



CEDAR VALLEY
CATHOLIC SCHOOLS

Cedar Valley Catholic Schools Activities

Important Contacts

Role	Name	Email
Activity Director	Julie Girsch	activitiesdirector@cvcatholic.org
Activities Administrative Assistant	Eileen Salkowski	chsactivities@cvcatholic.org
Activities Assistant/ Strength & Conditioning Coach	Nick Bellamy	nbellamy@cvcatholic.org

Philosophy

A. Statement of Purpose

The Cedar Valley Catholic Schools (CVCS) Activities Handbook outlines the expectations, policies, and procedures that guide participation in extracurricular activities. It is intended to provide students, parents/guardians, and coaches with a clear understanding of the standards, responsibilities, and opportunities that support a positive, faith-filled, and educational activities experience.

B. Principles (Pillars)

Faith: Put God First

Student-athletes and activity participants are called to live their faith daily by honoring God through their words, actions, and decisions. We strive to compete and serve with humility, integrity, and Christ-like character.

Discipline: Attitude & Effort

Students are expected to demonstrate self-discipline by controlling their attitude, effort, and preparation. Success begins with consistently giving your best, regardless of the circumstances.

Knowledge: Build a Strong Team

Whether participating in a team or individual activity, students are expected to continually learn, improve, and place the success of the team above personal recognition. Every participant has a role in building a positive and successful culture.

Service: Lead Through Character

Student participants are called to serve others by demonstrating respect, sportsmanship, and leadership. Through their actions, they positively represent their team, school, and the Cedar Valley Catholic Schools community.



CEDAR VALLEY
CATHOLIC SCHOOLS

Parent/Guardian & Student Handbook

C. Expectations

Students

- Commitment to the team before themselves.
- Willingness to be involved in the CVCS community.
- Follow all guidelines set by law, school, coaches, Athletic Association and IGHS AU.
- Take responsibility for all actions on and off the competition surfaces.
- Commit to academic success.
- Respect opponents, fans, officials, coaches, teammates, and all others.
- Willingness to be coached/mentored.
- Accountable and reliable.
- On time for all scheduled practices, games, meets, tournaments, meetings, etc.
- Represent CVCS in a positive light.
- Supports all teammates on and off the playing field.

Parents

- Influence and support students positively.
- Support all activities programs (coaches, other students, administration etc.)
- Listen, encourage and communicate constructively with your student.
- Be involved (fan, volunteer, parent rep, etc.)
- Respect the communication process:
 1. Student
 2. Coach/Moderator
 3. Activities Director

Communication

The CVCS activities department uses a variety of electronic communication tools in an effort to keep our students and community informed and safe.

A. Calendar

The Activities Department uses Bound as our activities calendar. There are links on the CVCS home page and the activities page. The Activities Office will post all postponement information, including makeup information to Bound.

B. Websites/ Social Media

[Bound](#)

[Volunteer Sign Up](#)

[Columbus Catholic Facebook Page](#)

Twitter: @CBUS_Activities & @BMAP_Activites

General Procedures

A. Activity Options

High school activity opportunities include, but are not limited to: basketball, baseball, bowling, cheerleading, cross country, dance, fall play, football, golf, robotics, soccer, softball, speech, spring musical, tennis, track & field, volleyball, wrestling, and other activity options through partnering with other schools such as swimming & diving.



Middle school activity opportunities (grades 7 & 8) include, but are not limited to: basketball, baseball, cross country, football, softball, track & field, volleyball and wrestling.

The Heads Up Concussion, Medical Consent, and annual Physical forms are all mandatory and need to be completed–loaded in Bound via your family Bound account–before competition can begin for student athletes.

B. Attendance

- To practice on a school day, students must attend at least half of the school day.
- To participate in a contest or performance on a school day, students must attend the entire school day. **A grace period of up to 20 minutes may be granted for tardiness.**
- Parent/guardian call-ins do not excuse a student from this attendance requirement on the day of a contest or performance.
- To practice or participate in a contest or performance on a non-school day, students must have attended at least half of the previous school day.
- The principal may make exceptions for funerals or significant medical appointments.
- Following an extended weekend, students must have attended at least half of the previous school day to participate in a contest or performance.
- Students who take a college visit on the day of a contest or performance may practice but are not eligible to participate in the contest or performance that day.
- Students with school-sponsored absences may practice and participate in scheduled contests or performances. Students who miss practice for non-school activities may be subject to consequences determined by the coach.

C. Transportation

- Students are expected to travel to and from activities using school-provided transportation.
- With prior approval from the coach a student may ride home only with their parent or legal guardian.
- When school transportation is not provided, students may be permitted to drive with approval from the coach. Drivers must have a valid driver's license and follow all traffic laws and school expectations.
- Students are expected to follow all school conduct and behavior expectations while traveling to and from activities.

Eligibility and Participation

Participation in extracurricular activities is a privilege. Students are expected to meet all eligibility requirements, follow school rules, and represent Cedar Valley Catholic Schools with integrity on and off campus. The principal will maintain records of Student Conduct Rule violations.

A. Student Conduct Rules

Students participating in extracurricular activities must refrain from conduct that is illegal, immoral, unhealthy, or otherwise inappropriate, including but not limited to:



- Violations of the Tobacco, Alcohol, and Drug Policy as outlined in the Parent/Guardian & Student Handbook.
- Conduct that could result in a criminal charge or citation (excluding minor traffic violations), regardless of the legal outcome.
- Fighting, insubordination, hazing, bullying, harassment, or other inappropriate or offensive conduct.

Participation in extracurricular activities is a privilege. Students must meet the eligibility expectations established by CVCS, as well as any requirements set by their coach or activity sponsor. When applicable, students must also follow the rules of the Iowa High School Athletic Association (IHSAA) and the Iowa Girls High School Athletic Union (IGHSAU).

1st Offense:

- Suspension for **20%** of the remaining scheduled contests/performances

2nd Offense:

- Suspension for **40%** of the remaining scheduled contests/performances
- Student will not be eligible for post season honors

3rd Offense:

- Ineligible to participate for one calendar year (12 months)

4th Offense:

- Permanent ineligibility
- The number of remaining contests or performances includes all remaining regular-season contests plus the maximum number of postseason contests the team could play to win a state championship. If a suspension is not fully served before the season ends, the remaining suspension will carry over to the student's next activity.
- If a team participates in multiple contests or performances on the same day, the student will be ineligible for the entire day. The missed contests or performances will count as one contest/performance toward the suspension.
- If a student participates in multiple activities during the same season, each activity will be treated separately. The student will serve the applicable suspension in each activity.

Middle school students who receive a major discipline referral may be declared ineligible to participate in one or more contests or performances at the discretion of the principal and head coach or Activities Director. Additional major discipline referrals may result in additional contests or performances of ineligibility.

B. Academic Eligibility

Columbus Catholic High School students are governed by the state of Iowa's academic eligibility rules. If a student is ineligible by state of Iowa standards, their ineligibility will be governed by the state of Iowa's guidelines.



The following academic eligibility rules apply to all interscholastic athletics, speech, and non-graded band and choir performances. These rules do not apply to robotics, Mock Trial, the fall play, the spring musical, or club sports. However, all activity participants are expected to meet CVCS standards of conduct, and additional consequences may apply for conduct violations.

To be eligible to participate in those activities affected by these rules, a student must pass or be passing all of their classes at the end of a review period. In addition, students must also possess a GPA above a 1.5 at the end of each semester.

CVCS Academic Eligibility will be checked using the following review periods:

- 1st quarter: 1st 9 weeks of the semester
- 2nd quarter midterm: 1st appx. 4.5 weeks of the quarter
- 1st semester: the semester grades as posted
- 3rd quarter: 1st 9 weeks of the semester as posted
- 4th quarter midterm: 1st appx. 4.5 weeks of the quarter
- 2nd semester: the semester grades as posted

Quarter and Semester Review Periods: Ineligibility begins immediately after the submission of grades to the principal's office. **Students are ineligible for 20 calendar days.** During their time of ineligibility, students are expected to continue to practice with the team/group.

Midterm Review Period: Academic ineligibility begins immediately following the midterm grading period. Once a student is passing all classes, they immediately regain eligibility to participate.

Columbus Catholic High School seniors who were ineligible at the midterm of their 4th quarter will have their grades reviewed on the Monday following graduation. This review of grades will determine whether a senior regains eligibility. Graduated seniors will become academically ineligible if their grades are below the academic eligibility guidelines.

NOTE: The principal's decision is final on all eligibility issues.

C. IHSAA & IGHS AU Ineligibility

An athlete will be deemed immediately ineligible based on the following:

- Do not have a physician's certificate of fitness issued this school year.
- Are twenty years of age or over.
- Have attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest constitutes one semester.)
- Did not pass all subjects the previous semester.
- Was out of school last semester.
- Has ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or, if you have received any money for expenses or otherwise, for your participation in an activities contest.



- Has competed on a non-school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your principal or designee. Example: While you are out for softball/baseball and during the season you want to participate on an outside school softball/baseball team or tournament. You would have to have permission from the school principal or designee or you would be declared ineligible. Once softball/baseball season is over, you may participate without written permission.
- Has ever trained with a college squad or has participated in a college event.

D. Bullying/Harassment

At Cedar Valley Catholic Schools, respect will be held in the highest regard and with the highest expectations of our students, faculty, and staff. As a Catholic Christian community, we believe strongly in following the gospel values, and if these values are followed, we know that each student who walks through our doors each day will have a positive experience. For this reason, harassment and bullying will be dealt with in a manner that categorizes these behaviors as major offenses, as noted in the CVCS handbook.

E. Transfer Students

Transfer student eligibility will be determined upon enrollment in accordance with CVCS and applicable governing organization rules. Any unserved period of ineligibility from a previous school will carry over until it has been completed.

Students who transfer are subject to the Iowa **140-calendar-day varsity ineligibility rule**, unless they qualify for an exception under IHSA, IGHSAA, or Iowa Department of Education regulations.

F. Concussion Information and Legislation

Concussion legislation requires schools to have on file (now done digitally via Bound) for students participating in interscholastic athletics, cheerleading, and dance (grades 7-12), a concussion and brain injury information sheet signed by the student and his/her parent or guardian. This sheet is completed during online activity registration through Bound; must be completed before the first day of competition.

G. Sportsmanship

All participants and spectators are expected to demonstrate Christian sportsmanship and represent CVCS with integrity and respect.

Students' Role

Student-athletes represent Columbus Catholic and are expected to model the CVCS pillars of **Faith, Knowledge, Discipline, and Service** through their words and actions. Participation in activities is an opportunity to demonstrate strong character, integrity, and respect for others.

Students are expected to:

- Represent their school, teammates, and community with pride and integrity.
- Demonstrate respect for coaches, teammates, opponents, officials, and spectators.
- Display self-control, good sportsmanship, and positive leadership at all times.



- Learn and follow the rules of the activity, allowing only team captains to respectfully communicate with officials when appropriate.
- Accept officials' decisions without arguing or displaying negative behavior.
- Win with humility and lose with grace by congratulating opponents and thanking officials.
- Show concern for the safety and well-being of all participants.
- Understand that ejections carry consequences under IHSAA/IGHSAU rules and school policy.

Spectator Expectations

School-sponsored activities provide students with opportunities to learn, compete, and represent Columbus Catholic. Spectators are expected to demonstrate respect, good sportsmanship, and appropriate behavior at all times.

The following behaviors will not be tolerated:

- Verbal or physical abuse directed toward students, coaches, officials, school personnel, or other spectators.
- Behavior that interferes with the event or the performance of participants, coaches, officials, or event staff.
- Vulgar, obscene, or demeaning language or gestures.

Spectators who violate these expectations may be removed from the event. The administration may also recommend exclusion from future school-sponsored activities in accordance with Archdiocesan Board of Education Policy ABE 1251.

Miscellaneous Rules

A. Wednesdays & Sundays

On Wednesday nights during the academic school year, all sporting and extracurricular activities shall end at 6:15 pm and everyone is to be off campus by 6:30 pm.

In respect for Sunday liturgy, no sporting or extracurricular activities shall begin before 1:00 pm.

B. Changing Sports

Students will be allowed to transfer from one sport to another during a given season only upon mutual agreement of the receiving program's coach and with the approval of the Activities Department. Students will notify the head coach prior to dropping an activity. Students will turn in all school gear the same day of dropping an activity.

C. Away Competition Attire

Students are expected to conduct themselves as respectful and responsible representatives of our school at all times, both on and off the playing surface. Attire for all activity trips should reflect a well-dressed appearance and meet the standards and expectations set by the coach.

D. Equipment & Equipment Room

- Students are responsible for the care and timely return of all school-issued equipment.



- Lost, stolen, damaged, or unreturned equipment must be replaced at the student's expense. Students who have outstanding equipment or fines are ineligible to participate in another activity until all obligations have been met.
- School-issued equipment may only be used for school-sponsored practices, competitions, and activities.
- Equipment rooms are restricted to authorized personnel only.
- The gymnasium and weight room may only be used under approved supervision. Students may use only the equipment issued or assigned to them during supervised activities.

E. Club, Camp, & Clinic Policy

Students participating in both a CVCS activity and a club sport, camp, or clinic must communicate with their coach before and throughout the season. School contests and practices take priority unless approved by the coach. Missing school activities for club participation may result in reduced participation or other consequences.

F. Carryover Sports and Guidelines

When a student is concluding one sport while another is beginning, the following guidelines must be observed:

- The concluding sport takes priority.
- Students should not be discouraged from attending practices for the beginning sport once their responsibilities for the concluding sport are fulfilled.
- Students must not be penalized for honoring their commitment to the concluding sport.
- Coaches of the concluding sport may request reasonable restrictions in the beginning sport to support the student's continued focus and recovery.

These guidelines are intended to support the student while promoting clear communication between coaches, students, and parents/guardians. Coaches should identify dual-sport athletes in advance and communicate expectations before the season begins. If the coaches are unable to reach a mutual agreement regarding a student's participation, the Activities Director will make the final decision after considering the best interests of the student and both programs.

G. Physical Examinations

All students are required to have a physical exam before starting activities practices each year. Students shall present a certificate signed by a licensed physician, surgeon, osteopathic physician and surgeon, osteopath, or qualified doctor of chiropractic, to the effect that the student has been examined and may safely engage in activities competition. The certificate of physical examination is valid for the purpose of this rule for one (1) calendar year. A grace period not to exceed thirty (30) days is allowed for an expired physical.



H. Varsity Letters, Certificates, Numerals

To earn a Varsity or JV letter, a student must complete the season in good standing. Additional lettering requirements are determined by the head coach of each program.

Junior Varsity

- Participation certificate

Varsity

- Numerals, letter, and certificate for first time award
- Chevron and certificate for second and subsequent awards

I. Activity Fees & Activity Pass

A secondary family district cap will be in place for families with students participating in activities at both Blessed Maria Middle School and Columbus Catholic High School. Activities fees will be billed through the Business Office via the tuition management system prior to the completion of each season.

Blessed Maria Middle School

\$35 per sport
\$70 individual student cap
\$95 family cap

High School Activity Pass

\$50 per student (Grades 9–12)
Includes admission to all home activities with purchase of pass

Columbus Catholic High School

\$45 per activity (athletics, robotics, speech & theater*)
\$125 individual student cap
\$250 family cap

**Speech and theater are counted as one activity for billing purposes.*



Appendix A: Classroom Visitation Policy for Parents and Guardians

Student to Visit _____ Date _____

Cedar Valley Catholic School _____

Visiting a classroom is one of the best ways to gain insight into the educational program and observe your child's performance in a classroom setting. During your visit please follow the basic procedures, guidelines, and expectations for classroom visitations to ensure the safety and rights of all of our students:

Procedures

At Least 24 Hours Prior to Your Visit

- Contact the school administration to request a classroom visit and arrange a time to observe the classroom.

On the Day of Your Visit Prior to Classroom Observation

- Sign in at the main office and get a visitor's sticker or badge.
- Meet briefly with an administrator to go over procedures, guidelines, and expectations.
- Discuss any questions you may have regarding the classroom observation.

On the Day of Your Visit Following the Classroom Observation

- Sign out at the main office.
- Discuss questions regarding observation with building administrator / designee

Guidelines and Expectations

- Staff members initiate interactions with others in the classroom. Please remember that you are there to observe. Please do not disrupt the learning environment.
- The school reserves the right to limit the amount of visitations. Special circumstances may warrant additional visits.
- This is not a time to conference with the teacher. If you would like to schedule a conference time, please contact the teacher via email and set up a time after your visit.
- Classroom visitors must be adults. Younger children cannot accompany a parent/guardian during the observation.
- Parents/guardians are expected to follow the same school-wide expectations as students. For example, no cell phone or technology use, etc.
- Teachers will manage classrooms while parents/guardians are observing. If questions arise, please contact the teacher after class via email and a meeting can be arranged outside of instructional time.
- Anything you see in the classroom shall remain confidential due to educational privacy laws. Audio or video recording is not permitted.
- The time allotment for a classroom visit can vary based on the age of the student and the time scheduled. We offer the following as suggestions for observation time amounts to allow for an appropriate visit for the age of the student:
 - Early Childhood / PK - 30 minutes - 45 minutes
 - Elementary School - 30 minutes - 60 minutes
 - Middle School - 42 - 84 minutes (2 class periods)
 - High School - 42 - 84 minutes (1-2 class periods)
- CVCS suggests a frequency of classroom observations to be limited to once per quarter. This allows the family an opportunity to see student growth and check on student progress for any areas the teacher and family are working on supporting.

By signing this agreement, student(s), staff, and parent(s)/guardian(s) agree to the procedures, guidelines, and expectations above. At any point a staff member or administrator feels that the parent(s)/guardian(s) is/are not adhering to the guidelines set forth, he/she has the right to end the visit and/or restrict further visits.

Parent Name _____

Parent Signature _____

Administrator Signature _____



Appendix B: CHS Pre-Arranged Absence Form



REQUEST FOR PRE-ARRANGED ABSENCE COLUMBUS CATHOLIC HIGH SCHOOL



1. STUDENT

Student Name (please print) _____ Grade _____

Parent or Guardian Name (please print) _____

I request a pre-arranged absence for my child on the following date(s)

Please provide details about the reason for this absence:

☐ Medical
 ☐ School Trip
 ☐ Family Emergency
 ☐ College Visit
☐ Work-based Learning Experience
 ☐ Other: _____

Excused absences may include, but are not limited to, the following reasons: illness, injury, funeral, legal obligations, medical procedures, school trip, military obligation, deployment related absences, Civic engagement activity absences, family emergency, or other reason deemed acceptable by the principal.

If the reason for this pre-arranged absence is different from above, please indicate the reason for the absence. Students must plan to arrange to complete makeup work, test, or projects. If the student's absence request exceeds five days, a parent conference may be required. The conference will require a review of the student's academic and absent record.

I acknowledge that I have reviewed these requirements.

Parent or Guardian Signature _____ Date _____

2. ADMINISTRATION REVIEW

Administrator Signature _____ Date _____

3. TEACHER REVIEW

Block	Subject	Teacher Signature	Make-Up Work	Due Date
1A				
2A				
3A				
4A				
1B				
2B				
3B				
4B				

