide supervision, filtering and safety training. While 1:1 devices are provided to each student, those devices remain at school and are not checked out or sent home for any reason. Students in grades K-2 will be provided an iPad for use in the classroom, while students in grades 3-6 will utilize Chromebooks. Each student will be assigned one device for the entire year for easier monitoring and care. Students may incur fines or lose access to devices through violations of the internet policy.

Telephone Use

The school phone is a business phone and is intended for calls concerning school business. Students are not to use the phone except for emergencies or when it is deemed necessary by the staff. Use for the following is discouraged: calling home for forgotten items or asking parents permission for social activities. These arrangements should be made beforehand.

JMC/Grading

The elementary grading scale below is the basis for grade calculations in JMC. JMC is the student information system used by Spalding Catholic School to monitor attendance, grading, tuition and hot lunch fees and contact information. Parents in all grades may access JMC for online information and the user name is the last name of the family. Passwords are assigned by JMC or the school. If there are issues with passwords, please contact the school office or the Administrator to get a password reset.

Students in grades K-2 utilize paper report cards and are graded on mastery of content area skills. Therefore, their “grading” scale is given as “**P**” for proficient, “**S**” for satisfactory, “**NI**” for needs improvement, or “**I**” for improving. Grades 3-6 will have scores online in JMC and parents may check grades at any time. Note: due to small school and class size, Spalding Catholic will not be calculating grade point averages. Nor will we compile or publish an honor roll. Students will have opportunity for those awards in junior high or high school.

<i>Spalding grade scale:</i>	Percentile	Letter Grade
	95-100%	A
	93-94%	A-
	91-92%	B+
	88-90%	B
	86-87%	B-
	83-85%	C+
	80-82%	C
	77-79%	C-
	75-76%	D+
	72-74%	D
	70-71%	D-
	Below 70%	F

Report Cards/Conferences

Report cards are issued to parents at the conclusion of each quarter. These reports are an indication of the student’s progress during the past quarter. Report cards for first quarter are given to parents right before or during parent teacher conferences in October or November. Report cards are sent home with students in an envelope for second and third quarter. Parents are asked to return the signed envelope and keep the paper copy of the report card. Grades are readily available online on JMC the week after the quarter has ended.

Conferences will be held at the end of the 1st quarter and at some point during 3rd quarter. It is a Spalding expectation that teachers meet with 100% of parents for both conferences due to the importance of parent involvement to student success. Notices for parent teacher conferences will be sent out via online signup services such as Signup Genius. Parents and teachers may meet at alternate times to meet if there are conflicts.

Student Behavior

At Spalding we expect all students to follow the “SPARK” acronym. This is posted in every classroom and recited daily.

S--Show Respect

P--Positive Attitude

A--Accept Responsibility

R--Reflect Christ

K--Kind Words and Actions

Spalding Catholic School will first and foremost teach appropriate positive behaviors and classroom procedures to reduce occurrences of rule violations. Students are rewarded through SPARK cards or SPARK points (in 5th/6th grades). SPARK winners of the week will be announced, as well as rewards for SPARK classroom winners. With positive, preventive procedures in place, our goal is to minimize disciplinary actions and consequences. If a student has a low level infraction, the school staff will initially re-teach the missing behavior skill and have the student practice it. Punitive discipline is not effective and will not be a philosophy at Spalding Catholic School.

Disciplinary Sanctions

Usually, the necessary discipline for effective education is a matter of cooperation and mutual respect between the student and the individual classroom teacher. Minor disruptions for behavior will be resolved in the classroom, while the Administration will deal with more serious situations. In rare cases, the misconduct is so counterproductive as to require separation of a particular student from the rest of the student body for the good of the school. Depending on the nature and frequency of misconduct, a variety of disciplinary measures are in use at Spalding Catholic School including detentions, or suspensions. The Administrator may apply other consequences as necessary if detentions or suspensions are not seen as the best option.

Detention

Teachers in any grade may assign detention after school for academic or behavior reasons. Due to the busing system, students may NOT be held for detention without notification to parents and response of the message. Detentions will generally be held after school from 3:10-3:40, but may be longer if deemed necessary by the teacher or the Administration. Detentions may also be held before school, but the preferred time will be in the afternoon. Detentions are meant to be restorative in nature, where the student works to repair the wrong or consequence that earned the detention.

Suspension

If an infraction occurs that warrants serious consequences, the Administrator may impose a suspension of 1-3 days. The Administrator will determine if the suspension is in school or out of school. Students given an in-school suspension will be assigned work to be completed in a designated study area and will eat separately from the rest of the students. Students suspended outside of school may request assignments through the office. Credit is given for the work done. The days of out-of-school suspension are entered on the student’s record as absences. For an out of school suspension, an intake meeting will occur with the Administrator, the parents, the student and pertinent school staff if necessary, before the student will be re-admitted to school.

Anti-Bullying and Anti-Harassment Policy

It is the policy of Spalding Catholic School to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student or staff member of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: 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. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any Spalding Catholic School employee, volunteer or student in a Catholic school of the Diocese of Sioux City to bully or harass any student or staff member on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

The school administration shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy. The school will also adopt and provide programs to school employees, volunteers and students, parents and guardians that will provide them with the skills and knowledge needed to help reduce incidents of harassment and bullying.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

I. Definitions

A. “**Electronic**” means 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, and electronic text messaging.

B. “**Harassment**” and “**Bullying**” shall be construed to mean an electronic, written, verbal, or physical act or conduct toward an individual which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school environment that meets one or more of the following conditions:

- i. Places the student in reasonable fear of harm to the student’s person or property.
- ii. Has a substantially detrimental effect on the student’s physical or mental health.
- iii. Has the effect of substantially interfering with a student’s academic performance.
- iv. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

C. “**Trait or characteristic of the individual**” includes but is not limited to actual or perceived traits or characteristics of 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.

D. “**Volunteer**” means an individual who has regular, significant contact with students.

II. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment

A. Any student, staff, parent or guardian of a student, of a Catholic School of the Diocese of Sioux City who feels that the student has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall immediately contact the principal/school administrator. Claims made against a principal/school administrator shall be reported immediately to the Superintendent of Schools for the Diocese of Sioux City.

B. The principal/school administrator will instruct the person making the claim to fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.

C. After filling out the report form as completely as possible, investigators will consider the totality of circumstances presented in determining whether the conduct objectively constitutes harassment or bullying.

E. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.

F. All founded cases of bullying or harassment by a student will be subject to the disciplinary action, which may include expulsion. Consequences for students committing acts of bullying and/or harassment at Spalding Catholic School: disciplinary action will be determined by the Administration but may include the following: parent notification, counseling, community service, loss of free time (i.e. recess), suspension, and/or expulsion.

G. Consequences for Employees or Volunteers Committing Acts of Bullying and/or Harassment at Spalding Catholic School: disciplinary action will be determined by the Administration and may include the following: verbal and/or written reprimand, counseling, paid and/or unpaid time off, dismissal from Spalding Catholic School.

III. Collection Requirement: Each Catholic School in the Diocese of Sioux City shall maintain a system to collect harassment and bullying incident data.

IV. Integration of Policy and Recording: Each Catholic School in the Diocese of Sioux City shall integrate its anti-bullying and anti-harassment policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section III above to the local community.

IV. Notification: This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communications, as appropriate (i.e. school newsletter, school website, or public media).

Additional Public Notices/Policies

Allegations of Abuse of Students by School Employees

It is the policy of Spalding Catholic School that school employees not commit acts of child abuse toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including dismissal.

It is the policy of Spalding Catholic School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Spalding Catholic School is in fulfillment of Iowa Code 280.17 regarding any allegations of abuse of students by school employees.

Level I Investigator: Spalding Catholic School Administrator, school phone (712) 756-4532

Level II Investigator: Diocese of Sioux City, (712) 255-7933

Asbestos Statement

Spalding Catholic School has asbestos in certain areas of the learning environment but has met federal government criteria for removal and maintenance of this substance. Every three years, the school is inspected and corrections are made if there are any disturbances of the material. The last inspection was in fall of 2017.

Copyright Restrictions

Faculty and students are warned that copyright violation is a form of theft and that one who violates copyright law is subject to severe penalties. Copyright law applies not only to printed matter, but also to artworks, visual and graphic materials, and music, in addition to other intellectual forms.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Drug-Free School

Consumption, under the influence of, acquiring, delivering, collecting money for, selling, or transporting of alcoholic beverages, tobacco and mood altering substances on school property, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people is ABSOLUTELY PROHIBITED. Nicotine products, including e-cigarettes, are banned from the premise of Spalding Catholic School or any events held at the school building.

Family Rights and Privacy Act (FERPA)

Spalding Catholic School shall provide parents and students access to records directly related to the student; permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; obtain written consent of parents and students before releasing personally identifiable information about the students contained in educational records; and notify parents and students of these rights.

A permanent record of each pupil is kept on file at his/her individual school. These records are private property and are submitted only when lawfully requested. Parents/students have the rights to inspect and review student records; ask for an explanation of any item in the record; ask for an amendment of any record they feel is inaccurate; give or withhold consent to disclose said records; be told to whom information has been disclosed; and be informed before information is destroyed.

Human Growth and Development (6141.11)

Education in human growth and development, which includes human sexuality, is mandated in Catholic schools. This program must be taught in accordance with the guidelines of the National Conference of Catholic bishops. The Catholic School curriculum must also comply with the Code of Iowa 279.50.

In the event that the parent/guardians find a topic in the Human Growth and Development Curriculum Guide in conflict with their religious/personal views, their student may be excused from participation in the instructional program. The parent is responsible for the student's supervision during the time of the program.

Non-Discrimination

Applicants for admission are hereby notified that Spalding Catholic does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, national origin, socioeconomic status, religion, creed, marital status, or disability.

Weapons

(Sioux City Dioceses Policy #5146) Guns, knives, weapons, and any contraband items are not allowed anywhere on any property at Spalding Catholic School or during Spalding Catholic School events. This includes any item(s) that may not be considered a "weapon" but are brought to school to be used as a weapon. Students who knowingly possess, handle, or transmit such items to school are subject to severe disciplinary action determined by the Administration. This may include mandatory counseling, and/or expulsion from school for up to one year or more.

Wellness Plan

Spalding Catholic School supports and promotes proper dietary habits contributing to students' health status and academic performance. Our long-term goal is that all food available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. The wellness plan is posted on the school website, www.spaldingcatholic.org.