

Emmetsburg Catholic School



**K-8 Handbook
2025 -2026**

Welcome to Emmetsburg Catholic School

This handbook is prepared for the parents and students attending Emmetsburg Catholic School. For all parents and students this handbook provides guidelines on the various aspects of school life. These guidelines are established for the benefit of our children and the efficiency of the school. We sincerely hope to establish a bond of trust and cooperation between home and school. When parents and teachers work together, to teach children about God and our world, we give our children the best opportunity for spiritual, academic, and emotional growth.

We hope you find this handbook helpful and keep it conveniently located for ready reference.

Sincerely,

Emmetsburg Catholic School Staff
2025-2026

Non-Discriminatory Policy

It is the policy of the Emmetsburg Catholic School not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for program), sexual orientation, gender identity and socioeconomic status (for program) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Jean T. Hyslop, Principal, 1903 S. Broadway St., Emmetsburg, IA 50536, 712-852-3464, jhyslop@e-irish.org.

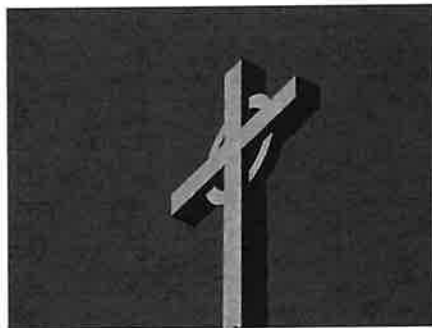
ECS PHILOSOPHY

The philosophy of Emmetsburg Catholic School is to provide an environment conducive to Catholic family prayer life, values, and high academics while developing self-respect and independence. The curriculum and technology choices will allow students to demonstrate high academic skills, problem solving abilities, appreciation and knowledge of fine arts, team work skills, and good sportsmanship. We, at Emmetsburg Catholic School, value the individuality and talents of each student and strive to develop an understanding for global awareness and varied cultures. Through the teachings of Jesus Christ, the dedication of teachers, staff, parents, and community, our students will acquire a value-based education which will allow them to interact positively within our society.

Emmetsburg Catholic School MISSION STATEMENT

The mission of Emmetsburg Catholic School, in partnership with parents, is to prepare its students morally, intellectually, and globally to be responsible Christians, through integration of religious truths and values with all living and learning.

Adopted August 2010



Emmetsburg Catholic School admits students
regardless of race, color, sex, national and
ethnic origin, handicap,
or financial reasons.

PURPOSE

The purpose of this handbook is to provide parents and students with a ready reference concerning policies and procedures followed in the operation of Emmetsburg Catholic School. Many of the regulations stated are following the state and diocesan regulations.

ADMINISTRATIVE POLICIES

Emmetsburg Catholic School follows the Handbook of the Diocese of Sioux City and conforms to the Code of Iowa that applies to pupils attending private schools. The school calendar is nearly the same as the Emmetsburg Community Schools with minor adjustments. We are required to complete a minimum of 180 school days a year.

ADMISSIONS

At the time of registration, parents are asked to present a baptismal certificate if the child has been baptized in a parish other than Holy Family Parish and complete the registration form. Children of other religions are welcome to attend Emmetsburg Catholic School.

In accordance with the Iowa Immunization Law, each child enrolled in our school must have a record of all immunizations on file in the school office. Iowa schools automatically transfer the card with the child, but those entering from another state must obtain and have the card filled out by the doctor and brought to school.

ASBESTOS

An Asbestos Management Plan for Emmetsburg Catholic School is available in the principal's office.

ATTENDANCE

School hours:

Official school hours are 7:55 a.m. to 3:12 p.m. Friday hours are 7:55-1:10. Students are considered tardy if they are not in their classroom at 8:05 a.m. Town parents, please see that your children do not arrive before 7:45 a.m. unless approved by the principal. Absentees: If a student is absent or tardy, it is the responsibility of the parents to call the school by 8:15 a.m. Students are expected to make up all class work and tests. Written assignments should be completed and handed in within 2 days of the absence. Students walking home or leaving to go to a parent's vehicle may not leave until the first bell busses have left.

LEAVING SCHOOL

Due to legal implications, students are not permitted to leave the school during the school day. No child will be dismissed during the day without parents' or legal guardians' written permission/phone call. Every effort should be made to send permission slips in advance. Students must sign in and out in the office when leaving or returning to school.

VACATIONS

We do not encourage students to miss school because of vacations, but exceptions can be made if the parents make this decision. Make-up work will be required. Parents must make the request through the office, not the classroom teacher.

AUXILIARY SERVICES

Emmetsburg Community School System

The Emmetsburg Community School and the Emmetsburg Catholic School work very closely together.

Title I

Through this program, funding is granted for the services of a special reading/math instructor plus materials to be used in this program. Eligibility for this program is through testing and teacher referral. Parents' permission is necessary for children to participate in this program.

RESOURCE ROOM

The Resource Room teacher works with individual or small groups of students who have been found to have a specific learning disability which is hindering their progress in school. Students may be recommended for the program by the teacher or parents. There are specific guidelines which help determine placement in this special program. This program is provided at the public school. Students are bussed to the public school.

BAD WEATHER

When the Emmetsburg Community School dismisses their students because of unfavorable weather conditions, Emmetsburg Catholic School will also dismiss. The following radio stations will have dismissal information: KICD Spencer, KLGA Algona, KILR Estherville, KUYV Spencer, KUOO Spirit Lake, and KTIV Sioux City. We will also post the school cancellations on our Facebook page and send out reminders (Emmetsburg Catholic School).

BICYCLES

Students who ride bikes to school will park them in the racks provided west of the school building. There is no riding of bikes on the school premises during the school day.

BUSING

All bus transportation is handled by the Emmetsburg Community School bus system. The bus driver is responsible for orderly conduct. Discipline problems are reported to the administrators of both schools. Parents are to be notified. If a student has severe problems, both short- and long-term suspension of bus privileges may be imposed. Questions concerning routes should be directed to the Emmetsburg Community School superintendent's office.

BUS BEHAVIOR POLICY

Emmetsburg Community School provides a well-defined bus behavior policy. We request that Emmetsburg Catholic School students observe this policy. See back of the handbook.

STUDENT CELL PHONES

The student cell phones will be placed in the parking space on the office door and will be done immediately in the morning. **There are no cell phones in lockers.** This is for the safety of all children. If the child does not comply, the phones will be taken to the office where a parent will have to pick up.

COMMUNICATION

Information to parents is sent home weekly via email. A list of teacher email addresses will be handed out at registration. Parents will also receive information through e-mail unless otherwise noted. The school website and Facebook page are another source of information.

COMPUTERS

Chromebooks are provided for grades K-8. They are not to be taken home. Parents can be held responsible for repairs on technology items.

CONFERENCES

Parent/teacher conferences are held at the end of the first and third quarters.

CURRICULUM

Emmetsburg Catholic School follows the curriculum guidelines of the Diocesan Office of Education which is following Iowa Core.

DISCIPLINE POLICY

1. Minor and infrequent offenses will be handled by the teacher or staff person in charge.
2. Frequent minor offenses will be brought to the attention of the parents and the principal. Parents will be called on behavioral referrals.
3. Offenses of a more serious nature will be referred to the principal.
4. In-school suspension will be implemented as necessary when serious offenses continue. In-school suspension is preliminary to out-of-school suspension.

In-school suspension will include:

1. Loss of classroom attendance.
2. Isolation with supervision for part or entire school day.
5. Out-of-school suspension will occur for continued inappropriate behavior or failure to attempt improvement. The administration will determine the length of the suspension.
6. Expulsion from ECS will occur for irreconcilable misconduct.
7. Inappropriate conduct is reason for suspension from extra-curricular activities. This suspension is at the discretion of the Public School & ECS Administration-working together.

DRESS CODE

Appropriate dress for Emmetsburg Catholic School as well as any school sponsored activities such as: dance, field trips, fundraisers, etc. will consist of clean and non-tattered clothing and shoes. Inappropriate dress includes, but is not limited to, spaghetti strap dresses and shirts, open back tops, no cleavage showing, no skin/belly showing at the waist, shirts exceeding length of shorts, short-shorts and any clothing portraying non-Christian values, tobacco, alcohol, drugs, or suggestive clothing. The teachers/administration discretion will be the final word. **Dress for Thursday Masses:** Dress up, no flip flops, sweatpants, wind pants or inappropriate dress. Shorts should be dress shorts, not exercise or athletic style shorts. **Physical Education Classes:** Tennis shoes that don't make black marks are required for gym use only for all grades. **Cold Weather Clothing:** Recess breaks are spent outside with exceptions made during the extreme cold inclement weather for grades K-4. Students are asked to dress appropriately (coats, snow pants, boots, gloves, etc.).

EMERGENCY PREPARATION

Fire and tornado drills are conducted at least four times yearly as required by the State of Iowa Law. Updated emergency cards and early dismissal cards are placed on file each fall with the name of the family physician and a person to contact if parent/guardian is not available at the time of need.

EMMETSBURG COMMUNITY SCHOOL ACTIVITY TICKET

Students must purchase the activity tickets from the public school.

EXTRA CURRICULAR ACTIVITIES

Football, basketball, cheerleading, track, wrestling, and volleyball are available through a shared program with the Emmetsburg Community School for grades 7 & 8. All students participating in these sports are required to have insurance coverage, concussion form and a physical exam preceding participation. Emmetsburg Community School requires participants in their sporting program to purchase an Activity Ticket.

FIELD TRIPS

Teachers arrange field trips that will broaden and deepen concepts being taught. Signed permission slips by parents or guardian are required for each field trip.

FUND RAISERS

E.C.S. sponsors a variety of activities during the year to help in the financial funding for the school. Auction Fest and Booster Club are two parent organizations which help in fundraising activities.

HARASSMENT

It is the policy of the Emmetsburg Catholic School to maintain a learning and working environment that is free from harassment. No employee or student of the district shall be subjected to sexual harassment nor shall any employee or student of the district be subject to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. A more detailed harassment policy is available at the school office.

HOT LUNCH

The Federal School Lunch program is served according to the government requirements. Cold lunch may also be brought by the students. Students should follow the same nutritional guidelines when they bring a cold lunch. Students have a juice break each day. Prices for lunch, milk, and juice are published preceding the beginning of school. Free and reduced lunches are offered at Emmetsburg Catholic School. Applications are available at registration time or in the school office.

Federal Civil Rights Statement

USDA Nondiscrimination Statement

- For all other FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the

Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: 202-690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

USDA Nondiscrimination Statement (Revised 5-5-22) In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, DC 20250-9410; or 2. Fax: (833) 256-1665 or (202) 690-7442; or 3. Email: program.intake@usda.gov This institution is an equal opportunity provider. Iowa Nondiscrimination Statement (Revised 3-21-16) It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

MEDICATION

Medication shall be administered only by a qualified designee. We encourage medication to be given outside of school hours whenever possible. No medication will be administered without written authorization from the parent/guardian and the child's physician. A written record of the administrative procedure must be in a prescription bottle with the original pharmacy label on it. If a child has a communicable disease, he/she is not to return to school without the approval of the doctor. If following an illness or injury, a student is to stay inside at recess time or refrain from participating in physical education class, a written note stating this is required from the parent.

MUSIC

Instrumental and vocal music opportunities are available at ECS. Kindergarten - 6 vocal is here at ECS taught by a shared public school teacher. 7th -8th vocals are at the public school. Students may begin band after their 4th grade year. All band students are bussed to the public school.

The goal of the music program is to create and maintain high quality performing groups for educational and entertainment purposes while providing individuals a chance to achieve proficiency on a musical instrument, or as part of a performing group. (Thus, it stimulates pride, self-realization, self-discipline, and poise, and working as individuals and as a group.)

Concert and Marching Band:

The band is composed of students in the 5th-6th grades and the 7th-8th grades. The expectations of the students who choose to participate in band are:

1. Attend scheduled lessons.
2. Attend scheduled band rehearsals.
3. Attend all scheduled band performances to include:
Concert Band - Christmas Concert, Spring Concert.
Marching Band - Emmetsburg High School Homecoming Parade, St. Patrick's Day Parade, and Emmetsburg Memorial Day Ceremonies.
4. The summer band lessons are optional but strongly recommended for students in 4th-7th grades.
5. Students may not quit the band before semester. All concerns need to be addressed to the band teacher.

If a student fulfills the list of expectations he/she is eligible for any reward program that may be offered.

Instrument rent is charged per school year to any student using a school owned horn and all percussionists. Contact the public school

Swing Choir:

Swing Choir is an optional chorus and is available at Emmetsburg Public School. Auditions are necessary to establish a balanced musical group. This will be done at the music instructor's discretion, at all times trying to utilize as many participants as possible.

NONDISCRIMINATION POLICY

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PHYSICAL EDUCATION

Physical education classes are held on a regular schedule for all grades Kindergarten through eight. The curriculum consists of a teacher developed program based on the Diocesan P.E. curriculum.

PRAIRIE LAKES AREA EDUCATIONAL AGENCY

AEA 8 serves our school as a resource, materials, and consultant center. Books, films, kits, and instructional materials are ordered and delivered to our school once a week. A Speech Clinician, Audiologist, Clinical Psychologist, and Social Worker are available when requested. No child is tested or recommended for these services without the written consent of the parents.

RELIGION

As an extension of the family, the school is conscious of educating the whole person. This education includes both spiritual and moral development. As a Catholic School we have a unique and special alternative to offer our children. We are able to integrate Christian truth and values throughout each day in every class as well as offer staff who express this integration both inside and outside the classroom. Each class day begins and ends with prayer.

Daily religion classes from grades kindergarten through eighth help instill in students the importance of prayer, sacramental growth, liturgical preparation, familiarity with Scriptures, the life of Christ and the history of the Catholic Church. Complementing the religion curriculum is a Human Growth and Development program in grades 4-8.

REPORT CARDS

Report cards are issued quarterly. JMC will be our school management system. Parents will be able to monitor grades through Jupiter Grades.

SACRAMENTAL PROGRAM

Children receive instruction for the sacraments in their religion classes. Parents and children are also expected to attend sessions presented by the Parish Director of Religious Education in preparation for the reception of specific sacraments.

SCHOOL BOARD

Membership of the Emmetsburg Catholic School Board consists of the Pastor (ex officio and voting), and at least five lay voting members from the Emmetsburg Catholic Parish and from the outlying parishes (voting) appointed by the pastor on a rotating staggered basis. There is a faculty representative at each meeting. The board meets once a month. Meeting dates are published. The function of the Board is threefold:

1. To develop and define policy for administrative decisions.
2. To assist school administration in the execution of school policy.
3. To help the Pastor and the Parish Council.

SCHOOL MASSES

The school Masses are usually at 12:15 P.M. on Thursday or as scheduled. Students have an active role in these liturgies. Parents and friends are welcome.

SCHOOL PARTIES

School parties are planned seasonally with each class. Communication will come from the classroom teachers.

SCHOOL PICTURES

Individual pictures are taken in the fall on a pre-pay basis. Jostens, does individual pictures in the fall.

SPORTS

Emmetsburg Public School has a proud athletic tradition. Students have the opportunity to be involved in football, track, cross country, wrestling, and basketball for 7th and 8th grade boys and basketball, volleyball, cross country and track for 7th and 8th grade girls.

STUDENT SUPPLY LIST

An updated school supply list is provided annually in the spring of the school year and is posted in the local stores during the summer months. This is also found on the school website.

STUDENT RECORDS

- Parents have the right to access and review their students' educational records.
- Parents have the right to sign a consent form before the school may release personally-identifiable, non-directory information (e.g., social security number), except as otherwise noted below.
- Parents are annually notified of these rights as well as the school's policy for directory information and to opt out of the publication of directory information.
- These rights transfer to students at age 18.
- Complaints must first be referred to the local Principal/President before they can be referred to Diocesan Superintendent.

Not included as part of the student's education record and therefore not available to parents:

- Records kept in the sole possession of the maker of the records, used only as a personal memory aid and not disclosed to others except as a temporary substitute.
- Records of a law enforcement unit of the school.
- Employment records relating to an individual employed by school
- Records about an individual created or received after he/she is no longer a student at the school.
- Grades on peer reviewed papers before they are collected and recorded by a teacher.

Circumstances in which a school may disclose personally identifiable information for a students' educational records without prior consent included:

The information is "directory information"

To school officials with a legitimate educational interest

To officials of another school where the student transfers or is to enroll

To AEA personnel with a legitimate educational interest

To authorized federal, state or local authorities

The disclosure is necessary to the financial aid process

Pursuant to an interagency agreement with state and local agencies that is a part of the juvenile justice system?

To comply with a court order or judicially issued subpoena

In connection with a health or safety emergency

Reference: Iowa Administrative Code 281-12.3(4); Iowa Code 280.25

TELEPHONE POLICY

Students use the telephone only in case of necessity and with the permission of a teacher or aid. Cell phones must be kept on the office door called the phone parking-lot and turned off during the school day. The phone will be turned into the principal if used during the day.

Emmetsburg Catholic School Tobacco-Free Policy

Emmetsburg Catholic School facilities and grounds, including school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the school premises immediately. It is the responsibility of the administration to enforce this policy.

- This policy extends to all types of tobacco and nicotine products (i.e. not only cigarettes; consider including, but not limited to products such as dissolvable, spit less, snus, chewing, and electronic cigarettes)
- Employees, students, staff and visitors must follow the policy.
- This includes school-sponsored & non-school-sponsored events.
- This policy includes school vehicles.
- Violators will be asked to get rid of/extinguish the tobacco product or leave the premises.
- The enforcing entity is the administration.

VISITS TO SCHOOL

Parents are encouraged to visit with the teacher and principal. It is advised to call or write a note for an appointment for the convenience of all concerned. An "Open House" is planned annually. "Grandparents/Special Friend Day" is held annually, preferably in October, Respect Life Month.

5142E

Adopted with changes: June 2018)

WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district 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 school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes 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 district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district 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 and promotes the availability of meals to all students.

The Emmetsburg Catholic School will develop a local wellness policy committee composed of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluate the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

Specific Wellness Goals

1. To develop, implement, and maintain a walking program for both students and staff.
 2. Implement a snack program that encourages students to bring a healthy snack.
 3. Educate students and parents on healthy snacks for the school day.
 4. Serve students fruits and vegetables from the lunch counter.
 5. Provide information to students on nutrition education.
 6. Limit bake sales, candy for prizes and encourage healthy snack decision making.
- specific goals for nutrition education, (*see Appendix A*)
 - physical activity, (*see Appendix B*)
 - other school-based activities that are designed to promote student wellness, (*see Appendix C*)

The nutrition guidelines for all foods available with the objective of promoting student health and reducing childhood obesity are listed in Appendix D. (*see Appendix D*).

The board will monitor and evaluate this policy through a checklist developed by the administration. Emmetsburg Catholic School Board and the administration will evaluate the policy each spring. (*see Appendix E*).

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005)

Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,

Cross Reference: 504.6 Student Activity Program
710 School Food Services

Appendix A

NUTRITION EDUCATION AND PROMOTION

The Emmetsburg Catholic School will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training for teachers and other staff.

Appendix B

PHYSICAL ACTIVITY

Physical Education

The Emmetsburg Catholic School will provide physical education that:

- 120 mins. grades 5-8, 90 mins. grade K-4. Per week.
- is for all students in grades K-8 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Daily Recess

Emmetsburg Catholic School should provide recess for students K-4.

- is at least 20 minutes a day;
- is preferably outdoors; when the temperature is 0 degrees or above and not raining.
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, Emmetsburg Catholic School should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

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

Optional Issues

Physical Activity Opportunities Before School

Emmetsburg Catholic School has developed and implemented a walking program before school for all students that are able to arrive at 7:45 a.m.

Appendix C

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games, etc.;
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

Optional Issues

Communication with Parents

The Emmetsburg Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- No pop or candy in sack lunches.
- offer ideas for healthy snacks.
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide information about the walking and other school-based physical activity opportunities before, during and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through the newsletter, other take-home materials, special events or physical education homework.

Staff Wellness

The Emmetsburg Catholic School values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should:

- establish and maintain a staff wellness committee, develop, promote and oversee a multifaceted plan to promote staff health and wellness developed by the staff wellness committee; Live Healthy Iowa is used by the staff and paid for by the school.
- base the plan on input solicited from employees and outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among employees.
- Diocesan Wellness Program:
 - Health Screening
 - Health Coaching
 - Information on Healthy eating.
 - Health Insurance \$25 credit per month for participating.

Appendix D

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

Meals served through the National School Lunch Program 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;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA); and,

Free and Reduced-Priced Meals

The school district 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, the school district may:

- promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- will provide students with at least 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will try to schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- provide continuing professional development for all nutrition professionals; and,
- Provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

Sharing of Foods

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

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

Elementary schools: The food service program will approve and provide all food and beverage sales to students in elementary schools. To this end:

- food in elementary schools should be sold as balanced meals, given young children's limited nutrition skills; and,
- foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits and non-fried vegetables.
- Foods sold between midnight to 3:30 PM must follow the low-fat, non-fat milk, fruits and non-fried vegetables (foods that follow the nutrition standards.)

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities will not hold only bake sales to fundraise. We will make available a list of ideas to help with healthy ideas for bake sales. We look to other ways to fundraise besides food. Emmetsburg Catholic School will encourage fundraising activities that promote physical activity.

Snacks

Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The Emmetsburg Catholic School will disseminate a list of healthful snack items to teachers and parents.

Rewards

The school district does not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, (including food served through meals) as a punishment.

Celebrations

Emmetsburg Catholic School will evaluate their celebrations practices that involve food during the school day. We will disseminate a list of healthy party ideas to parents and teachers.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools. <http://www.fns.usda.gov/tn/Resources/servingsafechapter6.pdf>
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

Appendix E

PLAN FOR MEASURING IMPLEMENTATION

Monitoring

The principal will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

Emmetsburg Catholic School:

- the principal will ensure compliance with those policies in the school and will report on the school's compliance to the school board; and,
- food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the principal.

In the school district:

- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;
- the principal will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity wellness policies, based on input from school staff; and,

- the report will be provided to the school board and also distributed to all school wellness committees.

Policy Review

To help with the initial development of the Emmetsburg Catholic School's wellness policy, the school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The Emmetsburg Catholic School board will evaluate the policy each June to determine policy changes for the next school year. Each May the staff will complete a survey to determine if they are meeting the wellness policy. This information will be submitted to the school board.

The assessment will be yearly to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The Emmetsburg Catholic School will revise the wellness policies and develop work plans to facilitate their implementation.

WEAPONS POLICY

The Emmetsburg Catholic School believes weapons and other dangerous objects in the school's facilities cause material and substantial disruption to the school's environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school. A more detailed weapons policy is on file in the office. See attached.

EMMETSBURG CATHOLIC SCHOOL WEAPONS POLICY

The Emmetsburg Catholic School believes weapons and other dangerous objects in the school's facilities cause material disruption to the school environment or present a threat to the health and safety of the students, employees, and visitors on the school premises or property within the jurisdiction of the school.

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school or from students who are within the control of the school.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The principal shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For the purpose

of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal references:

Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994)
McClain v. Lafayette County Bd. Of Education, 673 F .2d 106 (5th Cir. 1982)
Iowa Code SS 279.8; 724 (1993).

5146E

Submitted: March 12, 1995

Reviewed: October 14, 2013

SCHOOL BUS BEHAVIOR POLICY

Safety is the primary concern for every child that rides an Emmetsburg Community School District bus. Therefore, every precaution will be taken to see that children arrive at their destination safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students to be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe operation of our buses.

Regulation Governing Pupils Riding School Buses

Bus Riding

Riding **rural** buses is prohibited unless you are assigned to the bus on a permanent basis. A principal must approve of any student riding who has NOT been assigned to the bus. Parents must write a note allowing their student to ride a rural bus route, the principal or office staff will sign the note and the students must give the note to the bus driver. Please read the following complete list of bus rules. Students under the age of 5 will need permission from the principal to be allowed on the bus. These students will need to be accompanied by an older sibling and the siblings will need to sit together.

Safety is the primary concern for every child that rides an Emmetsburg Community School District bus. Therefore, every precaution will be taken to see that children arrive at their destination safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

Regulations Governing Pupils Riding School Buses

1. Students are under the authority of the bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property from another bus rider.
6. Students will talk in a normal voice and not shout at other students, or the driver.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving.
 8. Students will not destroy property belonging to another student, nor shall the student deface or destroy school property while on the bus.
9. Students will keep their feet on the floor, not on the seats.
10. Students will not threaten or strike another student while on the bus.
11. Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
12. Students will not throw or spit items while on the bus.
 13. If an elementary student is to leave school by means other than his/her regular arrangement, a note from the parents will be necessary.
14. No student will be permitted to ride a school bus unless he/she has an assigned seat. (Exception: In-town shuttle students)

Unacceptable Behavior

The following list of behaviors shall not be permitted on the Emmetsburg Community School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, and possession or use of alcohol and/or any other controlled substance. All spray and mist products are not to be used on the bus. Sprays and mist products can be a danger to others with allergies and pollute the bus environment. Deodorant, cologne, perfume, hairspray and any other spray or mist product is prohibited. If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

Consequences for Infractions

First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator.

Second Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed five (5) school days.

Third Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed fifteen (15) school days.

Any succeeding violations shall result in suspension of all riding privileges for a period not to exceed the remainder of the school year.

If a student performs an act that obviously jeopardizes the safe operation of the bus and endangers the safety of others on the evening route, the driver may suspend the student from riding the bus the next morning. The driver must notify the parent(s) and the appropriate administrator of this action upon completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route detailing the incident. Riding privileges can't be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

Special Trips Procedures

Drivers for special trips are arranged by the Transportation Supervisor.

The driver's time and the mileage for the bus starts when the bus leaves the bus barn and ends when the bus returns to the bus barn. The driver's time will be computed to the nearest half-hour at his/her hourly rate of pay. The exception to this rule occurs when a trip is split, half run before a regular bus route and the other half-run after the bus route. The time and mileage start when the bus leaves the bus barn and ends when the bus arrives at the destination. The driver then runs his regular bus route. The time and mileage are picked up again when the bus arrives at the destination of the return trip to the school and ends when the bus arrives back at the bus barn when the trip is completed.

If a group of students is taken somewhere and the bus driver is to wait for them, the driver should make arrangements with the teacher in charge as to when and where they are to be picked up again. Drivers should not go off

some place where they can't be found. If the driver has to leave the group, make sure the teacher knows where the bus and the driver will be.

Discipline on Special Trips

It is the responsibility of the teacher or chaperone in charge of the special trip to maintain discipline on the bus, but if the teacher or chaperone fails to do this, the driver should do so. If the driver finds the teacher or chaperones are lacking in discipline on special trips, they should report this to the appropriate building administrator at the first available opportunity.

Emmetsburg Catholic School

Request to administer medications in school (secondary) Information and Procedures

Medications may be administered at a secondary school with written authorization from the parent/guardian and with a prescriber written order for prescription medications. All medications should be taken before or after school hours whenever possible. However, it is understood that certain drugs may be required during the school day. These students have medication available and administered in a manner which is compliant with school district policy.

1. No medication will be administered to a secondary student in school or during sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications. Parents are responsible for obtaining the prescriber's order.
 - a. **Prescription medication:** A current pharmacy labeled container can serve as the written prescriber's order. A second labeled medication container can be obtained for school use by asking the pharmacist.
 - b. **Over the counter/non prescription medication:** will be given only with parent/guardian written authorization. Please refer to school policy if you need to bring your own medication.
2. Health plans drawn up by the Community Health Nurse will be followed for any allergies or medical requirements needed.
3. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's order may be faxed to the school.
4. Students who carry inhalers or emergency medications (epi-pen) throughout the school day need a written prescriber's order on file in the office. The order must specifically state the purpose of the medication, times for medication to be given, and/or special circumstances under which the medication is to be given; and that the student must carry medications at all times.
5. To ensure the safety of all children, we request that a parent or another responsible adult deliver all medications to the office. The medication will be kept in a locked storage box.
6. The parent/guardian will inform the office staff of the number of tablets/capsules that are brought to school.
7. The first dosage of any new prescription must be given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
8. The parent/guardian is responsible for notifying the school when a medication has been discontinued or changed.
9. The **Emmetsburg Catholic School** does not assume responsibility for medication not prescribed by a physician/prescriber or medication administered by the student himself/herself.

10. No medication will be continued beyond the school year in which it is ordered.

Emmetsburg Catholic School
Parental Permission for administering PRESCRIPTION medication at school

Student Name: _____

Medication: _____

Reason for medication: _____

Dosage: _____

Time to give medication: _____

Physician/Prescribers Name: _____ Phone Number: _____

Special Instructions: _____

I request that the prescribed medication be administered by a qualified staff person according to the written directions given. I agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication. I will comply with the procedure listed on the back of this form related to the administration of medication at school.

Parent/ Guardian name: _____

Signature of Parent/Guardian: _____

Date: _____ Home Phone: _____ Work Phone: _____

***MEDICATION WILL NOT BE GIVEN IF IT HAS EXPIRED OR IT HAS AN IMPROPER LABEL.
PLEASE CHECK THE CONTAINER BEFORE SENDING IT TO SCHOOL.***

Permission for disposal of unused medication at the end of the school year—Please check one.

_____ I will pick up unused medication at the end of the school year.

_____ Please send any unused medication home with my child. The school district will not be responsible for the medication once it is in the possession of my child.

_____ Please discard any unused medication.

Parent/Guardian Signature: _____

Permission for inhalers: Iowa law requires that students who carry inhalers throughout the school day must have written parent consent and written prescribers' consent with the purpose of the medication, dosage, times or special circumstances under which the medication is to be given. **If your child is to carry his/her inhaler with them at all times, please have the prescriber fill out the information at the top of the page AND both sign below.**

I have instructed the above-named student in the proper way to use his/her inhaler. It is my professional opinion that he/she should be allowed to carry and use that medication by himself/herself.

Physician/Prescriber Signature: _____ **Date:** _____

I request that the above-named student carry and self-administer his/her inhaler during school and school activities according to the authorization and instructions given.

Parent/Guardian Signature: _____ **Date:** _____

BULLYING AND HARASSMENT

Approved: July 11, 2007

Revised:

Reviewed: September 2023

Diocesan Board of Education

It is the policy of the Catholic Schools of the Diocese of Sioux City 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 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 employee, volunteer or student in a Catholic School of the Diocese of Sioux City to bully or harass any student 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.

All Catholic Schools of the Diocese of Sioux City 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 of the Diocese and the school. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students with the skills and knowledge 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 any 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, 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 contact the principal/school administrator immediately.

Claims made against a principal/school administrator shall be reported to the Superintendent of Schools for the Diocese of Sioux City immediately.

b. The principal/school administrator will have the person making the claim 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. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.

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

e. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion.

Each Catholic School of the Diocese of Sioux City shall submit to the Office of Education annually a board-approved schedule of consequences.

f. All cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable.

g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (20) school days after the submission of the written complaint form.

h. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education annually on a form provided to them by the Office of Education. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.

III. IMMUNITY. The law provides immunity from civil or criminal liability to a school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.

IV. COLLECTION REQUIREMENT. Each Catholic School in the Diocese of Sioux City shall maintain a system to collect harassment and bullying incident data.

V.INTEGRATION OF POLICY AND REPORTING. Each Catholic School in the Diocese of Sioux City shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IV above, to the local community.

VI.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).

BULLYING or HARASSMENT COMPLAINT FORM

DATE: _____

Person reporting: _____

Address: _____

Alleged Victim: _____

Person Alleged to have committed the bullying or harassment:

Witnesses' _____

Describe what happened. Include specific details of what was said and what was done. _____

Location of Incident: _____

Date of Incident: _____ Time of Incident: _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

What you did and/or said to respond to bullying or harassment: _____

Have you notified anyone else about this? _____ YES _____ NO

If so, who? (Example: police, parents, counselors) _____

How did you feel when this happened? _____

How has the alleged bullying/harassment affected

you? _____

Is this incident a multiple offense?

_____ YES _____ NO

Is this incident the result of reprisal, retaliation, or a false allegation? _____ YES _____ NO

Date of claim: _____

Alleged Victim Signature: _____

Complainant Signature: _____
(If not the victim)

Principal/School Administrator (or designee) Signature:

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined on this form. Completion of this form or its impending investigation shall not be construed to preclude a victim (or his or her parents if the victim is a minor) from seeking administrative or legal remedies under any applicable provision of law.

The person filing this claim, the alleged victim and the person alleged to have harassed or bullied will be notified if the claim is either founded or unfounded within twenty (20) school days of the completion of the investigation.

Report of Investigation of Bullying or Harassment
(To be filled out after investigation by Principal/School Administrator)

Alleged Victim: _____

Person Alleged to have committed the bullying or harassment: _____

Name and address of person filing claim: _____

Date report of harassment was filed: _____

Bullying or harassment was based on: (check any that apply)

☐ sex	☐ race	☐ color	☐ creed
☐ religion	☐ national origin	☐ gender identity	☐ age
☐ physical or mental disability	☐ marital status	☐ sexual orientation	☐ ancestry
☐ physical attributes	☐ political party preference	☐ political belief	☐ familial status
☐ socioeconomic status			

Describe the nature, extent, and cause of the bullying or harassment: (Attach additional pages if needed):

Describe or summarize your investigation. Attach additional pages if needed. (Please do not use the student witness's full name.)

Was there any action taken to protect the alleged victim during or as a result of the investigation?

_____ Yes _____ No

If yes, describe:

☐ alleged victim or alleged perpetrator excused from school
☐ school employee placed on administrative or other leave
☐ alleged victim or alleged perpetrator assigned to a different class
☐ other (specify) _____

Conclusions:

_____ The complaint was unfounded because _____

_____ The complaint was founded and disciplinary action according to the "Procedure for Reporting/Action regarding Allegations of Bullying or Harassment" was taken on _____.
(mm/dd/yyyy)

Type of disciplinary action: _____

_____ A copy of the complaint and report of founded incidents of bullying or harassment by a staff member are filed in that person's professional folder.

_____ If a staff member holds an Iowa Teaching Certificate, notice of a found incidence of bullying or harassment against that staff member will be sent to the Iowa Department of Education.

Copies of the complete file, including this report will be kept on file at the local school and at the Office of Education of the Diocese of Sioux City.

BULLYING OR HARASSMENT WITNESS STATEMENT

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____
(mm/dd/yyyy)

Acknowledgement of BULLYING or HARASSMENT Policy

Policy 5145.3, Diocese of Sioux City

I have read, I understand, and I agree to comply with the terms of this policy.

I further understand that violation of this policy, BULLYING or HARASSMENT Policy 5145.3, will result in disciplinary action up to and including expulsion from school, termination of employment, or removal from volunteer position.

Printed Name: _____

Signature: _____

Date: _____

Check one:

☐ student

☐ parent

☐ employee

☐ volunteer

Acknowledgement will be signed annually.

Original receipts will be kept on file in the local school office.

MEAL CHARGES

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

Payment of Meals

Students have the use of a meal account through JMC. Each student is issued an individual number. Balances can be checked through JMC. When the balance reaches a negative of \$54.00 per student to this account or negative \$40.00 for juice, the student shall not be allowed to charge further meals or ala carte items until the negative account is paid. Students with an outstanding balance may pay for meals when it is received. All meals are paid by cash or check through the school office. Reminders are sent out weekly.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. *[The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal].*

Adults have the use of a meal account through JMC. Each adult is issued an individual number. Balances can be checked through JMC. When the balance reaches a negative of \$60.00 per adult to this account or negative \$40.00 for juice, the adult shall not be allowed to charge further meals or ala carte items until the negative account is paid. Adults with an outstanding balance may pay for meals when it is received. All meals are paid by cash or check through the school office. Reminders are sent out weekly.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches **\$250.00**. Families will be notified by a **letter mailed home**. Negative balances of more than **\$250.00** not paid prior to the end **of the year** will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

MEAL CHARGES**Communication of the Policy**

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

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

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

The superintendent may develop an administrative process to implement this policy.

NOTE: The IASB sample policy is drafted to be consistent for all grade levels. However, local boards may vary the meal charge policy for elementary, middle, and high schools. Districts should update the policy accordingly if they wish to delineate meal charge practices based on the grade level of students.

NOTE: If the district elects to provide alternate meals for students, the alternate meal must contain components available to all students and be provided in the same manner as meals are provided to other students. Additionally, the district is expected to accommodate special dietary needs when a child's disability restricts their diet.

NOTE: The Iowa Department of Education has tools and resources available to help districts with the school nutrition program and meal charge policy implementation and review. Please visit the "[School Meals](#)" section of the Iowa Department of Education's website.

NOTE: School districts must follow appropriate debt collection practices when trying to recover unpaid meal charges.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
7 C.F.R. §§ 210 *et seq.*

U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).

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Cross Reference: 710.1 School Food Program
710.2 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

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