CEDAR VALLEY
CATHOLIC SCHOOLS

CVCS Early Childhood Program
Saint Edward Elementary School
Blessed Maria Assunta Pallotta Middle School
Columbus Catholic High School

Parent/Guardian & Student Handbook
2026 - 2027

To provide an exceptional Catholic education to every student built on the foundation of faith, discipline, knowledge and service.

Parent/Guardian & Student Handbook
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Welcome to Cedar Valley Catholic Schools

CEDAR VALLEY
CATHOLIC SCHOOLS

Dear CVCS Students, Parents, and Guardians:

Welcome to the 2026-2027 school year! We strive to provide an exceptional Catholic education for every student built upon the foundation of faith, discipline, knowledge and service. A successful school year relies on a solid partnership between home and school, and visible collaboration with all of our Catholic parishes.

This handbook explains the general expectations and policies for all CVCS sites and the activities department. The handbook is updated yearly, and is approved by the School Board at the July meeting. A digital version of the handbook can be found at www.cvcatholic.org, under the parent portal, and is the first link under CVCS. Additionally, CVCS students and parents are bound by the policies of the Archdiocese of Dubuque. A complete listing of archdiocesan policies can be found at: www.dbqarch.org -> under schools -> choose ASCB policies.

Our PK4-12 programs also follow the Leader in Me philosophy and the Seven Habits. St. Edward's Elementary has renewed their exclusive Lighthouse School status! Each school has a student Lighthouse team which allows students to have a voice in school culture and leadership. Students using these habits throughout their school career will transfer to their lives in college and careers after their high school graduation.

Should you have questions about any of the expectations or policies listed in the handbook, please reach out to the building administrator at the site your student attends.

Peace in Christ,

Thomas A Novotney

Tom Novotney
CVCS Chief Administrator

Introduction

Cedar Valley Catholic Schools System is governed by the policies of the Archdiocese of Dubuque. In the system, we serve children from four years of age through graduation at the following sites: Westminster, Saint Edward Elementary School, Blessed Maria Assunta Pallotta Middle School, and Columbus Catholic High School. The system Business Office is housed at Columbus Catholic High School, 3231 West 9th Street, Waterloo, IA 50702.

This handbook is intended to provide parents/guardians and students with a general understanding of the policies, regulations, procedures and expectations of the Cedar Valley Catholic Schools (CVCS). However, this handbook cannot anticipate every situation or answer every question about policy. CVCS reserves the right to change, revise, or eliminate any of the policies described in this handbook, as it deems appropriate.

Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website at: https://dbqarch.org/acsb-policies. These policies are also available at the Cedar Valley Catholic Schools office.

School Board Members

Fr. Thomas McDermott	Waterloo Pastoral Coordinate	St. Edward
Fr. Dennis Miller	Pastoral Appointment	St. Patrick
Heidi Larson	Elected	Blessed Sacrament
Laura Schaefer	Elected	St. Patrick
Eric Donat	Appointed	Queen of Peace
Eric Bearbower	At-large	St. Edward
Ki Park	Elected	St. Edward
John Fitzpatrick	Appointed	Sacred Heart
Kayla Lichty	At-Large	Blessed Sacrament

Administrative Team Members

Role	Name	Email
Chief Administrator	Tom Novotney	tnovotney@cvcatholic.org
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Controller	Dawn Pollastrini	dpollastrini@cvcatholic.org
Director of Curriculum, Assessment & Instruction / Preschool Programming	Stephanie Kane	skane@cvcatholic.org
Elementary Principal	Aaron Becker	abecker@cvcatholic.org
Middle School Principal	Nick Miller	nmiller@cvcatholic.org
High School Principal	Katie Friedly	kfriedly@cvcatholic.org
Activity Director	Julie Girsch	jgirsch@cvcatholic.org
Human Resources Director	Amy Peters	apeters@cvcatholic.org

General Cedar Valley Catholic Schools Handbook
Philosophy

A. Mission Statement of the Archdiocese of Dubuque

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-Based Program	Academic Excellence
• Instills a love and knowledge of the Catholic faith. • Integrates instruction with Catholic values. • Leads students and families to active participation in their parish communities. • Provides opportunities for worship, service and prayer. • Supports a safe and nurturing environment where students encounter Jesus Christ.	• Promotes life-long learning and advances the development of the whole person to the fullest extent. • Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world. • Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

B. Local Mission Statement/Philosophy of Cedar Valley Catholic Schools

The following statements explain the mission, vision and values that have been established at Cedar Valley Catholic Schools (CVCS).

Mission

To provide an exceptional Catholic education to every student, built on the foundation of faith, discipline, knowledge and service.

Vision

Cedar Valley Catholic Schools will be the first choice of families who believe God, community, leadership and service are the foundation of a learning environment.

Four Great Things

1. Faith: Living and growing our belief in God.
2. Knowledge: Using God's gifts to explore and achieve high academic standards.
3. Discipline: Daily actions reflect God's virtue.
4. Service: Sharing God's gifts for the benefit of others

Cedar Valley Catholic Schools Credo

1. We believe that Catholic education is a lifelong journey of faith formation and personal conversion.
2. We believe that the four tasks of Catholic education are to proclaim the message, call to worship, build community, and serve others. Our faith formation and education must be infused with Gospel values, enriched by Catholic tradition and identity.

3. We believe that Catholic education must provide a wide range of choices that address the diverse needs of our community.
4. We believe that Catholic education must provide the highest standards of faith formation and academic excellence in an attractive and accessible learning environment.
5. We believe that our administrators, educators and staff must be fully prepared, supported, and justly compensated.
6. We believe that we must commit ourselves to a spirit of collaboration and to the just stewardship of our resources so that every Catholic child has access to Catholic education.
7. We believe in welcoming the participation of our non-Catholic neighbors who wish to share in the unique advantages of Catholic education.
8. We believe that parents are the primary educators of their children, and that Catholic education depends upon the active participation and support of parents in the faith formation of their children.
9. We believe that Catholic education must help students develop the necessary skills and values to become responsible citizens with a lifelong commitment to the Church and community.

Guiding Principles of CVCS

Kindergarten through Grade 12 at Cedar Valley Catholic Schools are grounded in a leadership philosophy. Our schools instill in students to "Lead with Faith" utilizing the 7 Habits of Highly Effective People from the Leader in Me® program. The Leader in Me is an innovative, school-wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential. Applying The 7 Habits of Highly Effective People, teachers and students internalize timeless leadership principles that nurture the skills students need for success in the 21st century.

The 7 Habits are the following:

Habit 1: Be Proactive- Take responsibility for your life.
Habit 2: Begin With the End in Mind- Define your mission and goals in life.
Habit 3: Put First Things First- Prioritize, and do the most important things first.
Habit 4: Think Win-Win- Have an everyone-can-win attitude.
Habit 5: Seek First to Understand, Then to be Understood- Listen to people sincerely.
Habit 6: Synergize- Work together to achieve more.
Habit 7: Sharpen the Saw- Renew yourself regularly.

Catholic Dimension & Uniqueness

A. Catholic Atmosphere

Religious education at Cedar Valley Catholic Schools occurs in two major areas: (1) the study of the Catholic faith and (2) integrating faith experiences into the life of each student.

Besides classroom instruction in religion, liturgical preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and the opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in his/her faith life. The school can only support what is taught and experienced at home.

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

B. Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students have been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are to have an understanding of these prayers, and they will be a part of our prayer at school. We also encourage parents/guardians to pray with their child(ren) at home.

C. Spiritual Program

The spiritual program of the school recognizes that "to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living" cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one's gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

Admission Policies/Notice of Non-Discrimination

A. Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy #5112)

Cedar Valley Catholic Schools will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Parents/guardians are required to complete the annual enrollment process prior to attendance. An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

B. Equal Opportunity

Cedar Valley Catholic Schools is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose. (ACSB Policy 5111)

Academic Programs and Policies

A. Assessment

The following standardized assessments are given to all students in stated grade levels:

- *Individual Growth and Development Indicators (IGDI):* All four-year old and five-year preschool students are regularly screened (Fall, Winter, Spring) on their current level of early language and literacy skills.
- *Formative Assessment System for Teachers (FAST):* All Kindergarten through eighth grade students are regularly screened (Fall, Winter, Spring) on their current level of performance on key grade-level literacy and math skills.
- *Iowa Statewide Assessment of Student Progress (ISASP):* All third through eleventh grade students are given this assessment to measure student achievement and growth of grade-level standards across multiple key curricular areas.

The English Language Proficiency Assessment for the 21st Century (ELPA21) is a set of standardized assessments are given to students who are identified through the Home Language Survey:

- *ELPA21 Screener:* This assessment is given to all identified students within the first 30 days of enrollment to assess current level of English Language Proficiency; if students enroll after September, they will be screened within 14 days.
- *ELPA21 Summative:* This assessment is given to all English language learners to measure their growth in English language proficiency.

The results of all standardized assessments mentioned above are shared with parents either through conferences or through written reports that are sent home.

B. Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (AFFC/ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. Copyright law
2. Fair use guidelines
3. Specific licenses or contractual agreements
4. Other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability.

C. Field Trips/Off-site Educational Experiences

Field trips and other off-site educational experiences aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.) Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

D. Guidance

Our counseling program complements the curriculum by offering support to students in a number of areas.

E. Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate. Academic dishonesty or fraud will result in discipline consequences.

F. Human Sexuality Program

Human sexuality instruction is integrated into the Religion program, and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be made in writing to the principal. Parents are permitted to review the course materials at any time. Please refer to (ACSB policy #6141.11) for specific details.

G. Responsible Use of Technology Policy

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (ACSB 2511, ACSB 5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

The focus of the iPad 1:1 initiative at CVCS is to provide tools and resources to the 21st Century Learner. *Educate, Engage, and Empower for Excellence* has been our mantra to nurture. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for a successful future, and one learning tool of our twenty-first century students are iPads. Individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum. The policies, procedures and information within this document apply to all iPad use at CVCS, and also include any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. Taking Care of the iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment.

1.1 *General Precautions*

The iPad is school property and all users will follow this policy and the CVCS Responsible Use Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of CVCS.
- iPads must never be left in any unsupervised area.
- Students are responsible for keeping their iPad battery charged for school each day.
- Students are not allowed to add additional cases.

1.2 *Carrying iPads*

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.

1.3 *Screen Care*

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, doors, floors, etc., as it will eventually break the screen.

2. Using the iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for safe transport of the iPad during any transitions from their homeroom classroom.

2.1 *iPad Undergoing Repair*

Loaner iPads may be issued to students when they leave their iPads for repair in the Media Center. There may be a delay in getting an iPad should the school not have enough to loan.

2.2 *Screensavers/Background Photos*

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related images or pictures, or anti-Christian media will result in disciplinary actions.
- Pass codes are not to be shared.

2.3 *Sound, Music, Games, or Programs*

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the iPads unless for instructional use as directed by the teacher.
- All software/apps must be district provided. Data storage will be through apps on the iPad and through school provided email.
- Headphones must be used when the teacher permits sound.

2.4 *Printing*
Items will be sent to the teacher digitally. Printing will take place at the teacher's discretion.

3. Managing Files and Saving Work

3.1 *Saving to the iPad/Home Directory*
Students must be responsible for backing up their own files. It is recommended students email documents to themselves for backup. Students may also use provided apps for cloud storage, or back-up to the district file server. Storage space will be available on the iPad—BUT it will NOT be backed up in case of reimaging. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

3.2 *Network Connectivity*
CVCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the CVCS District will not be responsible for lost or missing data.

4. Software on iPads

4.1 *Originally Installed Software*
The software/apps originally installed by CVCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

4.2 *Additional Software*
Students are not allowed to load extra software/apps on their iPads. CVCS will synchronize the iPads so that they contain the necessary apps for schoolwork. Synching iPads to personal accounts is not allowed.

4.3 *Inspection*
Students may be selected at random to provide their iPad for inspection.

4.4 *Procedure for Re-loading Software*
If technical difficulties occur, or illegal software or non-CVCS installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging. Students will potentially lose data or documents when their iPad is restored.

4.5 *Software Upgrades*
Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

5. Protecting & Storing the iPad

5.1 *iPad Identification*
Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- CVCS label

5.2 *Storing the iPad*
When students are not using their iPads, they should be stored safely and securely. The iPad should not be stored in a student's desk at any time.

5.3 *iPads Left in Unsupervised Areas*
Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, media center, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Media Center or the office. Leaving an iPad in an unsupervised area will be considered a "1st Offense" and disciplinary procedures will follow.

6. Repairing or Replacing the iPad

Cedar Valley Catholic Schools recognizes with the implementation of the iPad initiative, there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection, and associated cost.

Any iPad that malfunctions due to any internal issues not caused by the student's usage, such as internal iPad issues, or problems such as malfunctioning units, batteries, USB cable, and adapters, are covered by AppleCare purchased by CVCS. These units will be replaced at no cost to the student.

Any unit that is damaged or destroyed by student negligence or inappropriate use, including but not limited to: dropping due to inappropriate handling, liquid submersion, theft due to lack of supervision, torn cases, or vandalism, will be the responsibility of the person to whom the device is checked out.

All malfunctions and damage to any unit must be reported immediately to the principal or appropriate authority (Media Specialist). They will make a determination as to what the problem is and what the next recourse will be, including the steps outlined in the disciplinary procedure.

7. CVCS Student Pledge for Use of iPad

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate, meet CVCS expectations, and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice, and remains the property of the CVCS.
11. I will follow the policies outlined in the iPad Policy and the Responsible Use Policy.

12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the CVCS iPad and case in good working condition.

8. Responsible Use of All Technology

The use of the CVCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CVCS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in CVCS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The CVCS Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action at the discretion of the classroom teacher and/or building administration. When applicable, law enforcement agencies may be involved.

All students in grades 6-12, and their parents or guardians, are required to sign a CVCS Responsible Use Policy Agreement form at the beginning of each school year.

8.1 *Parent/Guardian Responsibilities*

Talk to student(s) about values and standards that should be followed when using the internet, just as with all media information sources such as television, telephones, movies, and radio.

8.2 *School Responsibilities*

- Provide internet and email access to students.
- Provide internet blocking of inappropriate materials, as required by the Children's Internet Protection Act, while on campus.
- Provide network data storage areas. These will be treated similar to school lockers. CVCS reserves the right to review, monitor, and restrict information stored on or transmitted via CVCS-owned equipment, and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and help assure student compliance of the Responsible Use Policy.

8.3 *Student Responsibilities*

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via the CVCS-designated internet system is at the student's own risk. CVCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Helping CVCS protect our computer system/device by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. Students should always turn off and secure their iPad after they are done working to protect their work and information.
7. Students must keep their iPad in a safe, secure environment when not in use. iPads should not be stored inside of the student desks.
8. If a student should receive email containing inappropriate or abusive language, or if

the subject matter is questionable, he/she is asked to take a screenshot and report it to the Media Specialist.

9. Returning their iPad to the Media Center at the end of each school year. Students who leave early, withdraw, are suspended or expelled, or terminate enrollment at CVCS for any reason must return their individual school iPad computer on the date of termination.

8.4 *Student Activities Strictly Prohibited*

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing Board policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Plagiarism, including accessing sites selling term papers, book reports, and other forms of student work.
5. Messaging services.
6. Internet/computer games.
7. Use of outside data disks or external attachments without prior approval from the administration.
8. Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
9. Downloading apps.
10. Spamming-sending mass or inappropriate emails.
11. Gaining access to other student's accounts, files, and/or data.
12. Use of the school's internet/email accounts for financial or commercial gain, or for any illegal activity.
13. Use of anonymous and/or false communications such as MSN Messenger or Yahoo Messenger.
14. Use or possession of hacking software.
15. Students are not allowed to give out personal information for any reason over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
16. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
17. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
18. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
19. Bypassing the CVCS web filter through a web proxy.

8.5 *iPad Care*

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by CVCS may be applied to the iPad.
- iPad covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
- iPads that malfunction or are damaged must be reported to the Media Specialist. The school district will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from student misuse or neglect will be repaired. If the cause of damage is determined to be student negligence or student misuse of

the iPad, the student will be responsible for the cost of repair or replacement.

- iPads that are stolen must be reported immediately to the classroom teacher and Media Specialist. iPads that have been lost or stolen will be replaced. The student will be responsible for the cost of replacement.

- iPad cases are property of CVCS. Any cases that are destroyed due to student abuse or neglect will be replaced. The student will be responsible for the replacement cost of the iPad case.

8.6 *Legal Propriety*

All users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, ask a teacher or parent. Plagiarism is a violation of the CVCS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to CVCS Student/Parent Handbook policies. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by CVCS. Note that CVCS is a Google District and, as such, will comply with Google's terms and conditions.

8.7 *Student Discipline*

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense – Student will meet with the Media Specialist or administrator. A parent contact will be made and restricted privileges may be applied.
- 2nd Offense – An administrative conference will be held with student, parents, Media Specialist, and classroom teacher. Restricted privileges may be applied.
- 3rd Offense – An administrative conference will be held with the student, parents, Media Specialist, and classroom teacher to create an Individualized Technology Usage Plan for the student. Restricted privileges will be applied.

9. Student and Parent Use of Social Media

Social media, such as Facebook, Twitter, YouTube, Instagram, and Linkedin, is now part of our everyday life. Parents and students should follow the guidelines below to remove any confusion concerning the use of social media.

- Students and parents should never claim nor imply that they are speaking on behalf of CVCS or any particular CVCS school.
- Students and parents should be responsible for what they write. Never post anything that could harm the self-esteem of a student – or anyone.
- Students and parents should never share personal information about students, families, any CVCS employee, or anything that is proprietary and/or confidential to them or to the CVCS system.
- Always respect copyright and fair use laws and those that govern defamation, libel, discrimination and harassment.

H. Multicultural/Non Sexist/Global Education

Cedar Valley Catholic Schools offers a global, multicultural, gender fair approach to the educational program.

Cedar Valley Catholic Schools is committed "to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society."

(AFFC/ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

I. Physical Education Waiver

A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs. (AFFC/ACSB #6144.3) A one-time physical education waiver may be granted upon parent request if the student is in a sport for the semester that the waiver is requested. A physical education waiver may be granted for medical reasons.

J. Special Services

The service of a psychologist, social worker, speech therapist, and diagnostic testing for learning disabilities are available through Central Rivers AEA. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal through the Building Leadership Team at school. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individualized education plan).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

K. Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education, reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies. **ASCNB Policy #5131.6**

Attendance

Regular attendance is a vital aspect of responsibility and an essential part of the learning process. Absenteeism disrupts a student's educational experience. While written assignments can be made up, the in-class interactions, discussions, and collaborative learning cannot be replicated. Therefore, students are expected to attend school every day it is in session. Extended absences are discouraged unless clearly justified, such as in cases of serious illness.

State law (as stated in Senate File 2219 and updated in ACSB Policy #5144.2) requires schools to exempt student absences if the absence is due to a student's involvement in a school-sponsored activity, program, competition, or project. Any student who is absent for such reasons is to have the ability to make up any classwork the student was not able to complete due to this absence.

According to the Iowa Compulsory Education Law (Iowa Code 299.1), children in Iowa must attend school from age 6 to 16 by September 15 of each school year. Attendance rules also apply to children who are at least 4 years old by September 15 and enrolled in a statewide preschool program. The law outlines specific procedures for addressing attendance concerns. In accordance with Iowa Code 299.1 and ASCB #5144.2, each local school is required to establish and follow a defined process for managing these concerns.

Student attendance at school is a key contributor to student success. State law requires Cedar Valley Catholic Schools to set a required number of days/hours of attendance. Cedar Valley Catholic School already meets this requirement, as our school policy requires 148 days/888 hours annually, to be met by attendance for at least 37 days/222 hours per quarter, or 50 days/357 hours per trimester, unless excused for medical reasons as verified by a doctor.

1. Teachers/Administrators monitor student attendance and make a referral to the building principal after the seventh absence during the semester. The student's attendance record is reviewed.

2. After review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative folder.

3. If warranted, a parent meeting is set after the seventh absence in a school year. This visit is made by appropriate school, parish, and/or community personnel.

4. An Absentee Prevention Plan will be completed. After review by the principal, the plan is placed in the student's cumulative folder, and a copy is sent to the parent/guardian.

5. Following the fifteenth day of absence in a school year, a review of the student's attendance record is conducted by the local school administration. As per policy 299.1 of the Iowa Code, the County Attorney's office will also be notified.

6. All points detailed above are subject to administrative discretion on a case-by-case basis.

A. IOWA CODE 299.1 Attendance Requirements

Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10. The board of directors of a public school district or the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control. The board of directors of a public or the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

> State law (as stated in Senate File 2219 and updated in ACSB Policy #5144.2) requires schools to exempt student absences if the absence is due to a student's involvement in a school-sponsored activity, program, competition, or project. Any student who is absent for such reasons is to have the ability to make up any classwork the student was not able to complete due to this absence.

(S13, §2823-a; C24, 27,31,35,39, §4410; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §299.1) | 83 Acts, ch 17, §2, 4; 85 Acts, ch 6, §3; 88 Acts, ch 1087, §2; 88 Acts, ch 1259, §2,3; 89 Acts, ch 265, §41; 91 Acts, ch 200, §3 299.1A Compulsory Attendance Age A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. (91 Acts, ch 200, §4)

B. Tardy/Half Day Absences

Students are considered tardy if they are not in their seat at 8:00 a.m. for grades 6-12 and at 8:30 a.m. for grades K-5. Students are considered absent for a half-day if they miss more than 2 hours of school.

C. Procedures for Absences

To ensure accurate attendance records, the school office must be notified of a student's absence on the day of the absence—by 8:30 a.m. for grades 6–12 and by 9:00 a.m. for grades PK–5.

An **excused absence** is defined as a student being absent due to a legitimate medical reason or as outlined in the student's IEP or 504 Plan. After the second absence in a week due to illness, documentation with a doctor's note will be required for the third absence and beyond to be considered excused. After seven medically related absences, every subsequent absence related to illness will require a doctor's note for the remainder of the academic year. All other absences, including those without appropriate documentation or not covered by an educational plan, will be considered **unexcused**. Repeated unexcused absences may result in intervention as outlined in school policy.

In accordance with Senate File 2435, Cedar Valley Catholic Schools will monitor and document both excused and unexcused absences in our Student Information System. Medical or dental appointments require a doctor's note upon return for the absence to be marked as excused. For guidelines related to attendance and participation in extracurricular activities, please refer to the Activities section of this handbook.

D. Pre-Planned Absences

If a student or parent is aware of an upcoming absence, the school office and classroom teachers should be informed in advance so that arrangements for make-up work can be made. For absences lasting two or more days, at least one week's advance notice is recommended.

If the planned absence for the students is for an extended period of time more than one week of consecutive days absent (vacation or family trip) the family is asked to follow the extended absence guidance.

A note, phone call, or email is required for a student to be dismissed early. Parents/guardians of elementary students must come to the office to sign the student out. The school is not responsible for any student who leaves school without proper authorization.

E. Extended Absences

If a student will be absent for more than one full week of school due to a planned absence, the school and family need to work together in advance to support the student's continued learning. This collaborative planning ensures that teachers can provide meaningful support while the student is away from the classroom.

Planning Timeline

At least 3 weeks prior to the absence:

- ☐ The family must contact the school office to arrange a meeting with the Building Administrator and Classroom Teacher (or designee).
- ☐ Office staff will schedule the meeting and document the dates of the planned absence.

At least 2 weeks prior to the absence:

- ☐ A planning meeting will take place with the Building Administrator, Classroom Teacher (or designee), and Technology Coordinator.

  The *meeting* will include:
  - A preview of any Sacraments or special events the student may miss.
  - A review of current academic performance (e.g., FAST, standards-based or letter grades)
  - A review of the student's attendance record (including tardies).
  - A discussion of internet access and estimated time the student will have for schoolwork.
  - Review and agreement on an Extended Absence School Work Plan.

Preparation Before Departure

During the week prior to departure, the school team will organize:

- ☐ *Required school supplies.*
- ☐ Physical copies of all assigned work (digital options may supplement if internet access is available)
- ☐ A list of helpful online resources and links.
- ☐ A clear timeline for assignment completion.
- ☐ A signed Technology Waiver of Responsibility if the student will be taking a school-issued iPad.

Upon Return to School

A follow-up meeting will be scheduled with the Building Administrator, Classroom Teacher, Technology Coordinator, and the family to:

- ☐ Review completed work and assess the student's academic progress.
- ☐ Address any questions or challenges related to the work completed during the absence.
- ☐ Inspect and check-in the iPad (if applicable), noting any damages or functional issues.
- ☐ Identify any assessments that need to be administered upon return.

Ongoing Follow-Up

Two weeks after the student returns, the classroom teacher will provide the family with an update regarding:

- ☐ The student's transition back into classroom routines.
- ☐ Areas of academic focus and any signs of difficulty.
- ☐ Opportunities for additional practice or support, if needed.

F. Illness During the School Day

Students who become ill during school need to be picked up from school within 30 minutes. Students must be free from fever, vomiting, and diarrhea for 24 hours before returning to school.

Communication

A. Complaints

The following policies of the Archdiocesan Catholic School Board (ACSB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, board of education chairperson, or the Office of Educational Services:

- Instructional Materials and Activities: AFFC/ACSB 1312
- Complaints Against Teacher/Employee: AFFC/ACSB 4119.4g
- Complaints Against Administrator: AFFC/ACSB 4119.4h
- Complaints Against Board Members: AFFC/ACSB 8252

B. Dual Parent Reporting- Divorced/Separated Parents

According to ACSB #5124, in the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.

Information made available to parents of any student in attendance at Cedar Valley Catholic Schools (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents, unless otherwise decreed by a court order.

Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

C. Early Dismissals, School Closings and Late Start Procedures

Cedar Valley Catholic Schools reviews surrounding districts' decisions regarding school closings due to inclement weather. Based on local conditions, Cedar Valley Catholic Schools may elect to close due to bad weather. At these times, parents should listen to local radio or TV stations or check websites of local media and watch for announcements for "Cedar Valley Catholic Schools".

Additionally, the Cedar Valley Catholic Schools utilize the Remind telephone application which utilizes text messaging to communicate delays, cancellations, early dismissals and other emergency information to families. To register for this application please contact your child's school office or visit our website at www.cvcatholic.org.

D. Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. A partnership is essential for the success of students within our educational environment; two-way communication is necessary to facilitate this collaboration.

Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. Additionally, staff will reach out to families as needed throughout the school year. Staff will operate within local policy regarding response times, typically not to exceed 2 working days.

E. Parent-Student-Teacher Conferences

Individual conferences are held during the first and third quarters. Either parents or teachers can schedule other parent-student-teacher conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

F. Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting.

Progress reports are sent twice a year, at the end of each semester. Progress reports are based on the priority learning standards from the Iowa Academic Standards.

G. Student Privacy Act

In conformity with the Student Privacy Act and ACSB Policy #5125, Cedar Valley Catholic Schools does not send out student/graduate information to outside unauthorized organizations without written authorization of the student/graduate.

H. Student Records

Accessibility and confidentiality of pupils' records will comply with provisions of the federal Family Educational Rights and Privacy Act of 1974, as amended and Iowa Code Chapter 22.

1. Parents/guardians have access to educational records of their children.
2. Parents/guardians sign a consent form before the school may release personally-identifiable information (e.g., social security number, photo).
3. Parents/guardians are annually notified of these rights.
4. These rights transfer to students at certain points.
5. An office and review board is established to investigate complaints. Not included in these terms and therefore not available to parents/guardians:
6. Records kept in the sole possession of the maker of the records.
7. Records of a law enforcement unit of the school.
8. Records of individuals employed by school.
9. Records that only contain information about an individual after he/she is no longer a student at this school.

Policy adopted: April 30, 1988 (Archdiocesan Board of Education) Reviewed: August 25, 2012 (Archdiocesan Catholic School Board); September 1, 2016 | (Most recent review: September 1, 2016)

I. Telephones

Students are to have the permission of the principal/teacher to use the school telephone before, during, or after school.

J. Visiting Classes

Parents/guardians can call or email the school to set up a time to visit their child's classroom. Parent/guardian interest and support is welcomed.

Diversity

Diversity recognizes the difference between people and includes different factors, such as religion, political orientation, age, race, ethnicity, language, socio-economic status, intellectual ability, sexual orientation, gender identity, and family structure. Our Catholic faith inspires us to respect all people, regardless of their differences. Therefore, we respond by making strong efforts to promote a climate rich in respect, equality, diversity, and inclusion that aligns with Catholic teaching.

Students in our school will be taught about respecting diversity in light of Catholic social teaching and other teachings of the Church. Our school desires a strong partnership with parents/guardians to help teach these lessons to children.

Discipline Code

In order to provide and maintain an atmosphere which permits the orderly, efficient operation of the school, which encourages learning, and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the Cedar Valley Catholic Schools' Board of Education and administration after consultation with faculty, parents, and students. Their effectiveness requires the positive and voluntary cooperation and support of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each Cedar Valley Catholic Schools student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Cedar Valley Catholic Schools, are to be respected and followed.

NOTE: *Cedar Valley Catholic Schools reserves the right to discipline any student for conduct unbecoming of a CVCS student who brings dishonor to the name of the school or system, during school or non-school times on or off campus.*

A. Discipline Guidelines

Discipline in Catholic schools has the two-fold purpose of providing for the common good and the individual good. (1) Discipline helps all students as it contributes to a climate for learning and living. (2) It helps each student as it provides an environment and guidance in which to grow in becoming a self-disciplined person.

For the growth and direction of students, schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support, love, and guidance of administrators and teachers who, while holding before individuals the goal of self-discipline, aid them by setting consistent direction and limits in accord with the established rules and regulations.

As students mature in the disciplined school environment which provides structure as well as love and opportunities for choices, it is hoped and expected that they grow to deeper understandings which gradually bring them to choose a self-disciplined lifestyle, in accord with Catholic principles and values.

Some guidelines for discipline follow:

1. School and classroom regulations and procedures, as well as the consequences of violating these regulations and procedures, should be clear to students. Consequences should always be logical and appropriate to behavior.
2. Students often need assistance to choose one form of behavior over another.
3. Students may need help in recognizing that choosing certain behaviors means accepting the consequences of these behaviors.
4. It is ideal but not always possible to give students a part in deciding appropriate regulations and the consequences of violating them.
5. Teachers/Catechists are instructed to administer punishment in a calm and just manner, making sure that students know the reason for the punishment.

Good education, which meets the needs of students at their appropriate learning and interest levels, contributes greatly to discipline and good order. Teachers need to be continually aware

that just as students differ in attitudes, ability, character, personality, and background, so each is special when discipline is necessary.

Efforts to understand disruptive behavior, its causes and its meaning, are called for when teachers seek to decrease and prevent discipline problems. As the causes of disruptive behavior are studied, occasionally the cause is traceable to the educator. Once recognized, this situation is to be dealt with openly and firmly until a solution is reached.

Discipline Guidelines (Most recent review: September 1, 2016) | Policy adopted: March 14, 1981 | Revised: March 7, 1987; April 30, 1988; March 31, 1990; December 6, 2003 (Archdiocesan Board of Education) | Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board);
September 1, 2016 | (Archdiocesan Catholic School Board)

B. Discipline Code

Discipline in a Catholic school is a structure that leads to self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms, consistent with school procedures and the policies of Cedar Valley Catholic Schools and the Archdiocese of Dubuque. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts. The options available for discipline in normal and routine matters at each building are many and varied. Discipline code offenses also vary in their nature, and will require different levels of consequence.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office.

It is not possible to list all potential inappropriate behavior violations and circumstances. Ultimately, decisions on disciplinary action rest with the principal. Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment

Consequences for inappropriate behavior/actions include, but are not limited to:

- Apology
- Discussion with staff member
- Office visit
- Detention/Behavior referrals
- Parent/Guardian contact

- Probation
- Loss of activity privileges
- Referral for a substance abuse evaluation
- Referral for a psychiatric/health care evaluation
- In-school suspension
- Suspension from school for a definite period of time
- Suspension from school for an indefinite period of time
- Expulsion

All consequences shall be carried out according to the ACSB# 5I44.I. See also Gangs ACSB #5133.

If, on a first offense, it is found that several instances of misconduct have occurred prior to the offense, additional or separate consequences may be implemented. Only the principal or his/her official designee may impose probation and in- or out-of-school suspension.

All students accept the responsibility of representing their school and CVCS, and are held to a higher standard of expectations and behavior.

C. Dress Code

Cedar Valley Catholic Schools Preschool – Twelfth Grade Dress Code

Approved 4.10.14 by the CVCS Board
Revised 7.11.2019 by the CVCS Board for Grades K-5

The dress code is intended to name attire which students are allowed to wear and not intended to be an exhaustive list of items that are not allowed. Such a listing would be impossible as various clothing trends and fads arise. Parents are expected to be the prime enforcers of the dress code by assuring their children are in compliance with the dress code upon arrival at school.

The school administration will have final discretion on what is appropriate or not for school wear.

Cedar Valley Catholic Schools Childcare & Preschool (Preschool) Specific

The dress code for our youngest children is based on our concern for safety, modesty, and independence. Cedar Valley Catholic Schools Childcare students are to:

- Wear elastic waist pants or shorts with no belts. This is to facilitate bathroom use.
- Girls are to wear shorts or tights under dresses and skirts so that they can play actively.
- Close-toed tennis shoes or dress shoes are required. No flip-flops, sandals or fashion boots are allowed.

Saint Edward (Kindergarten - Grade 5) Specific

PANTS/SHORTS/CAPRI PANTS:

- Solid colors of navy blue, black, or tan dress pants may be worn
- Must be ankle length and may not be form fitting, oversized, low-rise, etc.
- Must be free of buckles, stripes, contrasting stitch/trim, rivets, etc.
- Must be a plain dress pant with no extra pockets (no cargo/carpenter style pants)
- Shorts/Capri pants must be a plain dress style with no extra pockets, pocket flaps, loops or rivets (Appropriate length for shorts is no more than 3” above the knee)
- All Pant/Shorts/Capri Pants material must be twill, corduroy, or cotton (no spandex, sweatpants material)

SKIRTS/SKORTS/SCOOTERS/JUMPERS:

- Solid colors of navy blue, black, tan, or the French Toast Green Plaid Uniforms may be worn
- Appropriate length is no more than 3” above the knee
- Shorts, solid colored leggings, or footed tights are encouraged to be worn under skirts

SHIRTS:

- Any solid colors without logos may be worn
- School logo uniform shirts purchased from the school are allowed
- Short or long-sleeved polo or Oxford style shirts with collars
- Must be free of lettering (except for all approved CVCS system school logos)
- Must be free of contrasting embroidery and trim
- Must not be form-fitting or oversized
- Must be long enough to be tucked in (should be able to raise hands in the air and not expose skin or have shirt come untucked)
- Any under t-shirts may be worn beneath the shirt. Long sleeve T's must be a solid color and free of lettering on the exposed sleeve.
- Turtlenecks are allowed

SWEATSHIRTS/SWEATERS/FLEECE OR PULLOVER:

- Solid green, navy blue, red, pink or white sweater, sweater vest or non-hooded sweatshirt (size appropriate) worn over an approved top
- Any CVCS school sweatshirts with official school logos may be worn over an approved top
- Must be hip-length
- All sweaters, vests, fleece and sweatshirts must be non-hooded

SHOES/TIGHTS/SOCKS:

- Close-toed tennis shoes or dress shoes may be worn (no Heelys, sandals, jelly shoes, Uggs style or fashion boots, sling-back shoes, cowboy boots, clogs, flip-flops, crocs, ballet shoes, shoes without a back, or shoes with more than ½” heel)
- Solid colored socks, footed tights or leggings for girls required at all times
- No leggings, unless worn under a skirt
- Solid color socks must be worn at all times

ACCESSORIES & HAIRSTYLES & JEWELRY:

- Small post earrings are allowed
- No large necklaces or bracelets may be worn
- Hats/caps/scarves are not permitted inside the school building during school hours
- Students in grades K-5 should not wear facial makeup
- Display of body piercing other than ears is not allowed
- Display of tattoos, either temporary or permanent is not allowed
- Hair must be of non-distracting color and style
- Hair must be neat and clean (No feathers or streaks without principal permission)
- Ties and bow ties may be worn with any dress code approved oxford shirt

PHYSICAL EDUCATION CLOTHING:
- Tennis shoes are required for P.E. class

WINTER ATTIRE:
- During the winter months, students should wear mittens, hats and heavy coats
- Boots and snow pants should be worn as requested by unit

K-5 SPIRIT DAYS:
- Students choosing not to participate in Spirit Day must be in the approved dress code attire.
- Spirit Days at the elementary building will be held every Friday. Weeks in which there is no school on Friday will not have a Spirit Day.
- Student attire on a Spirit Day at the elementary building will consist of regular uniform bottoms (per dress code section above) with a CVCS school spirit shirt.
- Student shirts can be an out of uniform top as long as the shirt is recognizing any of our affiliated schools (Blessed Sacrament, Saint Edward, Blessed Maria or Columbus) or one of our supporting Parishes (Saint Edward, Blessed Sacrament, Sacred Heart, or Queen of Peace). This includes regular shirts, crewneck sweatshirts, hooded sweatshirts, ¼ zips, and jackets.
- Hats, caps, bandanas, and other head coverings are not permitted. Shirts must not be sleeveless.

Blessed Maria Assunta Pallotta Middle School and Columbus High School (Grades 6 - 12) Specific

Revised 6.1.2017 by the board for 6th–12th Grade
Revised by the board 2.1.2018 for 6th-12th Grade

PANTS/CAPRI PANTS:
- Solid colors of black, navy or tan may be worn.
- Pants cannot have brand logos on them.
- Cargo pants are not permitted.
- All pants must have pockets and belt loops.
- Slacks must be worn at the waist and not be rolled, folded, or elastic at the bottom.
- Grades 6-8 students must wear a plain black or brown belt.
- All pants material must be twill, corduroy, or cotton. Spandex, sweatpants, running pants, leggings, and joggers are not permitted.

SHORTS:
- Solid black, navy, or tan only.
- Shorts cannot have brand logos on them.
- The shorts must be in a plain dress style with no extra pockets, loops or rivets. Athletic shorts are not allowed.
- The shorts must have belt loops and a plain black or brown belt must be worn.
- Appropriate length for shorts is below the fingertips.
- All shorts material must be twill, corduroy, or cotton. Spandex, sweatpants material is not permitted.

SKIRTS/DRESSES:

- Solid colors of black, navy, tan, or the French Toast Green Plaid Uniforms may be worn.
- Skirts cannot have brand logos on them.
- All skirts material must be twill, corduroy, or cotton. Spandex, sweatpants material is not permitted.
- Appropriate length for skirts is below the finger tips.

SHIRTS/BLOUSES:

- Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward dress shirt (solid colors only of forest green, white, black, navy, or red) or polo (solid colors only of forest green, white, black, navy, or red) with an approved CVCS logo or no logo at all.
    - 9-12 students may also wear gray tops.
- Shirts/Blouses must be tucked in.

SWEATSHIRTS/SWEATERS:

- Only the Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward sweatshirt with the Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward breast-pocket logo or no logo at all may be worn.
- Solid colors only of forest green, white, black, navy, or red may be worn.
    - 9-12 students may also wear gray sweatshirts/sweaters..
- A tucked in Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward polo or dress shirt with the Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward logo or no logo at all must be worn under the sweatshirt, sweater, vest, or cardigan. The collar must be visible.
- Hooded sweatshirts may not be worn during the school day.
- Kairos sweatshirts are allowed to be worn during the school day.

APPROVED PULLOVERS:

- Only a solid color ¼ zip black, white, forest green, navy, or red pullover with the Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward logo or no logo at all may be worn.
    - 9-12 students may also wear gray pullovers.
- A tucked in Columbus Catholic/Blessed Maria Assunta Pallotta/Saint Edward polo or dress shirt with the Columbus Catholic/Blessed Maria Assunta Pallotta logo or no logo at all must be worn under the pullover. The collar must be visible.

BLAZERS/SPORT COATS (High School Only):

- Solid blazers and sport coats may be worn that are plain black, white, forest green, navy, gray, or red. Designs, such as stripes, paisley, polka-dots, etc. or shiny material are not permitted. The Columbus Catholic logo or no logo at all.

SHOES:

- Closed-toed dress shoes or tennis shoes are required at all times.
- Shoes must have backs. (No boots, slippers, moccasins, Heelys', sandals, jelly shoes, sling-back shoes, clogs, flip-flops, crocs, ballet shoes, or shoes with more than ½" heel).

SOCKS:

- Socks must be worn at all times.

ACCESSORIES:

- Small, simple studs or hoops for ears and nose are allowed. Nose piercings are limited to one.A clear nose retainer/stud is permitted.
- Tattoos must be covered at all times unless administrator permission has been granted.
- No large necklaces or bracelets may be worn.
- Hats, caps, bandanas, and other head coverings are not permitted.
- Purses and backpacks must remain in the locker.

HAIR:

- Only natural hair colors are permitted. Small highlights or streaks of non-natural color are allowed, provided they make up only a small portion of the hair, are not distracting, and are consistent with school expectations. Full or predominantly non-natural hair color is not permitted. Administration will have final discretion.

OUTERWEAR:

- Coats and jackets, and sunglasses are not permitted in classrooms during school hours.
- Hooded items may not be worn.

PHYSICAL EDUCATION (High School Only):

- Optional sweatshirts may be worn.
- Tennis shoes are required for P.E. class.
- Skirts are not to be worn.

6-12 SPIRIT DAYS:

- Students choosing not to participate in Spirit Day must be in the approved dress code attire.
- The final Friday of each month will be designated as a spirit day unless a school event is happening. This may include Mass or school picture day. The date would then be adjusted.
- All Columbus Catholic/Blessed Maria Assunta Pallotta apparel may be worn. This includes regular shirts, crewneck sweatshirts, hooded sweatshirts, 1/4 zips, and jackets.
- Jeans, plain or Columbus Catholic/Blessed Maria Assunta Pallotta sweatpants, plain or Columbus Catholic/Blessed Maria Assunta Pallotta athletic shorts, or slacks may be worn. Yoga pants, spandex, and leggings are not permitted. Leg wear may not have holes, rips, or tears. Solid black, fully opaque leggings are permitted only for female students in grades 9-12.
- Bottoms must be visible under tops.
- Hats, caps, bandanas, and other head coverings are not permitted. Shirts must not be sleeveless.
- Piercing, shoe, and tattoo regulations are still in effect.

<u>Alternative Dress Code Expectations for All Schools</u>

OUT-OF-UNIFORM DAYS:

- No clothing that has drug, alcohol, tobacco or sexual references.
- No bare midriffs, spaghetti straps, halter tops, or tank tops.
- Hooded sweatshirts are permitted, but must be worn down, not covering the head.

- Shorts and dresses must be below the fingertips; leggings are only acceptable if worn underneath dresses or shorts. Bottoms must be visible under tops.
- Pants, jeans, sweatpants, and other acceptable clothing must not have rips, tears, or cuts in the material.
- No hats, face paint, or distracting hair color/style unless administrative exceptions are made in advance.
- Regular dress code shoe regulations always apply, including out-of-uniform days.
- Hats, caps, coats, jackets, and other outerwear may not be worn during the school day unless permission has been granted by the Columbus Catholic/Blessed Maria Assunta Pallotta administration.
- Columbus warm-up jackets or windbreakers may not be worn during the school day without Administrative approval.

FIELD TRIP ATTIRE:

- Regular school day approved attire applies unless otherwise specified at teacher request.

Students, who arrive at school not meeting dress code expectations, are to fix the out-of-dress code item in their appearance. This can be done by using the extra supply of dress code items provided by the office or by making a phone call home. The student will return to class only upon fixing the dress code issue. Repeated dress code violations will result in additional school consequences.

D. Fire Security

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined $200.00 and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

E. Gangs

Youth gangs and gang-related activity are prohibited in educational programs governed by the Archdiocesan Catholic School Board. Communication will be maintained with the police department and public school officials on all matters related to gang activity within the community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal counsel and law enforcement and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the school.

If a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.

2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/Archdiocesan discipline policies.
9. Parents/guardians/students will be held liable and financially responsible for all forms of vandalism.

Related Policies
In order to prevent the onset of gang-related activity the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the local handbook.
2. Discipline policies and consequences as defined in the local handbook. (See also ACSB Policy 5144)
3. The right of authorities to search lockers, student desks, and, upon request, personal property if suspicion of gang involvement exists. (See also ACSB Policy 5145.2) ACSB Policy 5133, Edition: 090116 Page 2 of 4
4. Policies and procedures as defined in the local handbook relative to scheduling, supervision, and attendance at school/parish sponsored events, held during the school day, in the evening, or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures as defined in the local handbook established relative to participation in and attendance at school/parish sponsored athletic functions whether held on school/parish property or at other public facilities.
6. Insistence on parent/guardian cooperation in not permitting children to host/attend unsupervised parties or activities.

Definition
A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes but is not limited to:

- Recruitment;
- Initiation;
- Manner of grooming, hair style, clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang;
- Displaying gang markings or slogans on school or personal property or clothing;
- Having gang tattoos;
- Possessing literature that indicates gang membership;
- Fighting, assault, hazing;
- Extortion;

- Establishing turf;
- Use of hand signals, gang vocabulary, and nicknames;
- Unexplained possession of and use of beepers or cellular phones on school property;
- Possession of weapons or explosive materials;
- Possession of alcohol, drugs, drug paraphernalia;
- Attendance at functions sponsored by a gang or known gang members;
- Exhibiting behavior fitting police profiles of gang-related drug dealing;
- Being arrested or stopped by police with a known gang member;
- Selling or distributing drugs for a known gang member;
- Helping a known gang member commit a crime; or
- Any other action directly resulting from membership or interest in a gang.

Procedures for Responding to Gang-related Incidents and Suspicion of Gang Involvement

Level One: Incidents of Violent Crime (e.g., assault, fighting, other critical incidents or imminent danger)

Response:

1. Begin documenting incident in administrator's personal, private file. Be sure to include all available information at this time.
2. Summon involved individual(s) to administrator's office.
3. Notify parents/guardians of allegations.
4. Individual(s) must remain isolated from the student population to prevent escalation.
5. Contact area police department/law enforcement.
6. Inform the Office of Catholic Schools of the incident.

Follow-up:

1. If the incident is determined to be gang related, immediately exercise right to search individual(s) locker and/or desk and/or personal effects for evidence of gang involvement. (See also ACSB Policy 5145.2)
2. Copies or photographs should be made of any evidence of gang membership or involvement, e.g., symbols, graffiti. Additionally, any suspicious contraband is to be confiscated immediately.
3. If the individual is not subject to immediate expulsion, (See also ACSB Policy 5144.1) the Office of Catholic Schools may be called to assist with appropriate referrals to:
    a. Youth gang agencies;
    b. Department of Human Services;
    c. Other appropriate counseling (personal and/or family). This referral will be predicated upon parent's/guardian's agreement to a behavior contract as provided by the school. The behavior contract will specifically outline the conditions for the individual's continued attendance at the school.

Level Two: Incidents of Other Illegal Activity:, (e.g., intimidation; extortion; weapons; arrest or detainment by police in company of known gang member.)

Response:

NOTE: If possession of a weapon is suspected, contact the local police department, and await their arrival before confronting the individual(s) to insure the safety of all concerned. (See also ACSB Policy 5131.7a)

1. Summoned involved individual(s) to administrator's office.

2. Begin documentation of allegations in administrator's personal, private file.
3. Notify parent/guardian of allegations.
4. Inform the Office of Catholic Schools if concerns are verified.

Follow-up:

Same as Level One.

<u>Level Three:</u> Suspicion of Gang Involvement and/or Activity: (e.g., any manner of grooming, hair style, clothing, jewelry or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames indicating affiliation or association; graffiti on school, parish, or personal property; reasonable suspicion of the above.)

Response:

1. Begin documentation in administrator's personal, private file of reasons for loop suspicion. Interview other teachers, administrators, and/or parish personnel in confidence for their observations.
2. Remove any graffiti from school or parish property after recording by photograph, if possible, any and all gang insignia. Parent(s) / guardian(s) and children should be held liable for the damage and cost of removal.
3. Immediately confiscate items known to be gang-related and hold until parent/guardian is notified.
4. Inform the Office of Catholic Schools with available information.

Follow-up:

Same as Level One.

Policy adopted: May 7, 1994 (Archdiocesan Board of Education) |
Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board); | September 1, 2016 (Archdiocesan Catholic School Board) | (Most recent review: September 1, 2016) | ACSB Policy 5133

F. Harassment/Bullying

Purpose

The Archdiocese of Dubuque and the State of Iowa are committed to providing all students with a safe educational environment in which all students of the community are treated with dignity and respect. A safe educational environment is necessary for students to learn and achieve at high levels. Harassing and bullying behavior can seriously disrupt the ability of employees and volunteers to maintain a safe environment, and the ability of students to learn and succeed.

Policy

1. It is the policy of the Archdiocesan Catholic School Board (ACSB) to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the programs governed by the ACSB shall be subjected to any type of harassment/bullying while on school property, at any school function, or at a school sponsored activity regardless of location.
2. It shall be a violation of this policy for any school employee, volunteer, or student to harass/bully a student through conduct or communications as defined below.
3. Each administrator shall be responsible for promoting understanding, acceptance and compliance with local, state, and federal laws and board policy and procedures governing harassment/bullying within the educational program.
4. Violations of this policy will be cause for disciplinary action.

Definitions

1. "Harassment" and "bullying" shall be construed to mean any **repeated and targeted** electronic, written, verbal, or physical act or conduct toward a student which is based on

any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: **1)** places the student in reasonable fear of harm to the student's person or property; **2)** has a substantially detrimental effect on the student's physical or mental health; **3)** has the effect of substantially interfering with a student's academic performance; **4)** has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to:

   a. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts
   b. written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and,
   c. name-calling, sarcasm, spreading rumors, excessive teasing, and hazing

2. "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.
3. "Volunteer" means an individual who has regular, significant contact with students.

Standard
The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. It is not necessary to show that the victim was psychologically harmed.

Prevention
Prevention is the best tool for the elimination of harassment. Programs governed by the ACSB will maintain an environment free of harassment/bullying. Harassing/bullying conduct may be challenged even if the complaining person is not the intended target of the conduct.

Procedures

1. Any school employee, volunteer, parent, guardian, or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.
2. A school employee, volunteer, student, or 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, to the appropriate school employee shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.
3. In the case of a student who threatens physical harm to another student for any reason, a "no-tolerance" stance will be taken. The perpetrator will be suspended from the program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.
4. The filing of a complaint or otherwise reporting of harassment or bullying will not reflect upon the complainant's status nor will it affect future employment or work assignments. School employees, volunteers, and students shall not engage in retaliation,

reprisal, or false accusation against a complainant, victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

5. The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible. Confidentiality may be sacrificed, however, in light of the necessity to investigate allegations of misconduct and to take corrective action when such conduct is found to have occurred.
6. The local administrator designated by the Superintendent of Schools shall investigate a complaint to determine if, under the totality of the circumstances presented, the conduct in question objectively constitutes harassment or bullying under this policy. A written summary of the investigation and its findings will be developed. If charges are substantiated, the investigator should contact the Office of Catholic Schools for counsel.
7. Local programs should develop programs consistent with this policy to eliminate harassment and bullying from all programs in the Archdiocese.
8. Annually, the School Improvement and Advisory Committee (SIAC) must present recommendations to the local school board on preventing harassment or bullying, to include goals, programs, training, and other initiatives.

Sanctions

1. A substantiated charge against a student in any program governed by the ACSB will subject that student to disciplinary action up to and including suspension or expulsion. (See also ACSB Policy 5144.1)
2. A substantiated charge against an employee or a volunteer will subject that individual to disciplinary action, up to and including discharge.

Notifications

1. Notice of this policy will be circulated to all programs governed by the ACSB. This policy will be incorporated in employee, volunteer, and parent/guardian/student handbooks.
2. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all programs governed by the ACSB.
3. Programs are required to develop and maintain a system to collect harassment and bullying incidence data. This information is to be reported annually to the local community as part of its Comprehensive School Improvement Plan.

Policy adopted: May 5, 2007 (Archdiocesan Board of Education) | Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board); | September 1, 2016 (Archdiocesan Catholic School Board) | ACSB Policy 5144.3 Rationale: Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. (Title VII); the Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621 et seq. (ADEA); the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. (ADA); the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 et seq.; 29 C.F.R. § 1604.1. Iowa Code Section 280.12(2)(f) (2007).

G. Physical Aggression/Assault

Physical aggression is the intentional behavior that causes or threatens physical harm to another. This can include, but is not limited to fighting, hitting, pushing, kicking, biting, and the destruction of property. Throughout the investigative process it is important for administration to understand the motive and intent behind the physical aggression/assault, specifically if it was on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The use of physical aggression on school property will result in the following consequences being assessed.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

K- 5th Grade

1st offense: One-on-one student meeting and parent contact and diversity teaching, if appropriate
2nd offense: Time in the office with loss of privilege and parent meeting
3rd offense: In-school suspension
4th offense: Out-of-school suspension or further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason (grades 6th-12th), the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: In-school suspension and parent meeting and diversity training, if appropriate
2nd+ offense: Out-of-school suspension or further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

H. Probation, Suspension, and/or Expulsion

The principal has the authority to place a student on probation or to suspend a student from the school temporarily. There is no appeal from the decision of the principal.

A discipline committee of the school, appointed by the principal, shall have the authority to expel a student.

The decision of the discipline committee may be appealed to a disciplinary review board appointed by the board chairperson or his/her designee. The disciplinary review board shall have the authority to affirm, reverse, or modify the decision of the discipline committee.

Probation

1. Probation is conditional attendance during a trial period. Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parents/guardians, suspension can, at times, be avoided. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school. The following procedures shall be followed:
    a. The principal shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status;
    b. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond;
    c. Probationary status may be imposed for a period of time up to a semester.
2. Should the student breach the condition imposed for probation, the student may be removed from academic or extracurricular privileges or have more severe penalties, such as suspension, imposed. An investigation similar to that for the informal investigation above shall be made to determine whether the condition imposed has been breached.

3. Written notice of the probation and reasons therefore shall be placed in the student's file and sent, as soon as reasonably possible, to the student's parents/guardians, the pastor and pastoral coordinator (if applicable).

In-school Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond. In-school suspension shall not be imposed for longer than five (5) school days. Written notice of the in school suspension and reasons therefore shall be placed in the student's file and sent, as soon as reasonably possible, to the student's parents/guardians, the pastor and pastoral coordinator (if applicable).
3. If practical, efforts shall be made to continue the educational program or an alternate educational program during the time of suspension, so that after the matter has been resolved, there will be a minimum of harm to the student's future.

Suspension from School for a Definite Time

1. Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed only when all other available school resources are unable to cope constructively with student misconduct.
2. A student may be suspended for up to five (5) school days by a principal for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:
    a. Oral or written notice of the allegations against the student;
    b. The factual basis for the charges; and,
    c. The opportunity to respond to those charges.

    Should the principal find it advisable, the student may be allowed to confront witnesses against him/her, or call witnesses on his/her own behalf.
3. The notice to the student, investigation, and informal hearing must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will ordinarily be held within three (3) school days to determine future action. Such a hearing will be conducted in the spirit of the process envisioned above.
4. Notice of the suspension shall be mailed, as soon as reasonably possible, to the student's parents/guardians, pastor and pastoral coordinator (if applicable) and to the chair of the board. A reasonable effort shall be made to notify the student's parents/guardians by

telephone or personal contact. Written notice to the parents/guardians shall include a brief statement of the circumstances that led to the suspension and a copy of the board policy and rules pertaining to suspension. A copy will be placed in the student's file.

5. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
6. If practical, efforts shall be made to continue the student's educational program or an alternate program during the time of suspension, so that after the matter has been resolved, there will be a minimum of harm to the student's future.
7. When a student is disciplined with an out-of-school suspension, the school must heed the following guidelines:
    a. Suspensions are not to be counted as unexcused absences, and thus, cannot be counted as a reason to impose additional punishment.
    b. The suspended student must be given a reasonable amount of time in which to make up missed coursework.
    c. If the make up work is completed within a reasonable amount of time (the school communicates up front the amount of make up time to the student), reduced credit is NOT a reasonable additional sanction.
        1. Additional work (again, a reasonable amount) may be assigned to compensate for lost class time. In certain situations, service hours or restitution related to the infraction might be considered.
        2. Failure to attend a make up session, to do the make up work (and/or additional work), or to turn in work within a reasonable time may constitute grounds for reduced credit.

Suspension from School for an Indefinite Period of Time

1. When the principal deems it necessary, a suspension from school may be for an indefinite period of time, with reinstatement conditioned upon a joint conference between school authorities and parents/guardians, upon the completion of educational or psychological testing and observation. In such instances, prior to the suspension, the principal shall make known to the student the allegations against him/her and allow the opportunity for his/her response. The principal will notify the parents/guardians in a brief written statement of the circumstances involving the student, and enclose a copy of the board policy and rules pertaining to suspension. A reasonable effort shall also be made to notify the student's parents/guardians by telephone or personal contact. A written report will be submitted to the pastor, pastoral coordinator (if applicable) and the chairperson of the school board concerning the indefinite suspension.
2. Parents/guardians of students so suspended shall make an appointment to meet with the principal at the earliest possible time. At the conclusion of such a conference, the principal shall determine whether the student will be reinstated and, if so, under what conditions.
3. If practical, efforts shall be made to continue the educational program during the time of suspension, so that after the matter has been resolved, there will be a minimum of harm to the student's future.

Expulsion

1. Expulsion is the removal of a student from the school and possibly the denial of permanent access to the program. The expulsion of a student from a Catholic school is

such a serious punishment that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her. The principal and teacher should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as a referral to guidance personnel, a physician, or the parish priest. Ordinarily, the best environment for a child with a behavior problem is the Christian atmosphere of a Catholic school.

2. Nevertheless, there may be situations that demand removal of a student from the school. Ordinarily, expulsion will not be the first punishment invoked against a pupil. His/her record should normally show that many and serious conferences have been held, including conferences with parents/guardians to discuss the student's problems. The record should normally show that at one time or another he/she has been on probation or has been suspended so that he/she is fully aware of the consequences of subsequent infractions.
3. Upon recommendation of the principal the discipline committee of the school may expel a student. The discipline committee is composed of members of the professional staff appointed by the principal (who is not a member of the committee). The principal also appoints a chairperson.
4. The decision of the discipline committee may be appealed to a disciplinary review board made up of representatives of the following groups: the board, school administration, faculty, pastor(s), and parents/guardians. (The representative for parents/guardians shall not be the parents/guardians of the student being disciplined. Faculty members who serve on the disciplinary committee are not eligible to serve on the disciplinary review board that considers the appeal of that same case.) The principal shall provide necessary administrative services to the functioning of the disciplinary review board.
5. In the case of expulsions, the following procedures are recommended:
    a. When the principal determines that long-term suspension is not an adequate discipline, he/she shall place the student on long-term suspension while recommending to the discipline committee that expulsion be considered. A copy of the recommendation shall be mailed to the parents/guardians of the student. This recommendation shall include a brief statement of the essential elements that form the basis of the charge.
    b. The disciplinary committee shall schedule a hearing; a notice of the time and place shall be sent to the parents/guardians in advance of the hearing. The notice shall also advise the parents/guardians of their right to be represented at the hearing, to question the evidence and testimony presented by the principal, and the right to present witnesses and other evidence on the student's behalf.
    c. Every effort shall be made to insure the presence at the hearing of persons having knowledge of the facts concerning the charges. Such persons shall state their understanding of the facts at the hearing. At this meeting, the student is entitled to be represented by counsel or a spokesperson and will be afforded the following rights:
        1. To confront and question any witness testifying adversely to the student;
        2. To present witnesses and evidence; and,
        3. To comment on the evidence presented and make statements on his or her behalf.

d. The student, his/her parents/guardians, or their representative shall have the right to question the evidence and testimony as provided by the principal; the student and his/her parents/guardians may present witnesses or other evidence.
e. The chairperson of the disciplinary committee shall conduct the hearing in an orderly fashion and shall be responsible for determining the sufficiency of the evidence and shall not be bound by the traditional rules of evidence or courtroom procedure.
f. An accurate non-verbatim record of the proceedings shall be made.
g. The discipline committee shall render a written opinion, as soon as reasonably possible, stating its decision and the reasons therefore, a copy of which shall be mailed to the parents/guardians. The discipline committee may adopt, modify, or reject the recommendation of the principal.
h. The decision of the discipline committee may be appealed by the student, parents/guardians to the disciplinary review board by a formal written request stating the grounds or basis for the appeal. Said request must be filed with the chair of the board within ten (10) days of receipt of the decision of the discipline committee. The disciplinary review board will schedule and conduct a hearing using the same procedures as described above for the discipline committee.
i. The student, parents/guardians have the right to waive their rights to a hearing before the disciplinary review board by written statement to the principal of the school/. The parents/guardians shall be deemed to have waived their right to appeal the decision of the discipline committee to the disciplinary review board by failing to file a written request within ten (10) days as noted in item 8 above.
j. The disciplinary review board shall schedule a hearing; a notice of the time and place shall be sent to the parents/guardians in advance of the hearing. The notice shall also advise the parents/guardians of the right to be represented at the hearing, to question the evidence and testimony presented by the principal and the decision of the discipline committee, and the right to present witnesses and other evidence on the student's behalf.
k. Every effort shall be made to insure the presence at the hearing of persons having knowledge of the facts concerning the charges. Such persons shall state their understanding of the facts at the hearing. The student, his/her parents/guardians, or their representative shall have the right to question the evidence and testimony as provided by the principal; the student and his/her parents/guardians may present witnesses or other evidence. At this meeting, the student is entitled to be represented by counsel or a spokesperson and will be afforded the following rights:
    1. To confront and question any witness testifying adversely to the student;
    2. To present witnesses and evidence; and
    3. To comment on the evidence presented and make statements on his or her behalf.
l. The chairperson of the disciplinary review board shall conduct the hearing during executive session in an orderly fashion and shall be responsible for determining the sufficiency of the evidence and shall not be bound by the traditional rules of evidence or courtroom procedure.
m. The disciplinary review board shall render a written opinion, as soon as reasonably possible, stating its decision and the reasons therefore, a copy of which shall be mailed to the parents/guardians. The disciplinary review board may adopt, modify, or reject the recommendation of the discipline committee. Its decision shall be final.

ASCB Policy #5144.1

Records

The fact of a student being placed on probation or suspension is indicated in the student's cumulative record but not placed on the permanent record. An expulsion is noted on the permanent record. |

ACSB Policy 5144.1, Edition 090116 | (Reviewed: September 1, 2016) Regulation adopted: October 13, 1979 | Revised: September 14, 1986 (Archdiocesan Board of Education) | Probation, Suspension and/or Expulsion (Most recent review: September 1, 2016) | Policy adopted: October 13, 1979 | Revised: March 7, 1987; March 6, 2004 (Archdiocesan Board of Education) | Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board); September 1, 2016 (Archdiocesan Catholic School Board)

I. Racial Slurs

The use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The structure of this tier spans the length of the school year.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member/administration
2nd offense: Student is sent to office for parent phone call and correction of behavior
3rd offense: In-school suspension and parent meeting
4th offense: Out-of-school suspension
5th offense: Further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: Student is sent to office for parent phone call and correction of behavior
2nd offense: In-school suspension and parent meeting
3rd offense: Out-of-school suspension
4th offense: Further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

J. Restraint, Corporal Punishment, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent/guardian.

If there are any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

K. Search and Seizure

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of Cedar Valley Catholic Schools. ACSB Policy #5145.2 refers to the rules relating to periodic search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes, but is not limited to drugs, narcotics, tobacco, liquor, vaping devices, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment and/or which present a threat to the health and safety of the students and staff.

It is the policy of the Archdiocese of Dubuque and Cedar Valley Catholic Schools Board of Education to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person attending a school is not consistent with the above policy, the Archdiocese of Dubuque hereby adopts the following rules relating to periodic inspection, to the search of students, and/or to protected student areas:

Search of Student and/or Protected Student Area by School Official

1. The board of the school shall establish and may search a student or protected student area pursuant to a student search rule. The student search rule shall be published in the student handbook of the school. A school official may search individual students and individual protected student areas if both of the following apply:
    a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
    b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and nature of the infraction.

    If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
2. Under no circumstances may a search be made which is unreasonable in light of the following:
    a. the age of the student;
    b. the non-seriousness of the violation;
    c. the nature of the suspected violation;
    d. the gender of the student.
3. A school official shall not conduct a search which involves:
    a. strip search;
    b. a body cavity search;
    c. the use of a drug sniffing animal to search a student's body;

d. except for Item 4 below, the search of a student by a school official not of the same gender as the student.

4. The administration of a breathalyzer test to a student by a school official constitutes a search under Iowa law. Except as otherwise noted within this
Item 4, a school official must have reasonable grounds to believe a student is under the influence of alcohol (i.e. looks, smells or acts intoxicated) before administering a breathalyzer test.

An effort should be made to administer the breathalyzer test in a private setting. If a student tests positive, the school official should contact the student's parent or legal guardian and the police if not involved already.

If a school chooses to make admittance to school-related functions for all students contingent upon submitting to a breathalyzer test, in addition to all other admittance requirements, a letter should be sent to all parents/guardians informing them of the practice. A permission slip signed by parent/guardian and student, authorizing the breathalyzer test shall be required upon admission to each school-related function. (see regulation)

If a school chooses to use breathalyzer tests at school-related functions, a letter should be sent to all parents/guardians informing them that the Search & Seizure Policy contained within the student handbook has been amended and in the future a breathalyzer test may be administered to students at school-related functions.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing students to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk or other facility or space. However, each year when school begins, the school shall provide written notice to all students and the student's parents/guardians, or legal custodians that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice. Such an inspection shall either occur in the presence of the students whose lockers are being inspected, or in the presence of at least one other person. Periodic unannounced inspections of student lockers and common areas (including but not limited to hallways, gym, cafeteria, restrooms, and cars in the parking lot) may be completed with drug dogs on the secondary campus. Students will not be present during a search conducted by drug dogs for safety reasons (i.e. students individually or in groups or classrooms will not be included in the search.

School officials shall notify a student if a search is conducted of a protected area. (See Def. #4)

Student Search by Peace Officer
The search of a student or of a protected student area by a peace officer who is not a school official, or by a school official at the invitation or direction of a peace officer who is not a school official, shall be governed by the statutory and common law requirements for police searches.

Definitions:
- "Student" means a person enrolled in a school for any grades kindergarten through twelve.
- "School official" means a certificated school employee, and includes non-certificated school employees employed for security or supervision purposes.
- "Contraband" includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.
- "Protected students area" includes, but is not limited to:
    - A student's body;
    - Clothing worn or carried by a student;
    - A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student.
- "Student search rule" means a rule established by the authorities in charge of the school controlling the manner of the searching of students or protected student areas. To be valid, a student search rule shall require that all searches of students or protected student areas be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:
    - The nature of the violation for which the search is being instituted;
    - The age or ages and gender of the students who may be searched pursuant to the rule;
    - The objectives to be accomplished by the search.

    Policy adopted: December 6, 1986
    Revised: March 4, 2006 (Archdiocesan Board of Education)
    Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board); September 1, 2016 (Archdiocesan Catholic School Board) (Most recent review: September 1, 2016) | Rationale: Iowa Code § 808A

L. Stealing
Stealing violates the commandments of our faith. If stealing occurs, the following consequences will be assessed. The structure of this tier spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member
2nd offense: Student is sent to office for parent phone call and correction of behavior
3rd offense: Time in the office with loss of privilege and parent meeting
4th offense: In-school suspension
5th offense: Out-of-school suspension or further interventions determined on a case by case basis

M. Swearing/Profanity/Name Calling

The use of words that can be categorized as swearing, profanity, or name calling are not permitted and will result in the following consequences being assessed. This category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students. The structure of this tier spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member
2nd offense: Student is sent to office for parent phone call and correction of behavior
3rd offense: Time in the office with loss of privilege and parent meeting
4th offense: In-school suspension
5th offense: Out-of-school suspension or further interventions determined on a case by case basis

N. Tobacco, Nicotine, Drinking, Use of Non-Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco or vaping devices or paraphernalia on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, at school related activities, or on school buses. Student's possession of tobacco, all forms of non-FDA approved nicotine or drugs, vaping devices and/or alcoholic products in school or at school activities, results in confiscation and discipline. (See also ACSB Policy #5131.6, ACSB Policy #5131.61, ACSB Policy #5144 and/or ACSB Policy #5144.1 concerning Substance Abuse, Tobacco and Discipline).

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Smoking or the use of all forms of tobacco, including tobacco-like products and the use of nicotine products that are not FDA (Food and Drug Administration) approved for tobacco cessation (examples include but are not limited to cigarettes, electronic smoking devices, cigars, chewing tobacco, snuff, pipes, snus, etc.) at any time by students in schools of Archdiocese of Dubuque, on the school campus, in the school buses, or while attending school sponsored trips is prohibited.

Disciplinary action, appropriate to the student's level of schooling and past behavior, will be taken by the school administration in the enforcement of this policy.

Disciplinary action may include any of the following actions:

1. Suspension from school and school bus, either in-school or out-of-school suspension, not to exceed five days.
2. Suspension from extracurricular activities.
3. Restrictions on a student's unscheduled time.
4. Combination of the aforementioned actions.

Continued violation of this policy may also include:

1. Student enrollment in a smoking cessation program.
2. Contact of law enforcement authorities.
3. Extended out-of-school suspension.
4. Expulsion from school per board policy.

Policy adopted: December 2, 2000 (Archdiocesan Board of Education) |
Reviewed: March 6, 2004 (Archdiocesan Board of Education); | August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board); | September 1, 2016 (Archdiocesan Catholic School Board); | May 21, 2019 (Archdiocesan Catholic School Board) | (See also AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and/or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline). | (Most recent review: May 21, 2019)

O. Weapons and Dangerous Instruments

It is the policy of the Cedar Valley Catholic Schools Board that weapons and other dangerous objects, including look-alike weapons, are confiscated. Parents/guardians of students found in possession of a weapon or dangerous object (this includes a knife greater than 5 inches long) shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action.

Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB Policy #5131.7a.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case by case basis.

Extracurricular Activities

A. Public Conduct on School Premises

Spectators are not allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities (ACSB Policy #1251).

B. Student Activities

We are all identified with Cedar Valley Catholic Schools. What students do outside of school and at school-related events is not, in all cases, beyond the jurisdiction of the school.

Health/Safety Issues

A. Abuse

In compliance with School Laws of Iowa and AFFC/ACSB 4116.30a any certificated or licensed employee of Cedar Valley Catholic Schools who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

Cedar Valley Catholic Schools is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—. 15 (280), AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.

B. Alcohol/Drug Policy

The Cedar Valley Catholic Schools Board develops guidelines that are in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

C. Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform parents/guardians that there is asbestos in all Cedar Valley Catholic Schools buildings. A certified asbestos inspector has inspected the buildings and all the asbestos found has been sealed and encapsulated. Please call the specific school building for the date of the most recent inspection.

D. Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HTLV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB Policy #5141.2.

E. Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. Chemicals are appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are trained in the safe handling of these chemicals. If you want to know what chemicals are used in the school and where they are stored, please contact the school office.

F. Inpatient Care/Extended Illness

Should a student miss school as a result of an extended illness or circumstance, CVCS is not responsible for the cost of educational assistance provided by an outside agency. If assistance is sought beyond CVCS, the student's parent/guardian is responsible for all costs incurred.

G. Lead in the Drinking Water

During 1991, all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

H. Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

I. Safety Drills

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

J. Smoking / Smoke Free Campus

All Cedar Valley Catholic Schools have been designated as a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine be permitted within the building or anywhere on school grounds.

K. Visitors

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, a pass must be issued and signed by the principal. This pass must be shown to each teacher before class begins and the visitor is introduced to the teacher.
3. Students having guests are responsible for that person's conduct. Visitors are to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

Please review Appendix A for the visitor's protocol and procedures, and required documentation, if you plan to visit your child's school or classroom.

L. Cedar Valley Catholic Schools Wellness Policy

Cedar Valley Catholic Schools promote healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The entire school environment, not just the classroom, shall be aligned to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

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.

Cedar Valley Catholic Schools will make every effort to eliminate any social stigma attached to, and prevent the identification of, students who are eligible for free & reduced priced meals, by utilizing electronic identification and payment systems.

Cedar Valley Catholic Schools will help develop a local wellness policy committee made up of members of the board, parents, food service personnel, physical education professionals and employees. Meeting times will be announced to the public and all will be welcome to attend. This committee will develop a plan to implement the wellness policy and monitor its effectiveness. The committee will designate an individual to monitor implementation and will report annually to the board regarding its effectiveness.

Specific Wellness Goals

1. Eliminate the distribution of Foods of Minimal Nutritional Value to students from midnight to thirty minutes after the end of the school day.
2. Provide nutrition education that promotes fruits, vegetables, whole grain products, low fat and fat free dairy products, healthy food preparation methods and health enhancing nutrition practices. Nutrition education will occur within Physical Education classes, Family Consumer Science classes, Health and Science classes, and through appropriate posters and visual reminders in the school cafeteria.
3. Provide physical education classes that engage students including students with disabilities, in moderate to vigorous activities during at least fifty percent of each class.
4. Follow nutrition and safety guidelines for all foods available during the instructional day, with the objective of promoting student health and reducing childhood obesity in our schools by using the following methods:

School Meals

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

- Be appealing and attractive to students
- Meet, at a minimum, all nutrition requirements established by local, state and federal law
- Offer a variety of fruits and vegetables.
- Ensure that 80% of the served breads and grains are at least 51% whole grain.

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 borne illness in our schools.
- For the safety and security of the food and facilities, access to the food service operations are limited to the child nutrition staff and authorized personnel.
- The food service management company hired by Cedar Valley Catholic Schools will ensure that the proper training is completed with food service staff.
- All vending and sales of a la carte items sold during the school day will be Smart Snack compliant and meet all current nutrition standards

- Wellness committee meeting notification of date, time & location will be posted on our website and also be included in each principal's weekly parent newsletter, encouraging parents and students to attend.

Sharing Food
Cedar Valley Catholic Schools discourage 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.

Qualification of Food Service Staff
A food service management company that is hired by Cedar Valley Catholic Schools has a responsibility to operate a food service program that will:

- Provide continuing professional development for nutrition professionals.
- Provide staff development programs that include appropriate certification and/or training programs for managers and cafeteria workers, according to their levels of responsibility.
- Provide the USDA established continuing education hours and training for all food service employees.

Daily Recess
Elementary schools will offer recess for students that are preferably outdoors (criteria should be established for when indoor recess occurs). Recess should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Elementary schools will discourage 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, schools will give students periodic breaks during which they are encouraged to stand and be moderately active.

Integrating Physical Activity into the Classroom Setting
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, Cedar Valley Catholic Schools will:

- Offer integrated 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;
- Provide opportunities for physical activity to be incorporated into other subject lessons;
- Encourage classroom teachers to provide short physical activity breaks during lessons or classes, as appropriate.

Physical Activity and Punishment
Employees will not use physical activity (e.g. running laps, pushups) or routinely withhold opportunities for physical activity (e.g. recess, physical education) as punishment. Physical activity may be used as an accommodation for students demonstrating a specific need for activity.

Special Events

- *Snacks:* Snacks served during the school day should make a positive contribution to children's diets and health, with an emphasis on fruits and vegetables as the primary snacks and healthy beverages conforming to this policy. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations.
- *Rewards:* Schools are encouraged to offer non-food forms of rewards. If food or beverage rewards are used for academic performance or good behavior, they should conform to this policy. Schools will not withhold beverages or food (including food served through meals) as a punishment.
- *Celebrations:* Schools will evaluate their celebration practices that involve beverage and food during the school day. The food used in celebration practices should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and healthy beverages conforming to this policy. A list of healthy celebration ideas is available at all schools.

The principal at each site, along with the Foodservice Coordinator, will ensure compliance with established school wide nutrition and physical activity policies by meeting with the foodservice site manager and physical education teacher yearly. The Foodservice Director will also meet with the school wellness committee to review and evaluate goal progress yearly.

Services

A. Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. No Bikes/Motorized Scooters are allowed on the school side of the street where buses load and unload.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

B. Breakfast and Lunch

Breakfast and lunch are available through the school nutrition program. Each family will have a lunch account to deposit lunch/breakfast money. See options for making deposits in your students' accounts below in Section 2.

**Free and reduced lunches are available if you qualify. Applications are welcome anytime during the school year. You can apply online through our website or by contacting the food service department at 319-232-1422 or by emailing mjones@cvcatholic.org.

NOTE: Carbonated beverages that are not sugar free or smart snack compliant as well as fast food are not allowed to be brought into the cafeteria by students or parents.

1. CVCS Meal Charge Policy

1.1 4 Yr Old *Preschool and Elementary School: Saint Edward School*

- No snacks or a la carte items may be charged.
- Allergies must be communicated to the cafeteria staff thru a diet modification form, which needs to be completed and signed by a doctor.
- Lunch balance reminders will be emailed weekly if balances are $25.00 or under.
- If balances become negative by $10.00 or more, an additional email and/or text message will be sent.
- If balances become negative by $25.00 or more, a phone call will be made by the Business Office and/or a letter will be mailed to the home address. At this time an alternate meal will be provided and the price of that meal will be charged to the account.

1.2 *Middle School: Blessed Maria Assunta Pallotta Middle School*

- Students may charge any combination of meals up to a value of $20.00 as long as there are sufficient funds.
- Allergies must be communicated to the cafeteria staff thru a diet modification form, which needs to be completed and signed by a doctor.
- Lunch balance reminders will be emailed weekly if balances are $25.00 or under.
- If balances become negative by $10.00 or more, an additional email and/or text message will be sent.
- If balances become negative by $25.00 or more, a phone call will be made by the Business Office and/or a letter will be mailed to the home address. At this time an

alternate meal will be provided and the price of that meal will be charged to the account.

1.3 *High School: Columbus Catholic High School*

- Students may charge any combination of meals up to a value of $20.00 as long as there are sufficient funds.
- Allergies must be communicated to the cafeteria staff thru a diet modification form, which needs to be completed and signed by a doctor.
- Lunch balance reminders will be emailed weekly if balances are $25.00 or under.
- If balances become negative by $10.00 or more, an additional email and/or text message will be sent.
- If balances become negative by $25.00 or more, a phone call will be made by the Business Office and/or a letter will be mailed to the home address. At this time an alternate meal will be provided and the price of that meal will be charged to the account.

1.4 *Adult Guests*

- Guests may purchase a meal for $5.15. Payment must be made in the school office prior to eating lunch.
- Employees who wish to purchase lunches can set up a lunch account by contacting Mary Jones at mjones@cvcatholic.org.

2. Payment

There are several options to prepay for meals.

2.1 *Cash*

If a parent sends cash with their child, please place it in a sealed envelope and write the child's complete name, grade, and student ID or cafeteria family name on the envelope. Cash is deposited into the child's account the same day it is received at the CVCS office.

NOTE: If a parent is sending cash for more than one student, please write each child's name on the envelope.

2.2 *Personal Check*

If a parent sends a check with their child, please place it in a sealed envelope and write the child's complete name and grade on the envelope. Checks are deposited into the child's account within 24 hours of being received.

NOTE: If a parent is sending funds for a family account, please write the names and grades of all children on the account.

2.3 *Internet*

Cedar Valley Catholic Schools offers an online payment service called EZSchoolPay.com. This service allows parents to make payments to their child's/family's cafeteria account using VISA or MASTERCARD credit/debit.

This service has features available that allow parents to receive email reminders when their child's meal account is getting low and will also allow parents to set up automatic recurring payments. Deposits made on EZSchoolPay.com can take up to three school days to show up in the student's account, but are usually deposited within minutes of the transaction. They even have a mobile app available that will send a text when the balance gets low.

To register for EZSchoolPay.com parents will need their student's ID number. If parents need assistance with this information, please contact the Food Service department at 319-232-1422.

NOTE: Parents can register and utilize all features of EZSchoolPay.com without using the payment services.

3. ***Refunds***

Refunds are only given for students that are withdrawing or graduating. Refunds will be given after the last day. Refund requests cannot be processed until three weeks after the last check payment on the account. Refund requests may be made in writing or by emailing the business office.

4. ***Breakfast / Lunch Funds***

	Breakfast	*Lunch*
PreK4 – Grade 5	$2.65	$3.50
Grades 6 – 8	$3.70	$4.50
Grades 9 - 12	$3.70	$4.50
Adult/visitors	$5.00	$5.15

A la carte Prices:

Subject to change

If a parent has a graduating senior, please consider donating any funds left in their meal account at the end of the school year to our "Angel Fund". This account helps families/students who need help paying their meal account. Donations to this fund are always welcome.

C. Bus

A student may be suspended from bus transportation for inappropriate conduct. The bus driver assists pupils across the streets and roads through the use of lights and a stop arm to control traffic. Students can help the driver by being prompt and by being courteous to other passengers. Please take your seats promptly and remain seated throughout the trip. The seating arrangements are the responsibility of the driver.

- Remember that loud talking, laughing, or unnecessary confusion diverts the bus driver's attention from the road and may result in a serious accident.
- Profanity, abusive language, display of overt bigotry, or obscene gestures will not be tolerated.
- The aisles must be kept clear of books, band instruments, and other objects. It is the responsibility of parents to transport large instruments or items to and from school.

- In the interest of safety, students must keep all parts of the body inside the bus at all times.
- If it is necessary to cross the road after getting off the bus, cross in front of the bus so the driver can see you. Look both ways. Be alert to a danger signal from the driver.
- Food and beverages are not allowed on the bus.
- Pets or other animals are not allowed on the bus.
- Keep the bus clean; place any garbage in the provided container.
- Video cameras may be used on the buses to monitor student behavior.

THE DRIVER IS IN CHARGE OF THE BUS. PUPILS MUST OBEY THE DRIVER PROMPTLY. FAILURE TO OBEY THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION.

A first bus referral calls for a conference with the principal; the second referral in a year can result in a one-week suspension from riding the bus; a third referral can result in expulsion from the bus for the remainder of the semester.

IN ADDITION, PLEASE REMEMBER THAT THE BUS IS AN EXTENSION OF THE SCHOOL. THE CEDAR VALLEY CATHOLIC SCHOOL CODE OF CONDUCT IS IN EFFECT AND WILL BE ENFORCED ON ALL BUS TRIPS, INCLUDING EXTRACURRICULAR ACTIVITIES.

Major violations for a bus referral include:
- Smoking
- Possession or consumption of a controlled substance
- Profanity, abusive language, or display of overt bigotry directed toward the driver or others
- Vandalism to the bus or its equipment
- Possession of a weapon
- Assault

The Federal Highway Safety Program requires that all students who ride school buses must receive two school bus safety lessons and must practice bus evacuation drills each year. These bus safety lessons involve all elementary students.

Reimbursement
If a student is eligible for bus transportation, but a bus does not come into his/her area of residence, the parents/guardians may receive reimbursement for transporting their own children to school. Forms for transportation reimbursement may be obtained from the school office. Parents/guardians have the sole responsibility for requesting transportation reimbursement. They do so by completing the forms and mailing them to Waterloo Community Schools. Checks will be issued by Waterloo Community School District for both semesters, typically in August/September the following year. Preschool children do not receive bus service or transportation reimbursement.

D. Lockers
In buildings with lockers for students, the lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals are to be glued on lockers nor may scotch tape or glue be used for pictures. Masking tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

E. Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. There is a box of found articles in the office if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

F. School Supplies

A listing of school supplies recommended is included in the summer information packet and on the school website for grades PK4 - 8th grade.

G. Textbooks/Devices/Supplies

Textbooks, devices, and academic supplies are provided to students. Undue wear, damage, or loss may require payment at the end of the school year.

H. Tuition Assistance

Tax Credits

- Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

Tuition Grants: STO

- No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Our Faith School Tuition Organization (STO)*. Families can apply for local financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB Policy #3240.1)

Education Savings Accounts (ESA)

- Education Savings Accounts are available from the State of Iowa. Parents who reside in Iowa and choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

Student Tuition Organization (STO) and Educational Savings Accounts (ESA)

- These two organizations allow families the best opportunity to receive the most assistance. It is encouraged that families complete both forms of assistance, if they qualify. Additionally, any funds left over in an ESA account can be used for future tuition costs and/or other eligible expenses.

I. Delinquent Tuition

For Cedar Valley Catholic Schools (CVCS) to remain a viable education system, all families must recognize and accept their responsibility to pay tuition. Tuition plays a crucial role in CVCS finances. Roughly one-third of our revenue comes from parishes, one-third from tuition, and one-third from third party fundraising.

Further, CVCS does not wish to allow families to accumulate tuition debt which would put them in financial peril. Therefore, the Board of Education has adopted policies regarding delinquent tuition and consequences.

Communication between CVCS and student families is a fundamental aspect of this relationship. CVCS and its administration want to do everything possible to accommodate the financial needs of student families with the intent of avoiding a situation where a student would be unable to attend a CVCS school because of delinquent tuition.

Student families are to contact the CVCS business office as soon as they realize that they are not keeping up with their tuition payments. To that end, families are also expected to be

aware of the tuition payment options and deadlines pertaining to tuition payments (See Tuition Payment Options below).

Tuition Payment Options

Tuition may be paid in one of three options:

- Payment in full by August 31st of the academic calendar
- Two payment option - First half paid by August 31st and the second half paid by the following January 1st
- Ten (10) Monthly Installments (Automated Clearing House)

The Business Office software provider Blackbaud (Tuition Management) will generate statements monthly to identify defined dates, during the school year, which will identify whether families are meeting the required payment terms or are delinquent in their tuition payments. Each missed payment deadline is assigned a late fee of $40.

The Cedar Valley Catholic Schools reserves the right to pursue all legal and equitable actions available to collect unpaid tuition.

K-12 School Tuition Delinquency Policies

Past due tuition balance is due on or before March 15 of each year. Failure to cure the delinquency by the due date will result in the denial of a student's opportunity to enroll for classes in the next academic year. If payments are not received for the past due balance for 90 days from March 15, the account will be turned over to collections.

Current year tuition must be paid prior to June 30 of each year. Failure to cure the delinquency by the date due will result in the denial of a student's opportunity to continue the enrollment process for classes in the next academic year.

Delinquency for a Graduating Senior

If the delinquent tuition pertains to a student who is a senior at Columbus Catholic High School and remains unpaid or without an approved payment plan as of May 1st of the academic year, the senior student will not be permitted to participate in the graduation ceremony.

Delinquent Account Payment Plan Appeal

If after consideration of the financial information and details, the Controller and student family are unable to arrive at a payment plan the student family may appeal. The appeal shall be, in writing, and addressed to the Sub-Committee of CVCS finance committee designated to consider matters of delinquent and past tuition. This Sub-Committee shall be the same committee as designated in the Tuition Assistance Policy as adopted by CVCS. The Sub-Committee shall review the circumstances of the delinquency and shall recommend a resolution of the matter of delinquent tuition.
The decision and recommendation of the Committee shall be final and will not be changed by the Chief Administrator of CVCS, the CVCS Controller, or any school principal.

Daycare Tuition Delinquency Policy

Daycare tuition is expected to be paid on time on a bi-weekly basis. Delinquent accounts will be charged a $15 late fee. Accounts that remain delinquent after <u>two weeks of the arranged payment plan</u> will result in the child(ren) not being able to attend daycare until the balance is paid in full.

Staff

A. Professional Staff Listing

A list of the school staff is included on the CVCS website..

B. Volunteers

Volunteers play an important role in supporting our school community, and we are grateful for their time and commitment. To ensure a safe environment for all students, all volunteers must complete the Safe Environment Training and background check required by the Archdiocese of Dubuque. Before volunteering, please check in with the school front office or the Activities Department for assistance with the required process.

Prayers, Beliefs, and Practices

The following Prayers, Beliefs and Practices are found in the Compendium - Catechism of the Catholic Church ©2006 and the United States Catholic Catechism for Adults ©2006. Prayers are organized from the most foundational to more complex; Belief and Practices are alphabetized. The Prayers, Beliefs and Practices have been subdivided into the grades in which it is recommended that they are to be taught. While there is no definitive statement which assigns the Prayers, Beliefs and Practices to the various grade levels, the Prayers, Beliefs and Practices coincide with suggestions and recommendations as presented in "By Their Fruits You Shall Know Them. . ." (NCEA) and Sowing the Seeds of Faith (NCCL), which reflect developmentally appropriate levels.

This entire listing is also consistent with the following publications of the Archdiocese of Dubuque: the Catholic school religion standards/grade level expectations developed by the Office of Catholic Schools and the Basic Elements of Catholic Faith from the Office of Catechetical Services.

While other prayers of cultural/liturgical significance may be recommended and used as designated by the local site, students are to have an understanding of the Prayers, Beliefs and Practices contained herein, and they will be part of prayer in the school and religious education programs.

The sections are available in both English and Spanish and include:

- Prayers
- Beliefs and Practices
- Prayers, Beliefs and Practices by Grade Levels

A. Prayers

Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Our Father/The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Traditional wording

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen.

Found in the Liturgy of the Hours

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen.

Angel of God
Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

Grace Before a Meal
Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen.

Grace After a Meal
We give thee thanks, for all thy benefits, Almighty God, who live and reign forever. Amen.

Morning Prayer (younger children)
God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

Morning Offering
O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

Act of Contrition
Alternate version from the Rite of Penance
My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen.

Traditional Version
O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen.

Jesus Prayer
Lord Jesus Christ, Son of the living God, have mercy on me, a sinner.

Confiteor
I confess to almighty God
and to you, my brothers and sisters,
that I have greatly sinned,
in my thoughts and in my words,
in what I have done
and in what I have failed to do,
through my fault, through my fault,
through my most grievous fault; therefore I ask blessed Mary ever-Virgin,
all the Angels and Saints,
and you, my brothers and sisters,

to pray for me to the Lord our God.

Apostles Creed
I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Nicene Creed
I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

The Rosary
How to Pray the Rosary:
Make the Sign of the Cross.
Holding the Crucifix, say the Apostles' Creed.
On the first bead, say an Our Father.
Say three Hail Marys on each of the next three beads. Say the Glory Be.

Go to the main part of the rosary.
For each of the five decades, announce the Mystery, then say the Our Father.
While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.
Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

After saying the five decades, say the Hail, Holy Queen.

Mysteries *of the Rosary*
Joyful Mysteries (recited Monday and Saturday)
The Annunciation
The Visitation
The Nativity (birth of Jesus)
The Presentation
The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)
The Baptism of Jesus
The Wedding Feast of Cana
The Proclamation of the Kingdom, with the call to Conversion
The Transfiguration
The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)
The Agony in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)
The Resurrection
The Ascension
The Descent of the Holy Spirit
The Assumption
The Crowning of Mary Queen of Heaven and Earth

Hail, Holy Queen
Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy Mother of God. R. That we may be made worthy of the promises of Christ our Lord.

Act of Faith
O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

Act of Hope
O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it to those who are infinitely powerful, faithful, kind, and merciful. In this hope, I intend to live and die. Amen.

Act of Love
O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

Memorare
Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Angelus
V. The angel of the Lord declared unto Mary.
R. And she conceived of the Holy Spirit. Hail Mary
V. Behold the handmaid of the Lord.
R. Be it done to me according to thy word. Hail, Mary
V. And the Word was made flesh,
R. And dwelt among us. Hail, Mary
V. Pray for us, O holy Mother of God,
R. That we may be made worthy of the promises of Christ.
Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Mary's Prayer (Magnificat)
My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever. Glory to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.

Come, Holy Spirit (Prayer to the Holy Spirit)
V. Come, Holy Spirit, fill the hearts of your faithful.
R. And kindle in them the fire of your love.
V. Send forth your Spirit and they shall be created.
R. And you shall renew the face of the earth.
Let us pray: O God, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

Prayer of St. Francis/Prayer for Peace
Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

Grant that I may not so much seek
to be consoled as to console,
to be understood as to understand,
to be loved as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
And it is in dying that we are born to eternal life.

Psalm 23
The Lord is my shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake. Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

B. Additional Prayers

Vocation Prayer (Archdiocese of Dubuque)
Lord Jesus, life is Your gift to us.

Through Baptism You invite us to
share the gift of our lives in service to others.
Give us the courage and generosity
to respond to Your call.

Through the Eucharist You fill us with Your
life-giving presence and strengthen us in holiness.
Give us the grace to make our efforts in Your service
fruitful in Your kingdom.

Through Confirmation You seal us
with the gifts of the Holy Spirit and send us forth.
Give us the strength to proclaim Your Word
and make known Your Will to all the world.

Open our hearts to Your service and
move the hearts of men and women to follow You as
Priests, Deacons, Sisters and Brothers.

Help parents, grandparents and teachers to share their
Catholic faith and to encourage our young people
to explore religious vocations.

Guide all people, Lord, in Your ways
of compassion, truth, and peace,
that we may find joy in fulfilling our vocation. Amen.

Prayer of Discernment
Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth. Renew us that we might be all that you want us to be,

so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

C. Beliefs and Practices: Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

- Blessed are the poor in spirit, for theirs is the kingdom of heaven.
- Blessed are they who mourn, for they will be comforted.
- Blessed are the meek, for they will inherit the land.
- Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- Blessed are the merciful, for they will be shown mercy.
- Blessed are the clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.
- Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.
- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).
- A frequent reception of the Sacrament of Penance is encouraged for all.

Communion Fast

We are to fast from food or drink for at least one hour prior to the reception of Holy Communion.

Four Gospels

Matthew, Mark, Luke, John

Holy Days of Obligation

On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

Liturgical Year

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

Parts of the Mass

Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite (or blessing and sprinkling with holy water)
- Glory to God
- Opening Prayer

Liturgy of the Word

- First Reading (usually from the Old Testament)
- Responsorial Psalm
- Second Reading (usually from one of the letters of the New Testament)
- Gospel Acclamation
- Gospel
- Homily (an explanation of the readings)
- Profession of Faith (Creed)
- General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen

Communion Rite

- The Lord's Prayer
- Sign of Peace
- Breaking of the Bread
- Lamb of God
- Reception of Communion
- Prayer after Communion

Concluding Rite

- Blessing
- Dismissal

Regulations for Fast and Abstinence

- Fasting is refraining from food or drink to some degree.

- Abstinence is refraining from eating meat.
- In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.
- The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

Seven Sacraments
- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

The Four Cardinal Virtues
Prudence, Justice, Fortitude, Temperance

The Four Last Things
Death, Judgment, Hell, Heaven

The Fruits of the Holy Spirit
- Charity
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Generosity
- Gentleness
- Faithfulness
- Modesty
- Self-control
- Chastity

The Gifts of the Holy Spirit
- Wisdom
- Counsel (Right Judgment)
- Fortitude (Courage)
- Fear of the Lord (Wonder and Awe in God's Presence)
- Understanding
- Piety (Reverence)
- Knowledge

The Golden Rule (cf. Mt 7:12)
Do unto others as you would have them do to you.

The Five Precepts of the Church
- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

The Seven Capital Sins
- Pride
- Covetousness
- Lust
- Anger
- Gluttony
- Envy
- Sloth

The Stations of the Cross
1. Jesus is condemned to death.
2. Jesus accepts his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.

5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

The Ten Commandments

1. I, The Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

The Three Theological Virtues

Faith, Hope, Charity

The Two Commandments of Love

- You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.
- You shall love your neighbor as yourself. (Matthew 22:37-39)

Works of Mercy

The Seven Corporal Works of Mercy

- Feed the hungry
- Visit the imprisoned
- Shelter the homeless
- Visit the sick
- Clothe the naked
- Give drink to the thirsty
- Bury the dead

The Seven Spiritual Works of Mercy

- Counsel the doubtful
- Bear wrongs patiently
- Comfort the afflicted
- Forgive offenses
- Admonish sinners
- Instruct the ignorant
- Pray for the living and the dead

D. *Prayers*, Beliefs *and Practices*

Suggested/Recommended at Developmentally Appropriate Grade Levels. Each grade-level should retain knowledge of the prayers, beliefs and practices from the previous year along with the new list for the grade-level enrolled.

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
Kindergarten	• Sign of the Cross • Grace Before a Meal • Our Father/The Lord's Prayer • Hail Mary	

1st Grade	• Sign of the Cross • Grace Before a Meal • Our Father/The Lord's Prayer • Hail Mary	• Grace After a Meal • Glory Be • Morning Prayer • Angel of God
2nd Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God	• Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments
3rd Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments	• Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year
4th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year	• Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary
5th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed	• The Stations of the Cross • Morning Offering • Memorare • Hail Holy Queen • The Five Precepts of the Church • Parts of the Mass

	• The Rosary • The Two Commandments of Love • Liturgical Year • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary	
6th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary • The Stations of the Cross • Morning Offering • Memorare • Hail Holy Queen • The Five Precepts of the Church Parts of the Mass	• The Seven Corporal Works of Mercy • The Seven Spiritual Works of Mercy • The Fruits of the Holy Spirit • The Gifts of the Holy Spirit • Four Gospels • The Golden Rule • Holy Days of Obligation
7th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations	• Nicene Creed • Come, Holy Spirit (Prayer to the Holy Spirit) • Angelus

	• The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary • The Stations of the Cross • Morning Offering • Memorare • Hail Holy Queen • The Five Precepts of the Church • Parts of the Mass • The Seven Corporal Works of Mercy • The Seven Spiritual Works of Mercy • The Fruits of the Holy Spirit • The Gifts of the Holy Spirit • Four Gospels • The Golden Rule	
8th Grade	• Sign of the Cross • Our Father/The Lord's Prayer • Hail Mary • Grace Before/After a Meal • Glory Be • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary • The Stations of the Cross • Morning Offering • Memorare	• Prayer of St. Francis • Mary's Prayer (Magnificat) • Psalm 23 • Confiteor • The Seven Capital Sins • The Four Last Things

	● Hail Holy Queen ● The Five Precepts of the Church ● Parts of the Mass ● The Seven Corporal Works of Mercy ● The Seven Spiritual Works of Mercy ● The Fruits of the Holy Spirit ● The Gifts of the Holy Spirit ● Four Gospels ● The Golden Rule ● Nicene Creed ● Come, Holy Spirit (Prayer to the Holy Spirit) ● Angelus ● Holy Days of Obligation ● Regulations for Fast and Abstinence ● The Three Theological Virtues ● The Four Cardinal Virtues	

Student Attendance Review Board (SARB) Documents

SARB Hearing Log

Student Information

Name _____ Age _____ DOB _____

School _____ Grade _____ Student ID _____

Number of Days Deemed Truant By School:		*Number of Absences At The Time of This Meeting:*	
		Excused	
		Unexcused	

SARB & School Officials Conducting the Meeting (Name, Title)

_____

_____

Meeting Details

DATE: _____ TIME: _____ LOCATION: _____

Parent / Guardian Present at Meeting

	Parent / Guardian #1	*Parent / Guardian #2*
Name		
DOB		
Address		
Phone #		
Alt. Phone #		
Email		

Student(s) Please List All Student(s) in Household (Last Name, First Name)
[Check the box if present at meeting]

☐ Name _____ DOB _____ Student ID _____

Name _____ DOB _____ Student ID _____

Name _____ DO _____ Student ID _____

	_____		_____		_____
	_____	B	_____		_____
Na		D			
me	_____	O	_____	Student	
		B		ID	_____

Student Medical Conditions

Student #1 _____

Doctor treating child for this condition: _____

How often a doctor sees the child for this condition: _____

Date of last doctor's visit for this condition: _____

Student #2 _____

Doctor treating child for this condition: _____

How often a doctor sees the child for this condition: _____

Date of last doctor's visit for this condition: _____

Student #3 _____

Doctor treating child for this condition: _____

How often a doctor sees the child for this condition: _____

Date of last doctor's visit for this condition: _____

Student #4 _____

Doctor treating child for this condition: _____

How often a doctor sees the child for this condition: _____

Date of last doctor's visit for this condition: _____

Please note, if there are additional children in the home please attach this sheet for <u>each student</u>.

Truancy Information

☐ It was explained to parent(s)/guardian(s) how unexcused absences could be corrected to excused absences. *(ex. providing Doctor's notes for illness within 10 calendar days of this meeting)*

School Official Initials	Parent/ Guardian #1	Parent/ Guardian #2
_____	_____	_____

☐ Parent Explanation for Unexcused Absences *(Parent / guardian(s) should sign after this explanation is written)*

_____

_____

_____

_____

_____

Parent / Guardian #1 Signature	Date	Parent / Guardian #2 Signature	Date

Resources for Preventing Unexcused Absences

Success Street – East HS (319-433-2446); West HS (319-433-2780); or Carver MS (319-433-2530)
Crisis Intervention – Lutheran Services of Iowa (319-859-3512)
Black Hawk – Grundy Mental Health Inc. (319-234-2893 ***or*** 1-800-583-1526)

Behavioral Health Intervention Services

FAMILIES FIRST	319-433-0395
MERCYONE BEHAVIORAL HEALTH	(319) 272-8922
MID IOWA FAMILY THERAPY	319-833-0072
LUTHERAN SERVICES	319-233-3579
BLACK HAWK-GRUNDY MHC	(319) 234-2893
NEW DIRECTIONS	319-232-2086
FOUR OAKS	319-233-5695
HELM COUNSELING	319-232-5024

☐ Parent(s)/Guardian(s) have read these resource list(s).

School Official Initials _____ Parent/ Guardian #1 _____ Parent/ Guardian #2 _____

Additional Requirements

☐ Parent(s)/Guardian(s) understand the following steps must occur for every future absence:

1. ***Call the school to report an absence.***

School Official Initials _____ Parent/ Guardian #1 _____ Parent/ Guardian #2 _____

AND

2. ***Provide Documentation (doctor's note, funeral obituary, or legal excuse)***

School Official Initials _____ Parent/ Guardian #1 _____ Parent/ Guardian #2 _____

☐ Parent Understands that if the child is absent in the future and all three steps are not followed, the case can be referred to the Black Hawk County Attorney's Office for Prosecution under Iowa Code, Section 299.

School Official Initials _____ Parent/ Guardian #1 _____ Parent/ Guardian #2 _____

NOTES:

I (We) understand the information stated above and I (we) have been allowed to ask questions to clarify any information necessary.

Parent / Guardian #1 Signature | Date

Parent / Guardian #2 Signature | Date

Student Signature Signature | Date

**If more than one student is involved, please make copies of the signature page.

Student Signature Signature | Date

Individuals receiving a copy of this document (Please check all that apply):

- ☐ Parent #1
- ☐ Parent #2
- ☐ Building Administrator
- ☐ Other: _____

CEDAR VALLEY
CATHOLIC SCHOOLS

Cedar Valley Catholic Schools Childcare & Preschool

3225 W. 9th Street
Waterloo, IA 50702
Phone Number: (319)236-6131

Cedar Valley Catholic Schools (CVCS) Childcare & Preschool would like to extend a warm welcome to you. We offer a variety of convenient childcare options for families. Our year-round childcare facilities are licensed by the Iowa Department of Human Services (DHS) and we maintain Iowa Quality for Kids (IQ4K) standards. We provide 4-year-old Prekindergarten through the StateWide Voluntary Preschool Program (SWVPP) in partnership with the Waterloo Community School District.

This section of the handbook is designed to help acquaint you with the Cedar Valley Catholic Schools Childcare & Preschool objectives, policies and procedures.

Early Childhood Purpose

Our purpose of Cedar Valley Catholic Schools Childcare & Preschool is to provide the following experience for each child within our care:

- Provide a safe, nurturing, and supportive environment for your child(ren).
- Promote your child's social, intellectual, emotional, spiritual and physical growth and development.
- Provide your child with an educational environment that is developmentally appropriate to their age and address their individual needs while allowing your child to develop at his/her own rate.
- Provide your child with positive experiences that acknowledge diversity in families.
- Provide parents with quality and affordable child care for their child.

Important Contacts

Role	Name	Email
Director of Curriculum, Assessment & Instruction / Preschool Programming	Stephanie Kane	skane@cvcatholic.org
Early Childhood Director / Program Coordinator	Cherith Oesterling	coesterling@cvcathlic.org
Human Resources Director	Amy Peters	apeters@cvcatholic.org
Chief Administrator	Tom Novotney	tnovotney@cvcatholic.org
Advancement Director	Sarah Smith	ssmith@cvcatholic.org

Hours/Days of Operation

Cedar Valley Catholic Schools Childcare is open Monday through Friday, between the hours of 6:30 a.m. to 5:30 p.m. CVCS Childcare is closed on certain days, which will be noted in advance

and on certain holidays. Children may not arrive before 6:30 a.m. and must be picked up prior to 5:30 p.m.

Additionally, CVCS Childcare will also be closed the two business days before school starts (e.g. - if school starts on a Wednesday, the center will be closed the Monday and Tuesday prior). This allows staff to have necessary training and prepare for the new school year. We will be closed for the following holidays:

New Year's Day	Good Friday	Easter Monday
Memorial Day	July 4th	Labor Day
Thanksgiving	Friday after Thanksgiving	Christmas Eve
Christmas Day		

Please Note: *In the event a holiday should fall on the weekend, we will be closed the previous or next business day in observance. The closure date is dependent on when the holiday falls and will be communicated with parents prior..*

On days when school is closed due to weather, childcare will still be available unless closure is required for all sites. Childcare for students attending St. Edward will be held at the Saint Edward campus as well as the Blessed Maria Assunta Pallotta Middle School location. Childcare for students PreK4 will be held at the Blessed Maria Assunta Pallota Middle School location. Messages about any delays, cancellations and closures will be posted on Brightwheel. All postings will also be communicated on KWWL.

Parents are always welcome; feel free to visit at any time! Please follow visitor guidelines and procedures. *During a pandemic, guidelines may change in regards to access. Limited access due to social distance restrictions may be in place, which will limit parent/guardian access to the Centers.*

CVCS Childcare & Preschool Program Information

CVCS Childcare environment and activities have been designed to be developmentally appropriate to the ages of the children served. We believe children learn best by doing. Children will work and play at their own pace, in a non-competitive atmosphere. The programs offer opportunities for fun and learning while assisting children in building self-confidence, developing positive relationships, respecting others and accepting responsibilities. We use the Iowa Early Learning Standards to guide our developmental programming. The daily routines are posted in each classroom along with lesson plans. During the summer months, our schedule will be slightly different as we will offer summer camp with various themes.

1. ***Schedules & Activities***

   The schedules listed are general outlines of daily learning for each classroom. All times are approximate and subject to change. Please check with the teacher about specifics of daily lesson plans and learning opportunities for your child.

4 Year Old Childcare & Preschool

6:30	7:15	Breakfast (Childcare Classroom)
7:30	8:30	Centers
8:30	8:40	Bathroom
8:40	9:00	Shuttle to Westminster for PK4
9:00	***9:05***	***PreK4 Arrival***
9:05	9:30	Opening Circle Time
9:30	9:45	AM Snack
9:45	10:00	Large Group
10:00	11:00	Small Group Interest Areas
11:00	11:20	Large Group
11:20	11:40	Specials
11:40	11:50	Bathroom
10:50	11:40	Small Group Interest Areas
11:40	12:00	Recess / Dismissal for SWVPP
12:00	12:30	Lunch (Common Space)
12:30	12:50	Recess
12:50	1:00	Bathroom
1:00	1:45	Rest Time
1:45	2:15	Read Aloud / Phonics
2:15	3:00	Small Group Interest Areas
3:00	***3:20***	***Preschool Dismissal*** *(Shuttle to BMAP)*
3:20	*3:30*	Bathroom/Transition
3:30	3:45	PM Snack
3:45	4:30	Gym or Recess
4:30	5:30	Centers (and other various activities)

The following schedules support out students that attend elementary school and utilize our childcare services after school or on 'no-school' days.

After School

(School Age [Kindergarten through Grade 5])

St Edward Location

3:30	4:00	Snack
4:00	5:00	Centers
5:00	5:30	Gym

'No School' Day Childcare

(School Age [Kindergarten through Grade 5])

6:30	7:30-	Breakfast
7:30	8:30	Centers
8:30	9:00	Welcome
9:00	9:45	Activity
9:45	10:00	Bathroom
10:00	10:30	Snack
10:30	11:00	Outside or Group Game
11:00	12:00	Activity Time
12:00	12:15	Bathroom
12:15	12:45	Lunch
12:45	1:15	Quiet Time
1:15	2:15	Gym Games
2:15	3:15	Outside (Weather Permitting)
3:15	3:45	Centers
3:45	4:00	Bathroom
4:00	4:30	Snack
4:30	5:15	Gym or Recess
5:15	5:30	Clean-up for Pick-up(s)

2. *Enrollment in Program*

To enroll your child in the child-care program, the parent(s)/guardian(s) must submit the following requirements:

- Online Inquiry or Change to Childcare Form
- Online enrollment form
- Emergency Medical Consent/Liability Waiver Form
- IDPH Immunization Certificate
- Children preschool age and under require an annual physical
- School-age Health Record (K-5)

3. *Preschool Programming and Attendance (4-year old Programs)*

PK4 regular attendance is expected Monday through Thursday during the school year. If there are specific weeks where PK4 school days are not Monday through Thursday, this will be communicated prior.

Students enrolled in our PK4 Statewide Voluntary Preschool Program are expected to maintain 90% attendance. Failure to meet this attendance level could result in removal from the program.

4. *Billing Policies & Late Payments*

Childcare statements will be issued on a bi-weekly basis. These statements reflect care for the previous two weeks. These statements will be delivered via Brightwheel to you every other Tuesday. Payments are expected to be made in full by the specified due date. Payments should be made through the Brightwheel platform.

Please note that if the center is closed for three or more days in a week (due to weather or any unforeseen circumstances), your charges will be prorated to a daily rate.

Please be aware that families are responsible for any processing fees associated with credit and debit card payments. The processing fee for such transactions will be 2.95% of the total invoice amount. However, accounts utilizing ACH/automatic withdrawal from bank accounts will not incur any processing fees. It is important to clarify that using a debit or credit card on Brightwheel does not qualify as an automatic withdrawal.

Late Payments

Please let our office know if a payment is going to be late. It is important to keep the lines of communication open regarding billing. In the event of a late payment, a late fee of $15 per week will be charged.

If the balance remains unpaid by the second Friday following the due date, your child will be permitted to attend once the outstanding balance is paid in full or alternative arrangements have been made.

Even if your child cannot attend due to past due bills, you will still accrue a bill to hold the daycare slot for your child. If non-payment by the due date continues then you may be required to pre-pay for services.

We understand that unforeseen circumstances may arise, and we are committed to working with families to find suitable solutions as long as communication remains open.

5. Rates

2026 Summer Care (Grades PreK4 to Grade 5)	$190 per week
4 yr old childcare * To be able to utilize the late start and/or early out, you must be registered for the coinciding time frame weekly rate. ** Please note you will be charged the $15 early out/late start or snow day rate of $55/day. ** There is no sign-up for these days, you will be billed whether your child attends or is absent.	***Rates for Monday through Thursday*** **AM Only** *(6:30 to 9:00)*: $50/week **PM Only** *(3:00 to 5:30)*: $50/week ***No School/Snow Days*** ***** *$55 daily rate* ***Late starts/Early outs*** **** *$15 additional day charge* ***Attending Daycare During Winter Break and Spring Break*** *$190 Flat Rate Each Week*
School-age (Grades K-5) During school year rates- Registration needs to be completed during our "new school year" registration. Choices for care are listed on the right. * To be able to utilize the late start and/or early out, you must be registered for the coinciding time frame weekly rate. ** Please note you will be charged the $15 early out/late start or snow day rate of $50/day.	***Rates for Monday through Friday*** **AM Only** *(6:30 to 8:15)*: $50/week **PM Only** *(3:30 to 5:30)*: $50/week ***No School/Snow Days*** **** *$55 daily rate* ***Late starts/Early outs*** **** *$15 additional day charge* ***No Show*** *There will be a $40 charge if you schedule your child to come and do not show or call in on a 'no school' day* ***Attending Daycare During Winter Break and Spring Break*** *$190 Flat Rate Each Week*
2027 Summer Care (Grades PreK4 to Grade 5)	***Rates yet to be determined***

6. *Balance Paid in Full*

For your child to be placed on any upcoming rosters for future classes all fees must be paid in full and account at a current zero balance or a payment schedule arranged with the office.

7. *Late Pick-up*

Parents/guardians will be charged a late fee of $5.00 per minute after the first five minutes for children who remain at the center beyond the publicized closing time each day. This fee will be added to your next billing statement. If late pick-up becomes an ongoing or chronic issue, dismissal of the child(ren) from the childcare program will be discussed.

8. *Flex Week*

A flex week is a "free week" to use when your student is planning to be absent. There is an online form to fill out if you would need to use this option.

- Children attending during the school year and/or summer will receive 1 flex week during the school year and 1 flex week during summer.
- Your balance must be paid in full to have flex days granted.
- Your flex request form must be submitted two weeks prior to the week of use and be pre-approved by the office.
- New children to the Center must be in attendance at least 30 days before flex days may be granted.

9. *Lunch*

Lunch will be served through the CVCS Food Service Program. Lunch will be provided Monday - Thursday with a monthly menu accessible to all families. All students will need to set up a lunch account through the CVCS lunch program for 4 year old Preschool. Because four year old preschoolers are not charged a full weekly rate to attend, lunch will be offered at the rate of $3.50/day. On days when school is not in session (Friday for PK4 students and during the summer months, lunches are included in the daily/weekly childcare rate).

10. *Waiting List*

If a parent inquires about openings, and classes are filled to capacity, their child's name will be placed on a waiting list. As occurs throughout the year, vacancies will be filled from the waiting list or new registrations in accordance with the enrollment procedure. There is no fee to be placed on the waiting list. Families can start the enrollment process by visiting www.cvcatholic.org/enrollment-process and complete the "Inquiry Form"

11. *Withdrawal from Program*

A two-week notice, with balance paid in full, is required for withdrawal from our centers. The withdrawal form will be sent via Brightwheel app and is to be completed for approval. If a two-week notice is not given, a two-week child-care bill may be charged.

Drop-off and Pick-up Procedures and Placement

A. *K-5 Saint Edward Student Before & After School Care*

St. Edward students can enroll in before and after school care. Care at this time will be offered at both the St. Edward and Blessed Maria Assunta Pallotta locations. Students will need to pre-register to come due to limited space available. When dropping off or picking up your child from the Cedar Valley Catholic childcare facilities, please observe the following procedures to ensure the safety of all students and families.

Drop-off @ St. Edward Campus

- Cars should enter the St. Edward Campus via the driveway next to school on Mitchell Ave.
- Cars should park in designated daycare parking spots near Entrance three doors.
- Students need to be accompanied by an adult and should walk at all times.
- Parents can sign their child in at daycare and exit the parking area onto Mitchell Ave. by following the "U" pattern of the driveway.
- Please be aware of traffic as this is a multi-use parking area for daycare, church, and school traffic.
- Daycare drop off at Saint Edward is allowed between 6:30 a.m. and 8:00 a.m. No daycare drop off will be allowed after 8:00 a.m.

Drop-off @ Blessed Maria Assunta Pallotta Campus

- Cars should enter the parking lot via the St. Francis Drive and park along the Blessed Maria Assunta Pallota building in the designated daycare drop off parking spots.
- Students needs to be accompanied by an adults and should walk at all times and should enter door #25 the gym entrance.
- Parents will also need to have their yellow assigned lanyards with the student numbers visible when dropping off.
- Please be aware of the heavy traffic in the morning as high school and middle school students are also using the parking lot.

Pick-up @ St. Edward Campus

- Cars should enter the St. Edward Campus via the driveway next to the school on Mitchell Ave.
- Cars should park in a designated daycare parking spot.
- Parents will need to check their child out of daycare and accompany them to the car.
- Exit the parking area onto Mitchell Ave. by following the "U" pattern of the driveway.
- Daycare pick up will begin at 4:00 p.m. No cars will be permitted in the entryway until 4:00 p.m. due to school dismissal routines.

Pick up @ Blessed Maria Campus

- Cars should enter the Blessed Maria Campus via Fr. Brunkan Blvd.
- Cars should park in the diagonal parking spaces or the drop off and pick up lane in front of door #32.
- *Parents will also need to have their yellow assigned lanyards with the student numbers visible when picking up their student.*

B. *Cedar Valley Catholic Schools Childcare*

Please see the diagram below after the descriptions of both drop-off and pick-up procedures. If you have future questions, please contact the Early Childhood Director or Director of Preschool Programming.

Childcare Drop-off & Pick-up Procedures

Drop-off

- This procedure should be followed until 9:00 AM. After this time, all pick-up/drop-off will happen at the main entrance of Blessed Maria Assunta Pallotta MS (Door #32).
- Cars should enter the large, back parking lot of both Blessed Maria Assunta Pallotta Middle School and Columbus High School off of St. Francis Drive.
- Parking spots along the Blessed Maria Gym will be designated as 15-minute parking for Childcare Families to use.
- Children need to be accompanied by an adult.
- Adults walk their child to Blessed Maria Door #22. If the doors are locked, please press the buzzer on the wall and a staff member will let you in.
- Check your child in and then walk your child to the classroom.
- Please be aware of traffic as this is a multi-use parking area for the childcare, preschool and secondary schools.
- Parents will also need to have their yellow assigned lanyards with the student numbers visible when picking up their student.

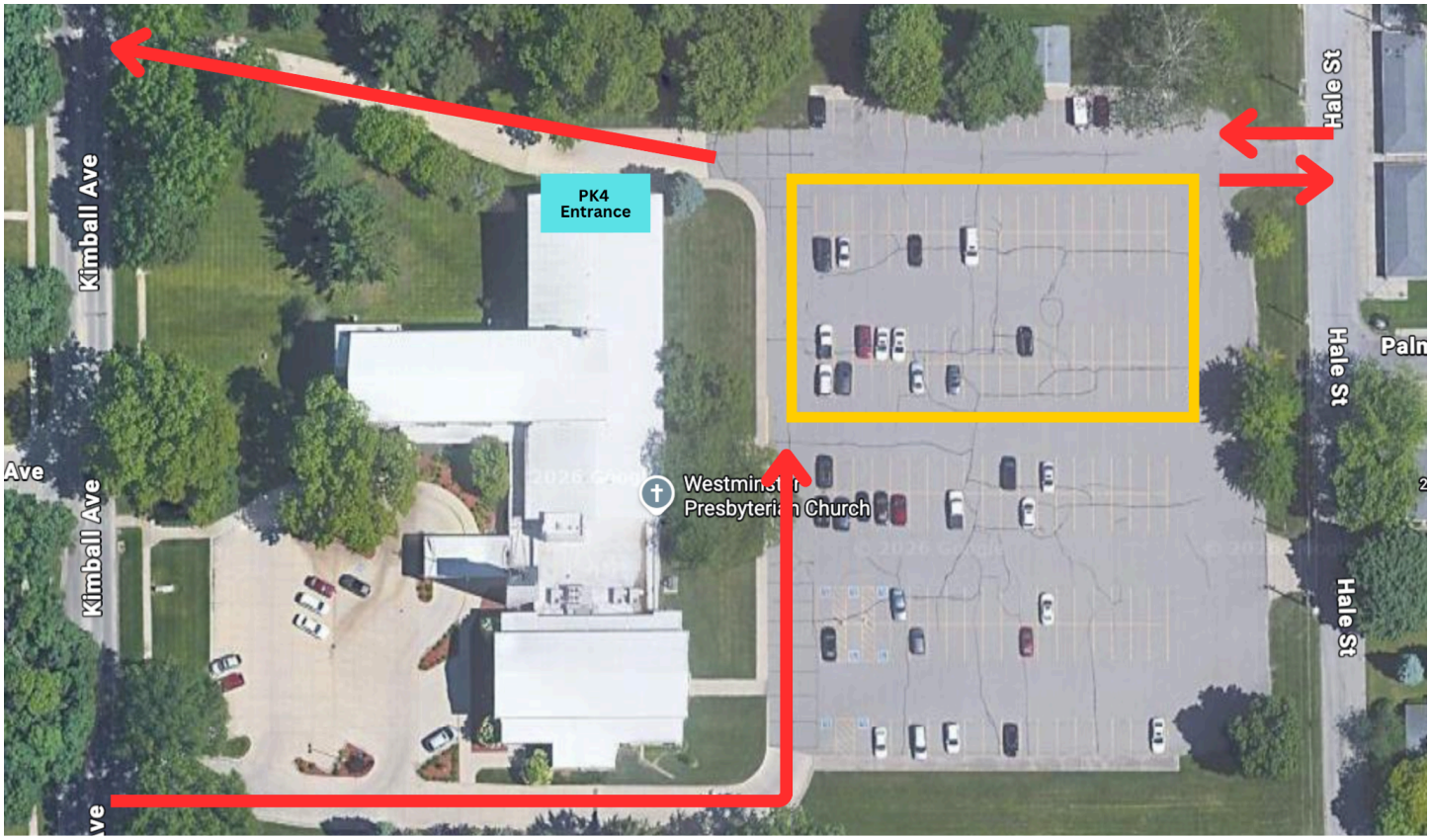
Pick-up

- This procedure should be followed after 9:00 AM. Before this time, all pick-up/drop-off will happen at Blessed Maria Door #22.
- Cars should enter via the northwest entrance of the front parking lots for Blessed Maria and Columbus, off of W. 9th Street.
- Cars should park in a parking spot outside of the Blessed Maria facility. 15-minute designated childcare parking will be available to the east of the front of the building.
- Parents will also need to have their yellow assigned lanyards with the student numbers visible when picking up their student.
- Children need to be picked up in their classroom, by an adult. Children will be allowed to leave only with person(s) designated in writing by the parent. Children will be released as parents have directed on the emergency portion of enrollment forms. All information is in Brightwheel for staff to check. Before leaving with a child, all new people that staff are not familiar with will be asked to provide a picture ID. This ID will be used to confirm with the child's approved pick-up list. Any variation from the original release form must be made in advance, in writing, from the parent/guardian.
- Be sure to check your child out.
- Please communicate all changes to dismissal plans with the office PRIOR to 3:00 p.m

C. *Cedar Valley Catholic Schools PreKindergarten 4-year olds*

Located at Westminster Presbyterian Church

- There are two entrances to the Westminster Presbyterian Church parking lot for PK4 drop-off and pick-up; Kimball Avenue and Hale Street. Please refer to the visual below to help guide traffic flow within the parking lot. Thank you for following all parking lot procedures to help keep our students, families, and staff safe.



PK4 Enterance	Door Location for School Entrance		Parking for Families	↓↑	Flow of Traffic for CVCS Campus

Our main priority is the safety and well-being of all our students, families, and staff members.
Thank you for following the procedures to ensure the safety of all!

- Parents will walk their child to the building beginning at 8:50 a.m. CVCS PK4 staff will support students in transitioning to the common space, where they will wait for their teacher to pick them up at 9:00 a.m.

- Dismissal is at 12:00 p.m. for Statewide Voluntary Only students and 3:00 p.m. for Full-Day students. During pick-up, parents or any authorized pick-up person must present their "verification tag" to help ensure a smooth and efficient dismissal process.

Health Policies and Procedures

A. Absence / Illness

Parents are to notify the center if their child will not be in attendance due to illness. Conversely, parents will be notified to pick up their child if their child becomes ill while attending the center. The child will be brought to the office to await pick-up within 30-minutes of contact from the office. If your child is sent home sick, they may not return until they have a normal temperature for 24 hours without the use of medication and/or have not shown symptoms of illness, such as diarrhea or vomiting, for 24 hours.

If your child has been diagnosed as having a contagious disease, such as chicken pox, measles, strep, etc., you are to contact the center so we can notify other parents to watch for similar symptoms in their child. In cases where your child has been exposed to a contagious disease, medical notices will be posted at the center and alerts will be sent home describing the nature of exposure, symptoms to watch for, and action needed for treatment.

Symptoms requiring absences or removal within one-hour of a child from the center setting include:

- **Pain:** any complaints of unexplained or undiagnosed pain
- **COVID:** Current DHS/CDC guidelines will be followed
- **Loose Stool, Diarrhea or Vomiting:** Children are not to return until free from diarrhea or vomiting for 24 hours. After two or more diarrheas at childcare, the student will be sent home. (Teething is not an exception because serious infection can not be ruled out.)
- **Fever:** Children are not to return until the temperature is below 100.3 degrees or higher for 24 hours without medication.
- **Uncontrollable Cough:** Children with croup or whooping cough will be sent home.
- **Sore Throat**: Children with a sore throat or trouble swallowing may be restricted from the center. A physician should see the child to rule out Strep.
- **Headache or Stiff Neck**
- **Sore or discharging eyes or ears and/or continuous or profuse nasal discharge:** Children may return after 24 hours of antibiotic treatment .
- **Severe Itching of Body or Scalp**
- **Chicken Pox:** Children may not attend until the sores have stopped weeping and they are scabbed over.
- **Any unusual rash, skin eruptions, or contagious disease:** Children may not attend until released by a doctor. (i.e. ringworm, impetigo, etc.)
- **Head Lice or Scabies:** When scabies or head lice is suspected in a child, the child will be restricted from the center until after initial treatment with appropriate medication. It is recommended that family members also be treated.
- **Surgeries, New Vaccines or New Medicines:** Children will need to stay home for 24 hours before returning. This will allow time to make sure there are no negative reactions.
- **Hand, Foot and Mouth Disease:** If the child contracts Hand, Foot and Mouth Disease, they must remain out of care until ALL blisters have popped and have scabbed over. No exceptions will be made.
- **Known or Suspected Communicable Disease**

Any time that the child cannot participate in activities; if they cannot participate, they are not well enough for care.

Even with a doctor's note, it is up to our office staff to decide if your child may be readmitted into our care.

NOTE: Always keep staff informed of any changes to your child's health status and/or eating habits (i.e. a child who develops an allergy).

B. *Medical Emergency Procedures*

In case of an accident or medical emergency, parents will be contacted immediately utilizing the emergency release you signed for emergency medical treatment, if required. If injury does not need treatment by emergency personnel, staff will administer first aid, such as cleansing and bandaging. Accident reports will be filled out and signed by the teacher dealing with the child's accident/injury. After parents have read and signed the reports, the on-site supervisor will sign and put the report in the child's file. If a parent requests a copy, the on-site supervisor will provide a copy. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle. Parents will be notified immediately; if parents cannot be reached the individuals designated by the parents as emergency contacts will be notified. The on-site supervisor will go to the hospital with the child until parents or emergency contacts arrive. The on-site supervisor will take the child's file with her.

C. *Dental Emergency Procedures*

The following procedures will be used for dental emergencies:

- **Toothache:** Clean area and rinse with warm salt water. If the face is swollen, apply a cold compress. A parent will be contacted.
- **Cut/Bitten Tongue, Lip, or Cheek:** Apply ice to the bruised area. If bleeding, apply gentle pressure. If bleeding persists after 15 minutes, parents will be called.
- **Broken Tooth:** Rinse dirt from injured areas with warm water. Place cold compress over face and area of injury. Locate and save any broken tooth fragments. A parent will be contacted.
- **Knocked out tooth:** Locate the tooth. Handle the tooth at the top or crown. You may rinse the tooth, but DO NOT clean. Transport the tooth in a cup containing milk or water. Contact parent(s) immediately so their child will see a dentist immediately.
- **Possible Broken Jaw:** Keep the jaws from moving by using a towel, tie or handkerchief. Contact parents immediately.

D. *Accident Reports*

With any young child, minor accidents, such as bumps, scrapes, and scratches, will occur. We will attempt to let a parent know the circumstances via notification in the Brightwheel app. An accident report will be written that day and given to the parent or person authorized to pick up the child to sign. A copy will go home if requested and will also be put in the child's file. All accident reports will be filed on Brightwheel unless it is above the neck, in which the proper protocol will be followed.

E. *Medication Policy*

The center must have written parental permission for prescribed medication that is to be given to your child. Prescription drugs must be sent in the original prescription container. No medication will be administered to a child by center staff unless a medical release form, available in office, is on file. The form must be signed and dated by the parent. No over-the-counter medications will be given without written parental permission. Parents must fill out a medication permission form for any diaper rash cream or other topical medication to be used on a child.

If a child receives their first dose of an immunization, the child must be kept home for a minimum of 24 hours to ensure there is no reaction.

F. *Sunscreen Policy*

During specific months, lotion only sunscreen will be applied to all children enrolled in a center-based classroom 30 minutes prior to sun exposure. If a parent/guardian desires lip balm for their child, they should notify the classroom teacher. Sunscreen must be supplied by the parent/guardian and must be in the original container. This container will be marked with the child's name. Sunscreen will be applied during the months of April - October or as needed per weather conditions. Parents/guardians must sign a medication consent form for sunscreen or lip balm application prior to outside activities. Sunscreen will be applied in a thick layer evenly over all exposed skin areas, except eyelids, mouth, and palms of hands and fingers, 30 minutes prior to outside activities. Lip balm will be applied by staff or under supervision of staff as needed and each time a child goes outside.

G. *Handwashing*

Frequent hand washing is key to prevent the spread of infectious diseases and illness. All employees and children should wash hands frequently throughout the day.

Children and adults should wash their hands at the following times and/or activities:

- Upon arrival for the day.
- After diapering, changing undergarments, or using the toilet
- After your toilet use, combing hair, applying make-up, etc.
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit).
- Before and after changing or applying dressings to wounds.
- Before setting tables, working with food, or feeding children.
- After cleaning up spills, body fluids or other potentially dangerous materials.
- After playing in water that is shared by two or more people.
- After outdoor activities.
- After removing gloves.

Proper hand-washing method is followed by adults and children must include:

1. Washing hands under running water
2. Wet hands with water and apply a heavy soap lather
3. Wash all areas of the hands-between fingers, around nail beds, under fingernails and back of hands
4. Rinse well under running water holding hand so water flows from wrist to fingertips
5. Dry with disposable towel, using a new towel
6. Use towel to turn off faucet and discard
7. Use hand lotion to prevent cracks in the skin which are opening for germs

Cedar Valley Catholic Schools Early Childhood Center Employees

A. *Staff Description*

The staff at our Centers meet the state licensing guidelines of Iowa DHS, with whom we hold our license. All staff are under the direction of the Early Child Care Center Director, along with building administrators. All staff are CPR, First Aid and Bloodborne Pathogen certified as well as being Child Abuse Mandatory Reporters. All employees have completed the Archdiocese Safe Environment training along with the Essentials in Child Care pre-service training classes. Each employee also participates in six hours of additional training every year to stay up-to-date on child development.

B. Mandatory Reporting

As outlined in Iowa code, the Center staff are mandated by law to report any suspected cases of sexual abuse, physical abuse or neglect. All staff have been given directions on procedures to report such cases.

C. Universal Precautions

Staff will use universal precautions when handling blood and body fluids. All staff are trained annually in universal precautions including medical and dental emergency procedures.

D. Staff to Child Ratio

The State of Iowa Department of Human Services has set staff / caregiver to children ratio to support the growth, development and care of children. Cedar Valley Catholic Childcare maintains these ratios.

Age	Ratio	Maximum Number of Children per Classroom
4-year to 5-year olds	1 caregiver to 12 children	*Determined per square footage of space.
School-Age 5 & up	1 caregiver to 15 children	*Determined per square footage of space.

Discipline Policy and Procedure

At our program, we are committed to providing a safe, supportive, and positive environment for all children. To help ensure this, we use a Major Behavior Matrix to guide how we respond to behaviors that significantly impact safety or disrupt the learning environment.

A. Major Behavior Matrix Overview

Major behaviors are those that require administrative involvement and may include, but are not limited to:

- Physical aggression (hitting, kicking, biting, throwing objects at others)
- Unsafe behavior (running from supervision, throwing furniture)
- Repeated defiance (refusal to follow directions after multiple interventions)
- Property destruction (intentionally damaging classroom materials)
- Elopement (leaving the classroom or building without permission)
- Severe emotional outbursts (prolonged inconsolable crying, screaming, or aggression)
- Repeated minor incidents (three documented minor behaviors of the same type in one day)

B. Our Response Process

When these behaviors occur, staff will take immediate steps to ensure safety and support your child. Responses may include:

- Removing the child from peers or the classroom environment
- Providing a supervised time-out or cool-down space
- Contacting families
- Involving administration
- Developing a behavior or safety plan when needed
- Behavior Progression

For repeated behaviors, we follow a structured process:

- First Occurrence: Teacher redirection and support
- Second Occurrence: Re-teaching expectations and documentation
- Third Occurrence (same behavior): Parent contact, possible removal for the remainder of the day, and behavior tracking
- Continued Pattern: Administrative involvement and development of a behavior plan
- Safety Concern at Any Time: Immediate administrative action, which may include early pick-up or potential program dismissal

C. *Family* Partnership

We believe that strong communication and collaboration between home and school are essential. By signing below, you acknowledge that:

- You have reviewed and understand the Major Behavior Matrix Overview and response procedures
- You agree to partner with staff to support your child's success
- You understand that ongoing or severe behaviors may result in additional interventions, including behavior plans or possible dismissal from the program if safety cannot be maintained

D. *Discharge Policy*

Cedar Valley Catholic Schools Childcare, including Before & After School Program, have the right to terminate services at any time. Termination may occur for the following reasons, but are not limited to:

1. Failure to comply with the fee agreement and/or payment arrangements
2. Unresolved behavior conflict by a child
3. Any type of hostile situation
4. If the needs of the child cannot be met

All decisions to terminate services will be written and decided by the Director and/or Building Administrator, with input from all parties involved.

E. *Positive Guidance*

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, staff, administrators and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behavior. They include:

1. Establishing clear, consistent, and simple limits.
2. Stating limits in a positive way.
3. Focusing on the behavior rather than on the child.
4. Stating what is expected rather than pose questions.
5. Providing real choices.
6. Allowing children time to respond to expectations.
7. Reinforcing appropriate behavior with both words and gestures.
8. Encouraging children to use the teachers as a resource when they cannot resolve issues on their own.

F. *Inappropriate Behavior*

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may need to be a need for intervention by the caregiver. The following

intervention strategies, or combination of strategies, will be used to help ensure that guidance is supportive rather than punitive.

1. Gain attention in a respectful way
2. Remind children of more appropriate behavior
3. Acknowledge feelings before setting limits
4. Redirect or divert when appropriate
5. Model problem solving skills
6. Offer appropriate choices
7. Use natural and logical consequences
8. Provide opportunities for children to make amends rather than demand superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

Food Policy and Procedures

A. Food from Home

Children are not allowed to bring food items just for themselves, other than cold lunch or treats for a special day. Children with food allergies or on special diets may bring items for snack. All food allergies must be documented by a doctor, recorded in the office, and posted in each child's room.

B. Nutrition

During the school year your child may have hot lunch from the school or may bring a cold lunch from home. Please make sure the cold lunch you send with your child is nutritionally balanced. Staff will add food to compensate for the food groups not included in the provided lunch at a cost. The four food groups to cover are:

1. Fruit or Veggie
2. Whole Grain
3. Protein
4. Dairy

The Center provides a morning snack that is geared toward breakfast items and an afternoon snack. Morning snacks are served around 8:30 - 9:30 a.m. and afternoon snacks are served around 2:30 - 4:00 p.m. Both snacks are served with milk, 100% juice, or water. There will be 2 of the 4 food groups covered in each snack.

C. Birthday Treats

Many children enjoy celebrating their birthday with friends. You may wish to provide a special, but healthy, snack for your child to share. Please check with your child's teacher concerning allergies, dislikes or favorites of the children in the classroom.

Field Trips

Parents will need to sign a permission form at the beginning of our summer program every year, allowing their child to leave the center for field trips. Field trip information will be posted on the parent board/white board and in the monthly newsletter. Your child will not be allowed to participate if a signed permission form is not in our possession. Your child will stay at the Center with staff. To ensure the safety of the children, staff ratios will increase when children leave the Center for a field trip. Parent volunteers are always welcome to come along on field trips. Parents

will not be counted in ratios and will not be in charge of any other children. Parents will only be able to transport their own child. Please notify the Center in advance if you would like to help.

Children 3 years of age and older can ride on the school bus. If children younger than 3 years of age participate in a field trip, they will be transported by staff in personal cars. Car seats will be used. All children must be signed up ahead of time and an insurance check is made on staff who are driving. Approval must be given by the child-care center office. They may go on little trips in a stroller around campus, but will never go off campus.

Miscellaneous Information

A. Daily & Weekly Prayer

The Cedar Valley Catholic Schools Childhood offers a Christ-centered environment grounded in the core beliefs and values of our Catholic faith. Families of all faiths are welcome at all Cedar Valley Catholic Schools. Opportunities for prayer and faith sharing are offered to our students on a daily and weekly basis. We start each day with morning prayer and pray before all snacks and meals. We begin each week with Monday Morning Prayer where students learn a Bible story and songs.

B. Rest/Quiet Time

A quiet time will be provided for all children every afternoon. This is needed to rejuvenate and relax the children so they are ready for the rest of their day. Obviously, it will take different forms depending on the age of the child. **Please provide a cot sheet or fitted crib sheet, blanket, and small pillow, if wanted. To help with organization please bring rest time items in a pillowcase with the child's name on it.** These will be sent home on the child's last day for the week. Please wash and bring back on their first day the following week.

C. Separation

Separation from your child in the mornings is not always an easy thing to do for both you and your child. Some helpful hints to make your child's transition into the classroom easier for you and your child are:

- Having a consistent morning routine helps your child adjust sooner.
- Making your afternoon reunion special by greeting your child with a big hug and smile.
- Being enthused about their day.

D. Appropriate Dress for Child-Care

Children should wear play clothes. Clothes appropriate for the weather such as boots, jackets, hats, mittens are to be worn to child care and marked with your child's name or initials. Children often experience accidents and spills during art, snack, lunch or outside play time, so the extra set of seasonal clothing is important.

E. Toys

Per our policy, children in childcare MAY NOT bring toys from home. This will eliminate misplaced, broken and lost toys, and jealous feelings for others. They tend to cause more problems and we do not want any child's favorite toys getting broken.

F. Dual Parenting

Please inform the Early Childhood Director, On-site Supervisor and staff of any situation of separation or divorce. We will provide all communications to both parents.

G. Support Access for Parents or Caregivers

If a parent or caregiver would need assistance with translation, our system has translators who can assist or we can utilize Google Translate. If a parent would need assistance with reading or writing, we would utilize staff to read or write for them.

Biting Policy

Every childcare center can have periodic outbreaks of biting among preschoolers, and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents, and caregivers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress.

Group situations are difficult. Dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents, or their teachers. When biting happens, a high-quality child-care program immediately takes action, not to blame the biter, but to change the environment and help change behavior.

It is important that the caregivers stay calm and in control of their emotions when biting occurs. Staff will not show anger or frustration towards the child. The caregiver will calmly respond to the child, letting the child know that biting is not okay. In addition, the following steps will be taken:

1. The caregiver will remove the biter from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten, such as holding an ice pack or comforting the child.
3. The caregiver should talk to the biter, if able to communicate, and talk about different strategies that the child can use next time. Give appropriate words to use, if able, instead of biting. This should be done in a short, simple way.

It is important to explore the reasons for biting when it occurs. Staff needs to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the caregiver will begin this assessment.

1. The caregiver will examine the context in which the biting is occurring and look for patterns. The caregiver will use the center action plan for documentation and ask the following questions:
    - Was the space too crowded?
    - Were there too few toys?
    - Was there too little to do or too much waiting?
    - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting?
2. The caregiver will change the environment, routines or activities if necessary.
3. The caregiver will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The caregiver will observe the child to get an idea of why and when they are likely to bite.

5. The caregiver will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The caregiver, parent, and administration will meet regularly to regulate an action plan and measure the outcome of these changes.
7. If biting continues, the caregiver will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child.

Escalation Measures:
While we strive to create a safe and nurturing environment for all children in our care, persistent biting behavior may necessitate additional intervention. If biting continues despite our efforts to address the underlying causes and implement preventive strategies, it may indicate a need for more intensive support. In such cases, the following steps may be taken:

1. Parent Collaboration:
   - We will engage in open communication with the parents or guardians of the child exhibiting biting behavior. It is essential for parents to be willing to collaborate with the center's director and staff in implementing strategies to address the issue effectively.
   - Parents may be asked to participate in meetings with the director and staff to discuss the situation and explore potential solutions.

2. Early Access Support:
   - In cases where persistent biting behavior persists despite interventions, we may recommend seeking assistance from Early Access or other relevant support services.
   - Early Access can provide specialized resources and expertise to assist both the child and the caregivers in managing and modifying challenging behaviors.

3. Removal Consideration:
   - While it is our priority to support the development and well-being of every child in our care, continued biting behavior may reach a point where it jeopardizes the safety and well-being of other children in the center.
   - If biting persists despite collaborative efforts and external support, it may be necessary to consider the temporary or permanent removal of the child from our center to ensure the safety of all children and staff.

4. Ongoing Evaluation:
   - Throughout the intervention process, we will conduct ongoing evaluations to assess the effectiveness of implemented strategies and interventions.
   - Regular communication between caregivers, parents, and administration will facilitate the monitoring of progress and adjustment of approaches as needed.

We understand that addressing biting behavior can be challenging for both families and caregivers. However, by working together and seeking appropriate support, we remain committed to creating a positive and inclusive environment where every child can thrive

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which

is completed and signed by the caregiver, parents and administration. One copy is given to the parent and one copy is kept in the child's file.

When biting occurs, parents can expect from us:

- The child's safety will be put first, first aid will be provided, as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide caregivers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all children in our program. If you want more information on biting or have questions or concerns, please let us know. We are here to help you and your child on their journey to independence!

Rights & Responsibilities

Constitutes an understanding that parents/guardians will abide by the policies listed below.

A. Parental Rights are:
   - To know their children are in a safe and supportive environment.
   - To share concerns with staff/On-Site Supervisor/ Early Childhood Center Director.
   - To be informed of their child's day.
   - To be informed of their child's misbehavior and to spend time with staff/On-Site Supervisor concerning a solution.
   - To be informed of any health issues that may affect their children.
   - To be regularly informed by the staff and monthly newsletter about child-care dates and activities.

B. Parental Responsibilities are:
   - To notify the Center if their child will be absent using the Brightwheel app.
   - To accompany and sign their child in and take them to the classrooms when brought to the Child Care Center.
   - To sign their child out when picking them up - Staff will sign children in and out of preschool/school.
   - To notify the Child Care Center in writing/Brightwheel when someone new will be picking up their child. We will request ID until we know them. **Centers can no longer accept phone calls for this per DHS.**
   - To inform the On-site Supervisor or staff when their child has been exposed to a contagious disease.
   - To keep your child at home or make other arrangements when they are ill.
   - To follow the medication policy.

- To keep your child's records up to date with any changes such as phone numbers, address, doctor, immunizations, physicals, who can pick up.
- To notify the On-site Supervisor/staff of any special care or treatment such as allergies, including food allergies, that might affect the child.
- To pick-up your child on time.
- To call the Center if you know you will be late picking up your child - A $5.00 per/minute late fee will still apply after 5:30 p.m.
- To take note of any communication from staff regarding your child's behavior and make an effort to bring about improvement in the situation.

C. Children's Rights are:
- To have a safe, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To have their feelings and ideas respected.
- To have discipline that is fair and respectful of them.
- To receive nurturing care from all staff members.

D. Children's Responsibilities are:
- To accept guidance in their development.
- To respect the rules and staff members that guide them.
- To care for themselves, others, and the environment respectfully.
- To accept the consequences of their own actions.
- To remain with the group and Center staff at all times.
- To return materials and equipment to the original place before going on to another activity.
- To report immediately to the Center right after school.

CVCS Access Policy
Cedar Valley Catholic Schools Childhood is responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only children, but other people present at the facility.

A sex offender who has been convicted of a sex offense against a minor, even if the sex offender is the parent, guardian, or custodian who is required to register with the Iowa Sex Offender registry (Iowa code 692A): Shall not be on the property of a child care center without the written permission of the Early Childhood Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

Saint Edward Elementary School

139 East Mitchell Avenue
Waterloo, IA 50702
Phone Number: (319)233-6202
Fax Number: (319)229-5126
Office Hours: Monday through Friday, 8:00am to 4:00pm

Important Contacts

Role	Name	Email
Principal	Aaron Becker	abecker@cvcatholic.org
Lead Teacher	Elizabeth Hoselton	ehoselton@cvcatholic.org
Administrative Assistant	Carmen Lappe	clappe@cvcatholic.org
Administrative Assistant	Megan Severson	mseverson@cvcatholic.org
School Counselor	Amanda McNamara	amcnamara@cvcatholic.org
Food Service Director	Mary Jones	mjones@cvcatholic.org
Food Service Site Manager	Sarah Hansen	shansen@cvcatholic.org

Elementary Attendance & Cancellations

The Saint Edward Elementary School day schedule is as follows:

7:55 AM	Breakfast Begins
8:15 AM	Student Supervision Begins
8:25 AM	Student Day Begins (First Bell)
8:30 AM	Tardy Bell
3:30 PM	Student Dismissal
3:40 PM	Student Supervision Ends

Elementary school students will enter the building no earlier than 8:25 AM. There is no staff supervision before 8:15 a.m. Student supervision at the end of the day will end at 3:40 p.m. and remaining students will be taken to the office to call their parents.

A. School Cancellation

When weather conditions worsen during the day, it is possible for students to be dismissed early. Parents must be alert to this possibility and have a plan prepared for such occasions. Arrangements also need to be made with other childcare providers. The Cedar Valley Catholic Schools daycare program will remain open on school cancellation days unless otherwise noted.

B. Early Pick-Up During School Hours

Parents wishing to pick up their children during school hours should check in at Door 1 to sign out your child. We will call your child to the office when you arrive. In case a

friend or relative is to pick up the child, please contact the school office beforehand and identify the individual calling for the child. For the safety of your child, this individual must be listed as a person authorized to pick up your child. Photo identification and/or student pickup number will be required. Families should only notify the office of a student absence, late arrival, or early pick up and should not use direct teacher communication for these notifications.

C. Attendance

In order to develop character traits of self-discipline and responsibility, students are to attend school regularly. Absent students can make up most of schoolwork missed; however, repeated absences are detrimental to a student's academic success. It is a parent/guardian responsibility to see that the child attends school as required by the Iowa Compulsory Attendance statute, which states the length of the school year. All attendance policies and procedures can be viewed with more detail in the Cedar Valley Catholic Schools Handbook. The following procedures are followed in the event of absence:

- Please contact the school office by 8:15 am. Please leave a voice message if necessary. This assures us that your child is safe and that they will not attend school that day.
- If the school has not been notified of an absence, the office will contact the parents.
- Parents will receive notification from the principal on the seventh day of absence.
- Students who reach 15 days absent (considered excessive absenteeism) will be subject to attendance record review and, per policy 299.1 of the Iowa Code; the County Attorney will be notified.
- Students who will be leaving for an extended absence (out of country trip) should contact the school office at least two weeks in advance to meet the requirements of the extended absence policy. School administration and teaching staff will support families by outlining school work that will help to maintain student academic success while they are out of the building.

D. Tardy

If a student arrives late to school, without a written note or a phone call received, he/she is considered unexcused tardy. If a student arrives late to school, and a written excuse is provided, arrives with a parent, or a phone call has been received from the parent regarding the same, this will be considered an excused tardy.

E. Excused and Unexcused Absences

If a student is absent and no note or phone call has been received from the parent, this is considered an unexcused absence. Conversely, if a note or phone call is received at the school from the parent, this is an excused absence.

Communication Between Home and School

Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern.

The school office is open from 8:00 am to 4:00 pm each school day. Teachers may be contacted via email during the school day or by telephone by leaving a message with the main office. The teacher will return the call at his/her earliest convenience. Requests for parent/guardian conferences may be made at any time by a parent/guardian. Teachers are available to meet with

parents before or after school by appointment only.

Weekly Family Newsletter
Each week the Administrator sends a weekly family Newsletter to all families with a student enrolled at Saint Edward. This newsletter shares information about upcoming events, highlights from the classroom or school events as well as sharing information about community opportunities within the CVCS community. This newsletter is sent to all families who have an email address in our PowerSchool Student Information System. If you are not receiving weekly emails please contact our office to ensure we have the most accurate email address in PowerSchool.

Classroom SeeSaw Accounts
Each of our classroom teachers will utilize a digital application to keep families up to date on items that are most pertinent to the classroom. This information is evidence of their learning, communications regarding classroom level activities and opportunities for direct communication with the classroom teacher. Students at Saint Edward will have access to the SeeSaw App which will provide families with communication opportunities with the classroom teacher. These resources are embedded into our student experience to ensure families have access to regularly shared information to support their students.

Remind Communication App
Cedar Valley Catholic School utilizes the Remind Communication App for all emergency notifications as well as certain time sensitive reminders for families. This application will be enabled for all CVCS families upon registration in PowerSchool in the fall of the academic year. The Remind App will be utilized for all direct notifications of weather related announcements. Additionally, the Remind app is utilized throughout the course of the academic year for time sensitive communications from our office.

Families can expect regular communications from the school office through email communication, unless families indicate a preference for mailed communication. Field trips, permission forms and event invitations are shared with families via hard copy and sent home with students. Report cards are sent home with students at the end of each semester.

Specials Classes
Saint Edward Elementary School offers a variety of extra specialty classes to enrich and enhance our students. All 'specials' classes follow state and national standards.

A. Physical Education

It is recommended that all students have periodic physicals. Parents/guardians of students with a disability must inform the instructor of the nature of the disability. Excuses from class must come from the parent/guardian. For prolonged excuses, it should come from the family physician.

While there is no official Physical Education uniform, all students are to wear gym or athletic shoes in the gymnasium. Do not wear shoes with black soles or heels as they may leave marks on the gym floor.

B. Music

Vocal music is offered for all students. Through the vocal music program all students will actively participate in essential learning in music. The students in all grade levels will

perform in a grade level concert as a part of their music education curriculum. These performances are held outside of the school day to accommodate families and community members to engage in the performance.

C. Library

All students in Grades K-5 will be scheduled to visit the school library once a week. Each student is responsible for the book(s) he/she checks out from the library and will be charged for lost or damaged books.

D. School Counselor

Cedar Valley Schools provides a school counselor. The counselor works with students individually, in small groups, or in classroom guidance lessons. The counseling relationship allows children to explore feelings and interests and provides an opportunity to explore specific issues or concerns. The counselor strives to help students develop a better understanding of themselves and others. At times that means developing plans for meeting children's needs by bringing together information from parents, teachers, and other professionals.

School counselors are a valuable resource for parents. Parents are encouraged to visit with our counselor to discuss any concerns they may have about their child. The counselor can also help families make contacts with organizations within the community.

E. Technology

As a part of the K-5 educational experience all students will have a weekly technology course throughout the school year. Students will learn the basics of both desktop and tablet operating systems, how to use a desktop keyboard and to functionally use the iPad for classroom and individual use. Additionally, students in all grade levels will learn coding practices to help increase an understanding of code input and operation.

Electronic Devices

Personal electronic devices such as portable radios and iPods, DVD players, beepers, cellular phones, electronic games, remote controls, laser pointers, and other similar electronic devices are not to be used during the school day unless the teacher has given permission to use them to supplement instruction. The school will provide the necessary electronic devices if they are to be used during instruction. These items may interfere with a positive educational environment. All such devices will be immediately confiscated and returned to the parents/guardians of the student. These personal electronic devices are to be left at home or in your child's backpack.

Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers assign homework in accord with the age of students. Parents/guardians should not have to instruct students, but are encouraged to support the homework process through questions and suggestions when appropriate. They are also asked to help students become responsible in completing their own homework and turning it in on time. Students should be able to independently complete the assigned work with little support from parents. If your child is struggling to independently complete the assigned work from the classroom teacher, please contact your child's teacher to discuss strategies to improve the homework experience.

If a student is absent from school, he/she is responsible for completing the work missed. On the day of absence, requests for homework may be made by calling the office by 9:00a.m. and may be picked up at 3:20 p.m. in the office.

Children's Liturgies
The Cedar Valley Catholic Schools hold children's liturgies as a part of our religious curriculum. K-5 school children attend a 9:00 a.m. all-school Mass every week. Grades take turns in planning and in leading the celebration of the Eucharist. All are welcome and encouraged to celebrate with us.

Health Guidelines for Parents
Our philosophy regarding attendance is that students should be in school when they are in good health so that learning and development may progress. On the other hand, it is not in the best interest of the student or others to be in school when he/she is not well. Please consider the health of your child and others before sending your child to school with cold or flu symptoms.

Please keep your child home from school if he/she has any of the following symptoms:

- Oral temperature of 100.3 degrees or higher. Temperature should be normal for 24 hours without the benefit of aspirin or acetaminophen.
- Nausea, vomiting, or diarrhea within the last 24 hours.
- Unexplained skin rash or eruptions, especially with other physical complaints.
- Constant cough, sore throat, nasal congestion/discharge, or red eyes with yellow drainage present.
- Children should be on antibiotics for a full 24 hours before returning to school. If your child is placed on antibiotics for an infectious disease, a note from the doctor stating when it is ok to return to school is recommended.

Other health guidelines/reminders:

- As a general rule, if students are well enough to be in school, then they should be well enough to go out for recess. Requests that students stay in for recess will be honored in circumstances in which a doctor's note has been provided.
- Research shows that absenteeism due to illness is decreased 40% when children are taught good hand washing techniques. Please reinforce these habits with your children.
- When a diagnosis of a contagious illness or condition has been made for a student, we will send home a note or email notifying families with children in that grade/classroom. This is so parents/guardians can be watchful for symptoms.
- Students who are too sick to come to school during the day may not participate in evening activities, such as concerts.

Birthday Treat Policy
The Cedar Valley Catholic Schools are "Blue Zones" campuses and work to help our students make healthy choices in their daily lives. As a part of this initiative we take steps to ensure that we are promoting this lifestyle in our journey at school as well. Below are guidelines for parents wishing to provide a treat for their child's birthday.

- We recommend birthday celebrations to focus on items that are non-food related. Items such as pencils, erasers or other options that do not incorporate food choices are the preference for our students for birthday celebrations.
- <u>All treats that are brought in for birthday celebrations should be individually packaged items</u>.
- Cakes, cupcakes, and other non-individually wrapped items which cannot be individually

dispersed to take home will not be permitted in the classroom or will be placed in a ziploc bag to be sent home with the student.

Elementary Services

A. Food Service Program

Lunch is available for free or at reduced rates to families who qualify for this program. Parents/guardians need only to complete the necessary form in August or at any time during the school year. All information shared is confidential. **We strongly encourage families who qualify for free or reduced lunches to take advantage of this benefit. Participation in these programs helps to raise revenues and maximizes eligibility for federal grants to support supplemental academic programs.** Parents who wish to participate in the federal free and reduced lunch program may apply at registration or at any time in the school office, in accord with eligibility guidelines. All information regarding free and reduced eligibility is kept confidential.

Lunches are available in the school cafeteria. A lunch menu will be provided at the beginning of each month. If the start of the school day is delayed due to bad weather, no breakfast will be served that day. Menus are designed to meet nutritional guidelines and promote healthy eating habits. Please do not send or bring commercially prepared fast food for your child. Carbonated soda and candy are also prohibited.

We encourage parents/grandparents to join their child(ren) any day for lunch. Please make a reservation with the cafeteria before 9:30 in the morning. As with students, we ask that parents do not bring fast food items into the lunchroom. Students in grades K-5 will have lunch each day between 11:00 a.m. - 12:30 p.m. depending on grade level schedules. The Saint Edward lunch program provides healthy options for students in compliance with our school lunch program expectations. Students have the option to eat a school hot lunch or bring their own cold lunch option. For students bringing a cold lunch, please remember that carbonated beverages (soda / energy drinks) are not permitted and fast food options are not permitted. Parents have the option of eating lunch with their student(s) at Saint Edward School. In order for a family to have the opportunity to eat with their child they must follow the guidelines below.

- The parent must call 1 day in advance of coming to inform office staff of their request to eat / attend lunch with their child.
- The parent / guest will be asked to sign in with the main office on the date of the reserved lunch.
- The parent / guest will need to pay for their lunch in the office and will be given a lunch ticket to utilize while in the lunch line.
- The parent / guest will be asked to wait in the office until their reserved lunch period begins and join their student in the lunch line.
- The parent / guest will be asked to sit with their child in the line order for which they have moved through the line.
- The parent/ guest will not be allowed to bring fast food or any carbonated beverages into the school lunchroom.

Failure to comply with these guidelines may result in the parent / guest not being able to join their student for lunch. Our lunch team works diligently to prepare food without waste so ensuring we have accurate numbers for lunch is critical to our success. Your support in this process is greatly appreciated.

B. *Extended Care*

Before and after school care is available before school from 6:30 - 8:30 a.m. and after school until 5:30 p.m. Please call the Cedar Valley Catholic Schools Childcare office for additional information regarding before and after care for your child(ren).

Ways to be Involved

A. *Parent-Teacher Organization (PTO)*

The PTO coordinates fundraising activities and sponsors social events for students throughout the year. Events may be held during the school day or may occur in the evening or on weekends. All parents/guardians of enrolled students are members of this organization. Your participation in events supported by our PTO is greatly appreciated.

B. *Volunteer Helpers*

Education volunteers are an integral part of our learning program. It is our goal to involve volunteer service in our school. Parent volunteers are needed; whether it is once a week or once a month (at school or at home) to work with small groups, cut or color items for crafts or bulletin boards, etc. To become a Volunteer Helper, contact the PTO, the principal, or a classroom teacher. ALL volunteers are required to sign an acknowledgment form, have a background check, and take an online Safe Environment Training course through Catholic Mutual Group.

NOTE: Teachers appreciate the assistance volunteers provide and volunteers experience the pleasures of being needed while helping others.

Elementary Discipline Protocol

The discipline protocol is intended to complement the CVCS Code of Conduct found in this handbook. Through teaching, reflection and growth we seek to more closely model our actions and words on the tenets of Christ; however, knowing our need for growth, Cedar Valley Catholic Elementary Schools will work to establish discipline procedures to allow for reflection and continued growth for our students. The examples given below are to serve as a guideline. Discretion is given to the school administrator when implementing procedures outlined below.

Level I - Mildly Disruptive Behavior

Defined as: A behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church and other sites, including but not limited to, assemblies, hallways, cafeteria, playground, school programs and field trips.

Examples of unacceptable behaviors include, but are not limited to: uniform violations, arguments with peers/adults, inappropriate behavior in assemblies/church, homework incompletion, and rude/disrespectful actions.

Handled by: Adult (teacher/substitute, educational associate, parent volunteer, UNI student, cafeteria worker, custodian, priest, or visiting speaker) in charge of the setting in which the problematic behavior occurred.

Possible Interventions:

- Model and teach expected behavior.
- Remind, redirect, and reinforce expected behaviors.

- Appropriate consequences may apply.
- An incident report will be completed on PowerSchool at the discretion of the teacher and a copy of the incident report will be shared with parents by the classroom teacher.

Level II- Pattern / Serious Misbehavior

Defined as: Behavior that is deliberate or disruptive to orderly educational environments / misbehavior whose frequency or seriousness disrupts the learning climate of the school. Repeated Level I misbehavior may warrant a Level II response.

Examples of unacceptable behaviors include, but are not limited to: physical altercation, repeated Level I behaviors, cheating, stealing, and destroying property.

Handled by: Adult staff member who is responsible for the setting in which the problematic behavior occurred. Administrative support may be necessary with Level II concerns.

Possible Interventions:

- Model and teach expected behavior.
- Remind, redirect, and reinforce expected behavior.
- An incident report will be completed on PowerSchool and a copy of the incident report will be shared with parents by the classroom teacher and returned signed the next day.
- All Level II misbehavior will be reported to the principal via PowerSchool.
- A student behavior intervention plan may be warranted as a result of Level II concerns.
- Temporary loss of privilege (i.e leadership roles, seating placements, recess activities etc.) may be considered in relationship to Level II concerns.

Level III - Severe Misconduct

Defined as: Severe misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well being of students or teachers.

Examples of unacceptable behaviors include, but are not limited to: repeated or more serious levels of misbehavior such as those listed Level II above, use/possession of drug/alcohol/tobacco, inappropriate bus behavior, possession of dangerous weapon(s), bullying/harassment, truancy, refusal to comply with the teacher's command, personal injury/fighting, vandalism/theft, habitual late or missing assignments, or using inappropriate language.

Handled by: teacher and/or adult in charge and principal

Possible Interventions:

- Student removal from the classroom or situation.
- An administrative investigation of the incident.
- A parent conference will be scheduled to discuss the results of the investigation. A behavior plan will be created or modified.
- Loss of privileges assigned as outlined in a behavior intervention plan.

Level IV - Probation, Suspension, and Expulsion

Repeated offenses of Level III and other behaviors as listed in this handbook will result in appropriate consequences, which may include probation, suspension or expulsion.

Blessed Maria Assunta Pallotta Middle School

3225 West 9th Street
Waterloo, IA 50702
Phone Number: (319)232-6592
Fax Number: (319)229-5125
Hours: Monday through Friday, 7:00am to 3:30pm

Important Contacts

Role	Name	Email
Principal	Nick Miller	nmiller@cvcatholic.org
School Counselor	Stefi Clark	sclark@cvcatholic.org
Administrative Assistant		
MTSS Facilitator & Reading Interventionist	Patty Hoff	phoff@cvcatholic.org
Math Interventionist	Tricia Mayer	tmayer@cvcatholic.org
ESL Teacher	Rachel Dickinson	rdickinson@cvcatholic.org
Activity Director	Julie Girsch	activitiesdirector@cvcatholic.org

The Blessed Maria Assunta Pallotta Middle School daily schedule is as follows:

6:45AM	Student Supervision Begins
7:15 AM	Breakfast Begins
8:00 AM	Breakfast Ends
	Student Day Begins (first bell)
8:05 AM	Tardy Bell
3:00 PM	Student Dismissal
3:30 PM	Student Supervision Ends
4:40 PM	ELT Ends

Middle School Academic Programs/Policies

A. Middle School Students Receiving High School Credit

These guidelines apply to courses which a middle school student may potentially earn high school credit. Credit may be earned under the following conditions:

- The course is taken and passed at the middle school level in the middle school setting or in the high school setting.
- The student must take and pass the first and second semester final tests based on the high school curriculum. If a student is taking the class in the middle school setting, arrangements will need to be made to complete the test.
- The curriculum used in the middle school setting is to be the high school curriculum.

- The student will then enroll in the next level of the appropriate class as a 9th grader.
- When these criteria are met, the student:
    - Will receive high school credit for the class.
    - The grade will be included in the GPA
    - Credit will not be accepted by the NCAA if a student plays college sports.

Students may choose to retake the class at the high school level by re-enrolling in the class their freshman year. In this case, coursework at the middle school level will not be counted as high school credit, and the grade will not be part of the GPA.

B. Blessed Maria Assunta Pallotta Middle School Standards Based Grading Scale

*Applies to all core content courses
4 = Consistently Exceeds grade level standard
3 = Meets grade level standard
2 = Progressing Towards grade level standard
1 = Does Not Meet meet grade level standard
NA = Not Applicable

C. Blessed Maria Assunta Pallotta Middle School Grading Scale

100	93	A
92	90	A-
89	88	B+
87	83	B
82	80	B-
79	78	C+
77	73	C
72	70	C-
69	68	D+
67	63	D
59	0	U

D. Homework

Homework is given for students as a part of their participation in the curriculum at Blessed Maria and is viewed as a part of daily interaction with content and curriculum. Students should be able to individually complete homework without a great deal of parent intervention and support. If students are struggling with homework assignments at home parents are encouraged to contact their child's teacher to discuss strategies for supporting the student. Student homework completion is expected and students may face disciplinary measures to support their regular completion of homework if assigned as a part of the course curriculum.

E. Appropriate and Inappropriate Reading Materials

Blessed Maria Assunta Pallotta places the utmost importance on developing a child's passion for reading. For this reason, we allow students to bring books from home to campus. To foster a learning environment rooted in our Catholic values and respect for

the dignity of each person, the school prohibits students from bringing books that contain sexually explicit content or gratuitous violence intended solely for shock value or titillation. This guideline aims to protect our students and uphold the moral and ethical principles we strive to instill. We encourage students to choose reading materials that promote virtue, respect, and a positive understanding of human relationships. What constitutes inappropriate literature meeting the aforementioned qualities will be determined by administration and the English Language Arts department.

F. Band & Choir

At Blessed Maria students have the opportunity to participate in performing arts. Both band and choir are meant to serve as yearlong commitments in which students elect to participate. Interest in joining band and choir is gauged in the spring of the preceding academic year. This allows staff an appropriate amount of time to create rosters, order instruments and materials, and prepare for instruction. If 7th and 8th graders express an interest in joining band after the spring semester of the preceding academic year, they are required to have a conversation with the band director to express their interest and learn relevant and timely information related to acquiring instruments, practicing, and scheduling. Students who wish to join band and choir after the third week of the school year will need permission from the band director and principal.

If a student wishes to drop band or choir, this request must be made by the parents and directed to the band or choir directors. Students will not be allowed to drop after the third week of the start of the semester and their request will be deferred until the start of the next semester.

G. Party Invitations

Invitations to parties taking place outside of school are to be handled outside of school time. Invitations are not to be distributed during class or lunch. They are to be mailed or delivered. Please note that the school is not allowed to give out addresses or phone numbers of classmates without prior permission from a parent or guardian.

Daily Procedures

A. Arrival and Dismissal Procedures

Arrival:

The Commons will be opened to students at 6:45 AM. <u>There is no supervision prior to 6:45 AM.</u> Vehicles are to drop off middle school students in the drop-off lane in front of Blessed Maria Assunta Pallotta Catholic Middle School, pulling as far forward as possible. Students riding with high school siblings are to be dropped off in the back parking lot, enter through the breezeway, and then proceed into the Commons area. The front drop-off lane is not to be used by high school students. **Students are not to enter through the door by the gym (Door 25), as this is reserved for childcare drop-off.** Upon arrival to school, students must report to the Commons. Students will be released at 8:00 AM and proceed up the staircase next to the chapel. Students are not permitted to use the first floor hallway at any time unless expressly permitted by staff. Classes begin at 8:05 AM. Students must report to their Academy class by 8:05 AM or they will be marked tardy or absent.

***Dismissal*:**
Students are dismissed at 3:00 PM and must proceed down the staircase next to the chapel. Students are not permitted to use the gym-side staircase at any time during dismissal. Students must be picked up by 3:30 PM. They should exit out of the main entrance or the breezeway doors (Door 22). Students are not permitted to congregate around the gym doors (Door 25) while waiting for a ride. **If a student is not picked up by 3:30 PM, they will be enrolled in the ELT program and families will be responsible for covering the cost of ELT.**

Activities Dismissal:
All students involved in afterschool activities that begin before 4:00 PM shall report to the Commons upon dismissal. They must wait for the supervising coach to lead them to the field, gym, or CHS locker room. Students are not permitted to move about campus without a supervisor. Any activity that begins after 4:00 PM will require students to be picked up from school and returned at the start of the activity. Exceptions may be given for home games if a coach/supervisor is present before 4:00 PM. Students are not permitted to move through the first floor hallway at any time after school. Athletes who wish to enter the gym will either use the second floor hallway or leave through the breezeway doors (Door 22) and re-enter through the gym doors.

B. Attendance

Excused and Unexcused Absences:
Any absence that is not accompanied with notification from a guardian will be considered an unexcused absence. An absence due to illness will be considered excused following notification from a guardian. After the second absence in a week due to illness, documentation with a doctor's note will be required for the absence to be considered excused. After seven medically related absences, every subsequent absence related to illness will require a doctor's note for the remainder of the academic year. All other absences, including those without appropriate documentation or not covered by an educational support plan, will be considered unexcused. Repeated unexcused absences may result in intervention as outlined in school policy.

Excused & Unexcused Tardies
If a student is late to school and no note or phone call has been received from the parent, this is considered an unexcused tardy. Conversely, if a note or phone call is received at the school from the parent, this is an excused tardy. A student with an unexcused tardy to school earns lunch detention with the third unexcused tardy, and with each tardy earned after the third. Lunch detention is served the day it is earned. Tardy to school starts over at each quarter.

School Cancellation:
We typically follow Waterloo Schools, but for updates, please check local radio stations, KWWL Channel 7, the CVCS Website: www.cvcatholicschools.org, or check for Remind notifications.

Attendance of Extracurricular Participation:
Please see the "Activity" portion of this handbook.

C. Transitions to and from Columbus High School

Several specials courses will take place in Columbus High School, including art, band, and music. Students will transition to these specials under the supervision of a teacher and are not permitted to use the first floor hallway of the middle school during the transition.

D. Parent/School Communication

Powerschool

Powerschool is used as the main tool for communicating student academic progress to parents. Teachers update Powerschool on a regular basis. Parents/Guardians are given login information to be able to look at their student's grades at any time. Parents should use this tool as a first step in finding out how their student is performing. Parents may contact the main office at any time for more information on how to access Powerschool. Many teachers use Google Classroom to communicate the same information. Students have access to Google Classroom and can show their parents how to access Classroom. Parents who want to learn more about Google Classroom are to contact their child's teacher.

Weekly Family Newsletter

Each week the Administrator sends a weekly family newsletter to all families with a student enrolled at Blessed Maria Assunta Pallotta Middle School. This newsletter shares information about upcoming events, highlights from the classroom or school events as well as sharing information about community opportunities within the CVCS community. This newsletter is sent to all families who have an email address in our PowerSchool Student Information System. If you are not receiving weekly emails please contact our office to ensure we have the most accurate email address in PowerSchool.

Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call / email teachers about student progress or other situations of concern.

The school office is open from 7:00 AM to 3:30 PM each school day. Teachers may be contacted via email during the school day or by telephone by leaving a message with the main office. The teacher will return the call at his/her earliest convenience. Requests for parent/guardian conferences may be made at any time by a parent/guardian. Teachers are available to meet with parents before or after school by appointment.

Parent-Student-Teacher Conferences

Conferences with a student's teacher are held at the end of the first quarter and the end of the third quarter. Students are expected to attend conferences to support their continued growth in the classroom. Both Fall and Spring conferences are scheduled using an online scheduling system. Parents are provided the information several weeks prior to conferences. Parents are able to schedule a conference with a classroom teacher at any point throughout the course of the school year to discuss any issues or concerns in the classroom. Parent-teacher communication and collaboration are important for the success of our students.

E. Cell Phones and Smart Watches

Cell phones are not to be in use during class time. Students will store cell phones and smart watches turned off in their locker throughout the day. Students who arrive before 8:00 AM are not permitted to use cellphones while waiting in the Commons. Upon the start of the

school day, phones are to remain in the locker until the conclusion of the school day at 3:00 PM. AirPods are not allowed in the classroom. Teachers will administer headphones to students who need them for instructional purposes.

Consequences

1st offense: If a student is found with a cell phone, the phone will be taken to the school office by the teacher at their convenience. The student may retrieve the cell phone at the end of the day.

Additional Offenses: The student shall leave the cell phone in the school office upon arrival and pick up the phone at dismissal daily for a two week period.

Cell Phone and Wireless Communication Devices

ACSB Policy #5160 states that cell phones, smart watches and any other wireless communication tools may not be used during school hours of 8:00 am-3:00 pm. Cell phones and other wireless communication devices must be stored in lockers and must remain powered off. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas anytime at school-related or school-sponsored events. Consequences for infractions of the policy include handing in the phone to the front office for the remainder of the day and for the subsequent two weeks at the beginning of each day, repeated violation may be met with consequences up to and including suspension or expulsion.

F. Student *Habits* of Success

At Blessed Maria Assunta Pallotta Middle School, students are evaluated on a rubric of "Student Habits of Success" that reflect the behaviors and work habits necessary for academic achievement. The rubric focus on two areas: Academic Responsibility and Work Completion. Habits of Success scores are intended to provide students and families with regular feedback regarding participation, preparedness, responsibility, and timely completion of assignments and assessments. Scores are updated regularly by teachers and communicated through the school's reporting system.

Student participation in extracurricular activities, clubs, athletics, and other school-sponsored activities may be affected by Habits of Success scores. Eligibility is reviewed every week based on the most current Habits of Success data. Students who become ineligible are expected to attend practices, rehearsals, meetings, and team activities unless otherwise directed by the school. Students should use this time to demonstrate improvement in their academic responsibility and work completion habits so that eligibility may be restored during the next review period.

Administrators reserve the right to make eligibility determinations based on the overall pattern of a student's Habits of Success scores and other relevant academic or behavioral information.

G. Middle School Discipline Protocol

The discipline protocol is intended to complement the CVCS Code of Conduct found in this handbook. Through teaching, reflection and growth we seek to more closely model our actions and words on the tenets of Christ; however, knowing our need for growth, the Cedar Valley Catholic Schools will work to establish discipline procedures to allow for reflection and continued growth for our students. The examples given below are to serve

as a guideline. Discretion is given to the school administrator when implementing procedures outlined below.

Level One: Mildly Disruptive Behavior

Defined as: a behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church and other sites, including but not limited to, assemblies, hallways, cafeteria, school programs and field trips.

Examples of unacceptable behaviors include, but are not limited to: uniform violations, not following staff direction / redirection, inappropriate behavior in assemblies/mass, willfully violating classroom procedures, and rude/disrespectful actions.

Handled by: Adult (teacher/substitute, educational associate, parent volunteer, student teacher, cafeteria worker, custodian, priest, or visiting speaker) in charge of the setting in which the problematic behavior occurred.

Possible Interventions:

- Model and teach expected behavior.
- Remind, redirect, and reinforce expected behaviors.
- Level I appropriate consequences applied according to Blessed Maria Discipline Matrix

Level Two: Pattern / Serious Misbehavior

Defined as: Behavior that is deliberate or disruptive to orderly educational environments / misbehavior whose frequency or seriousness disrupts the learning climate of the school. Repeated Level I misbehavior may warrant a Level II response.

Examples of unacceptable behaviors include, but are not limited to: physical altercation, repeated Level I behaviors, cheating, stealing, and destroying property, non-compliance with staff direction / redirection.

Handled by: Adult staff member who is responsible for the setting in which the problematic behavior occurred. Administrative support may be necessary with Level II concerns.

Possible Interventions:

- Model and teach expected behavior.
- Remind, redirect, and reinforce expected behavior.
- A targeted student behavior intervention plan may be warranted as a result of Level II concerns.
- Detention assigned.
- Teacher phone conversation with parent
- Mediated restorative conversation or reconciliation with involved parties.
- Temporary loss of privilege (i.e participation in extracurricular events, leadership roles, seating placements, etc.) may be considered in relationship to Level II concerns.

Level Three: Severe Misconduct

Defined as: Severe misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well being of students or teachers.

Examples of unacceptable behaviors include, but are not limited to: repeated or more

serious levels of misbehavior such as those listed Level II above, use/possession of drug/alcohol/tobacco, inappropriate bus behavior, possession of dangerous weapon(s), bullying/harassment, truancy, refusal to comply with the teacher's command, personal injury/fighting, vandalism/theft, habitual late or missing assignments, or using inappropriate language.

Handled by: Teacher and/or adult in charge and principal.

Possible Interventions:

- Student removal from the classroom or situation.
- An administrative investigation of the incident.
- A parent conference will be scheduled to discuss the results of the investigation. A behavior plan will be created or modified.
- Loss of privileges assigned as outlined in a behavior intervention plan.

Level Four: Probation, Suspension, and Expulsion (Major)

Repeated offenses of Level Three and other behaviors as listed in this handbook will result in appropriate consequences, which may include probation, suspension or expulsion.

H. Detention

The purpose of detention at Blessed Maria Assunta Pallotta Middle School is to impose consequences that will help a student better self-discipline themselves and also realize that all actions have consequences.

Detentions will be given for offenses that are in violation of Blessed Maria's Discipline Code. Detentions will be 30 minutes in length. Students have three opportunities to serve their detention. **Detention may be served the day it was given with the teacher that assigned it or a designated supervisor, or it may be served the following day before or after school**. Detention will be offered every morning from 7:30 AM to 8:00 AM**.** Students will not be allowed to enter detention after 7:30 AM. Students are to be in school dress code during detention.. During detention a student may not leave the assigned area without the permission of the moderator. Sleeping, food or drink is never allowed in detention. A student may work with another teacher on schoolwork if he/she has signed in with the moderator, and if he/she has a pass to work with another teacher.

If a student does not serve his/her detention during one of his/her three opportunities, he/she will be assigned a 90 minute detention. If a student-athlete skips a 30 minute detention, he/she is required to be present at practice, but he/she may not participate fully. If a public performance is scheduled for that day, the student-athlete will not be allowed to participate. If a Friday detention is skipped, these same rules apply to Saturday practices and performances.

A 90 minute detention will be served in the office or in another designated room. It will be from 3:00 - 4:30 PM, and it must be served within 4 school days of when it was earned. Failure to serve a 90 minute detention as scheduled will result in 1 day of In-school suspension. If a student serves a 90 minute detention, he/she will not be allowed to practice or publicly perform that afternoon/evening unless he/she has served the 90 minute detention. Frequent in-school suspensions due to unserved detentions will lead to additional discipline consequences.

Student privacy is respected in each disciplinary situation. Disciplinary consequences will not be shared with anyone besides the student, administrator, teacher, and their own parent/guardian. To respect the confidentiality of each student, video recordings of incidents will not be shared.

These guidelines may be adjusted for individual situations at the principal's discretion depending on the evidence, the severity of the incident, the age of the student, the history of incidents by this student, the student's response during the investigation and other relevant information from any credible source.

Incidents not witnessed by an adult will be investigated to determine the need for further action.

I. Vandalism/Theft

Anyone destroying, stealing, or defacing school property or personal property of a school employee or student, will face disciplinary action. Justice demands restitution in proportion to damage done. If damages are deemed significant, a referral to the legal system may be made. Specific consequences may include but are not limited to restitution, community service, and suspension from classes and/or activities.

J. Ways to Be Involved

a. *Blessed Maria Booster Club*

All parents/guardians belong to the Blessed Maria Booster Club and are encouraged to be active members. The Booster Club supports the curricular and extracurricular programs of the school through fellowship and projects. Individuals interested in getting involved should contact the office. Volunteer opportunities are as follows:

- Concessions
- Fall/Spring conference week teacher meals/treats
- Chaperone Fall/Winter and Spring socials
- Staff appreciation
- 8th grade celebration reception

b. *Volunteering for Activities*

Blessed Maria is always seeking volunteers for activities and events. Volunteers serve an important role in the operation of games and events. Blessed Maria relies on volunteer involvement in admissions, concessions, scoreboard, and bookkeeping. The Activities Department will communicate a sign up document for events.

Extracurricular Activities

Please consult the 'Activity' portion of this handbook for information regarding participation in extracurricular activities.

A. Activity Options

Opportunities to participate include, but are not limited to:

Athletics (Grades 7/8 only) – basketball, baseball (may include 6th graders), football, softball (may include 6th graders), track, volleyball, cheerleading, wrestling, and cross country. Other opportunities (6-8) include: band and choir, as well as many leadership opportunities and clubs.

B. *Athletic Information*

The Activities Department uses Varsity Bound as our activities platform. There are links on the CVCS home page and the activities page. Bound will be updated to show any schedule changes, delays or cancellations to athletic events.

C. *Transportation Rules*

Students must comply with the rules regarding transportation to and from activity trips as listed below:

- School policy requires students to go to and from an activity via the school transportation provided. Any deviation from this rule must be cleared in advance with the activity sponsor.
- The activity sponsor may grant permission for the student to ride with a parent if the parent is present at the activity. The activity sponsor may not grant permission for the student to ride with anyone other than the parent.

Each coach/sponsor may establish codes of conduct, which are in conformity with the school rules, though they may be specific for that activity. These may include, but are not limited to, practice attendance and transportation. Participants must abide by all applicable rules. Any student behavior that violates the bus safety policies as outlined by the driver, coach, or administrators may result in discontinuation of transportation services to and from activity trips for the involved students.

Services

A. *Lockers*

Students are reminded that lockers are “loaned” to them, but remain at all times the property of, and under the control of, the school. As such lockers are not to be considered private or confidential.

Backpacks, gym bags, coats, etc. are not allowed in the classrooms and should be kept in lockers. Blessed Maria Assunta Pallotta ASSUMES NO RESPONSIBILITY FOR ITEMS LEFT IN A LOCKER. Students are responsible for the locker and contents. Students are to keep lockers closed at all times. Students are to not give their combination to any other student. Students may not change lockers without administrative approval.

COLUMBUS
CATHOLIC HIGH SCHOOL

Columbus Catholic High School

3231 West 9th Street
Waterloo, IA 50702
Phone Number: (319)233-3358
Fax Number: (319)235-0733
Hours: Monday through Friday, 7:30am to 3:30pm

Important Contacts

Role	Name	Email
Principal	Katie Friedly	kfriedly@cvcatholic.org
Lead Teacher	Courtney Solberg	csolberg@cvcatholic.org
Activity Director	Julie Girsch	jgirsch@cvcatholic.org
Administrative Assistant	Amanda Hosch	ahosch@cvcatholic.org
School Counselor	Shannon Maas	smaas@cvcatholic.org
Chief Administrator	Tom Novotney	tnovotney@cvcatholic.org
Food Service Director	Mary Jones	mjones@cvcatholic.org
Food Service Site Manager	Karen Hau	khau@cvcatholic.org

Normal Daily Schedule

Period	Start	Minutes
1	8:00-8:42	43
2	8:47-9:30	43
3	9:34-10:17	43
4	10:21-11:04	43
A Lunch	11:08-11:33	25
5 A Class	11:33-12:15	43
5 B Class	11:09-11:52	43
B Lunch	11:52-12:17	25
Common Time	12:20-12:40	20
6	12:44-1:27	43
7	1:31-2:14	43
8	2:18-3	42

Communication

A. *Attendance*

Procedures for Absences

- If students are absent due to illness or family reasons, a parent/guardian must notify the school by 8:30 AM at 233-3358, ext. 1111.
- If an absence is known in advance, the student should notify the main office and teachers to arrange for make-up work. For absences of two or more days, at least one week's notice is recommended.
- A written request or phone call from a parent/guardian is required for any early departure from school. Students will only be released if the principal or designee is aware of the reason and person responsible for the release. The school assumes no responsibility for students who leave without permission.
- Students are considered absent for a half-day if they miss more than 2 hours of school.
- Students involved in extracurricular activities need to follow the guidelines outlined in the Activities Handbook.

Excused Absences

- Personal illness
- Bereavement
- Religious observance
- Court appearance
- Pre-arranged absences for family activities, where at least one parent/guardian will be present
- School-sponsored trips
- Administrative approved absences
- Medical Absence
- College visits (see below)

Post-secondary Visits

All students planning to conduct college visits must have a parent contact the main office prior to the visit to excuse the absence.

Late Arrival and Early Dismissal

- ***Late arrival:*** Any time a student arrives after the 8:00 AM bell, the student must sign-in at the Main Office before going to class. When the student knows they will arrive late to school, a parent should call or send a signed note to Columbus Catholic with the following information: parent name, student name, and the reason for the tardy. **For every three unexcused tardies, the student will receive one detention. Grade 9-12 students are considered tardy if they are not in their seat at 8:00 AM**. Students who arrive tardy with outside food/drinks will receive an immediate detention.
- ***Early dismissal:*** Whenever a student must leave school before the scheduled end of the school day, the student must sign-out at the Main Office. For early dismissals other than illness or emergency, the regular absence procedures must be followed.
- ***Truancy***: Truancy is a "deliberate unexcused absence from any portion of a school day." Students are expected to be in an assigned area at all times during the school day; if not, the student could be considered truant. Within two days of being truant, a student will serve a 90-minute detention from 3:00 - 4:30 PM with the building

administrator or designee. These detentions accumulate as part of a student's detention record. Multiple truancies may result in further consequences, including but not limited to, in-school and out-of-school suspension. Truancies are on a yearly basis. Students will receive no credit for summative-assessments missed as a result of truancy. All incidents of truancy (an absence without parent/guardian consent) are reported to the Black Hawk County Attorney as prescribed by Iowa code #199.1 and Archdiocesan Policy #5144.

Tardy to Class

Students are expected to arrive on time to each class throughout the day. **For every three unexcused tardies to class, students will be assigned one detention.** Excessive tardiness may result in further disciplinary action or loss of privileges.

B. Illness, Injury, and Medication Procedures

Students who become ill or injured during the school day will report to the Main Office. If it is necessary for a student to leave school due to illness or injury, a parent/guardian will be contacted, and the student must be sign out through the Main Office.

Students may not contact a parent/guardian directly to leave school without first reporting to the Main Office. The school assumes no responsibility for students who leave without permission.

No medication will be dispensed by the school unless written parent/guardian permission is on file in the Main Office. The Main Office may only provide approved over-the-counter medications and supplies, including Tylenol, ibuprofen, cough drops, topical ointment, Benadryl, and antacids.

Students may carry necessary over-the-counter medication, such as Tylenol, ibuprofen, or aspirin, in the original container. Students may also carry prescribed inhalers, as needed. Students may not provide medication of any kind to another student.

High School Discipline Code

The Columbus Catholic High School Discipline Code operates within the broader Cedar Valley Catholic Schools Discipline Code and provides additional building-specific procedures for high school students. When a situation is not specifically addressed in the Columbus Catholic High School procedures, the CVCS Handbook, Archdiocesan policies, and administrative discretion will guide the school's response.

A. Academic Integrity

- Students are expected to complete all academic work with honesty and integrity. Cheating, plagiarism, and the inappropriate use of AI tools are considered violations of this policy. These actions undermine learning and will result in disciplinary consequences.

  The following outlines the progressive consequences for academic dishonesty:

***1st Offense*:** Student may redo the assignment for up to a maximum of 50% credit. The teacher will contact the parent/guardian and meet with the student.

2nd Offense: The student will receive a zero on the assignment with no opportunity to make up the grade. The parent/guardian will be contacted. A 30-minute detention will be assigned, and a meeting will be held with the student, teacher, and administrator.

3rd Offense: All consequences from the second offense apply. Additionally, an in-person meeting will be held with the student, parent/guardian, teacher, administrator, and school counselor.

B. Cell Phone, Wireless Communication Devices, & Electronic Devices

- ACSB Policy #5160 states that cell phones, smart watches and any other wireless communication tools may not be used during school hours of 8:00 am-3:00 pm. Cell phones and other wireless communication devices must be powered off and stored in student lockers or cars.
- The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas anytime at school-related or school-sponsored events. Violations of this policy will result in stricter disciplinary consequences due to the serious nature of the offense, which may include loss of device privileges, suspension, or further disciplinary action as determined by school administration.
- Smartwatches may be worn but must have all wireless capabilities and notifications turned off during the school day. Smartwatches may not be worn during testing and should be placed on the teacher's desk.
- AirPods or similar devices may be permitted in classrooms at the discretion of the teacher.
- Audio/visual recording devices, electronic games, sound makers, laser pointers, and other similar electronic devices are not to be used during the school day unless permission is received from a teacher. Students who inappropriately use or display such items are subject to having them confiscated and kept in the main office.

The following outlines the progressive consequences for cell phone and wireless communication device violations. Other electronic device violations may result in confiscation, detention, or additional consequences as determined by administration.

***1st Offense*:**

The phone will be taken by the staff member and turned in to the school office as soon as reasonably possible. The student may retrieve the phone at the end of the school day.

2nd-4th Offenses:

In addition to the above, the student will be required to turn their cell phone in to the school office upon arrival on each day they are in attendance and may pick it up at dismissal. This requirement will remain in effect for 10 school days of attendance and will not be reduced by absences, vacations, or other days the student is not in school.

5th Offense:

In addition to above, the student will be required to turn their cell phone in to the school office upon arrival each school day for the remainder of the semester. A meeting with the parent/guardian, student, and administrator may be required.

Repeated violations, refusal to comply, or misuse of a device in a way that creates additional disruption or safety concerns may result in further disciplinary action, up to and including suspension.

C. Minor vs Major Offenses

Minor offenses will result in classroom-based consequences or detention(s) and are typically handled by the staff member that observes the offense.

Some examples of **minor** offenses:

- Running in halls
- Being in the hallway during class time without a SmartPass
- Dress code violations
- Use of profanity
- Minor disrespect, noncompliance, or failure to follow directions
- Disruptive behavior in class
- Three tardies (morning / class)

Items defined as major offenses will result in consequences greater than detention. Major offenses should be referred to the office/administration immediately.

Some examples of **major** offenses:

- Skipping class
- Severe disrespect or insubordination
- Threats toward students or staff
- Serious or unsafe behavior on the bus
- Repeated minor offenses
- Drugs, alcohol, tobacco (have separate policies)*
- Possession of a weapon or look-alike*
- Vandalism or destruction of school property*
- Fighting *

*Note: Due to their severity, some major offenses may bypass initial disciplinary steps and result in immediate placement at Step 2 or higher in the school's disciplinary process, up to and including suspension or expulsion. Severe physical aggression/assault will follow CVCS Handbook policy.

First Major Incident:

- Investigation & Conversation - Principal/designee speaks with the student and initiates an investigation. If the incident is founded, the student is informed of their actions and consequences.
- Consequence(s) -
    - 90 minute detention OR half day in-school suspension

    - Activities/Athletics: The student may not participate in the next scheduled competition, performance, or public activity. The student may still be required to attend, as determined by administration.
- Parent contact - Parent/guardian is notified. Warning issued that future incidents will result in more serious consequences.
- Documentation - Incident and response are documented.

Second Major Incident:
- Investigation & Conversation - Same process as above.
- Consequence(s) -
    - In or out of school suspension (amount to be determined by administrator)
    - Activities/Athletics: The student may not participate in the next scheduled competition, performance, or public activity. The student may still be required to attend, as determined by administration.
- The student may be required to complete up to three hours of school-based service within two weeks of the incident.
- Parent Meeting - A mandatory meeting will be held with the parent/guardian to review the incident, disciplinary response, and the behavior intervention plan.
    - Behavior Intervention Plan - A formal plan will be developed with input from the administrator, parents, student, and school counselor. The plan will outline expectations, supports, and potential future consequences.
- Documentation - Incident and response are documented.

Third and Subsequent Major Incidents:
- Investigation & Conversation - Same process as above.
- Consequence(s) -
    - In or out of school suspension (amount to be determined by administrator)
    - Athletics/Activities: A meeting with the student, parents, principal, and athletic director will determine eligibility for the remainder of the season or future seasons.
- Student and parent/guardian will meet with the Columbus Catholic High School Discipline Committee. Students may be recommended for expulsion based on severity or continued misconduct. Depending on the severity of the incident, the student may be required to remain out of school until the meeting is held.
- The student may be required to complete up to six hours of school-based service within two weeks of the incident.
- Documentation - Incident and response are documented.

Student privacy is respected in each disciplinary situation. Disciplinary consequences are shared only with those who have a legitimate educational interest, including the student, parent/guardian, administrator, and appropriate school staff. To protect student confidentiality, video recordings of incidents will not be shared with students or families unless required by law or school policy.

These guidelines may be adjusted at the principal's discretion based on the individual circumstances of each situation. Factors may include, but are not limited to, the evidence available, the severity of the incident, the age of the student, the student's disciplinary history, the student's response during the investigation, and other relevant information.

D. *Detention*

The purpose of detention at Columbus Catholic High School is to impose consequences that will help students better self-discipline themselves and also realize that all actions have consequences.

Detentions are typically 25 minutes in length and must be served within the next four available detention sessions. Detention sessions will be offered each morning from 7:30-7:55 AM and each afternoon from 3:05-4:00 PM.

Detention Expectations

During detention, students are expected to:

- Turn in their cell phone to the detention supervisor for the duration of the detention.
- Be in the school dress code.
- Bring schoolwork to complete or a book to read.
- Complete service tasks, if assigned.
- Remain in the detention room.
- Refrain from sleeping or eating.

A student may work with another teacher during detention only if the student first signs in with the detention supervisor and has a pass from the teacher they will be working with.

Failure to Report for Detention

If a student does not serve a 25-minute detention within the assigned opportunities, the student will be assigned a 90-minute detention. The 90-minute detention will be scheduled through the Main Office and must be completed within two school days of being assigned.

Failure to serve a scheduled 90-minute detention within the two day time frame will result in an additional loss of school privileges until the detention has been served. The student may not participate in practices, competitions, or public performances until the detention has been served. Additional consequences may include, but are not limited to, not being allowed to attend school events (ex: Prom) or athletic competitions as a spectator. Final consequences will be determined and communicated by school administration.

Repeated failure to serve detentions will result in additional disciplinary consequences.

Behavior Detention Accumulation and Consequences

Detentions assigned as a consequence for behavior-related minor or major offenses will count toward the behavior detention accumulation total. Detentions assigned for tardies, uniform violations, or technology violations will not be included in the behavior detention count below. The detention count will reset each semester.

> **3 detentions:** A letter is sent home from Columbus Catholic High School to parents/guardians, informing them of the infractions and outlining expectations for improvement and future consequences.

5 detentions: A second letter is sent home. The student will meet with a school administrator to discuss their behavior, future consequences, and create a written Behavior Plan.

The student will be suspended from all Columbus extracurricular activities (excluding faith-based activities) for two school weeks. This includes all events or practices.

7 detentions: A meeting with the student, parents/guardians, and administration will be held to review the student's behavior and progress on the Improvement Plan.

The student will receive an additional two-week suspension from Columbus extracurricular activities, excluding faith-based activities.

10 detentions: The student and their parents/guardians will be required to meet with the Columbus Catholic Code of Conduct Committee. The Committee will review the student's disciplinary history and determine further consequences, which may include:

Disciplinary probation
Extended suspension from activities
In-school or out-of-school suspension
Recommendation for expulsion

E. Substance Abuse/Misuse Policy

This policy applies to substance abuse/misuse violations that impact student good conduct and extracurricular eligibility, including certain violations that occur off school grounds or outside of school functions.

Use of Alcohol or Other Illegal Drugs not on School Grounds or at School Functions

Any student who is found to be using, in possession of, or knowingly in the presence of underage alcohol consumption, marijuana use, or use of any other illegal drug (including look-alikes, vapes, e-cigarettes, etc.) violates this policy. Reports may be submitted to the school by law enforcement personnel, student self-reporting, or parent/guardian reporting their child, or as witnessed by faculty, staff or administration. Peer reports with overwhelming evidence are considered at administrative discretion.

The school reserves the right to test any Columbus Catholic student at any Columbus Catholic activity who gives reasonable suspicion that he/she may have violated this substance abuse policy. As a condition for admission at home activities, Columbus Catholic reserves the right to randomly or inclusively test students and/or their guest for substance abuse violation. Anyone refusing to submit to testing when a test due to reasonable suspicion is requested will be considered in violation of this policy. If a student is found to be in violation of the Columbus Catholic High School substance abuse policy, the parent(s)/guardian(s) will be notified. **A student found to possess and/or be using illegal substances on campus or at a school-related activity will face disciplinary consequences, which may include suspension or expulsion depending on the type of substance and the amount present.** Law enforcement will be notified. Parent(s)/guardian(s) will be notified of all violations and impending disciplinary actions. The Columbus Catholic administration will investigate incidents reported by staff that have personally observed the situation, reported by law enforcement authorities, and/or reported from a parent about their child. Additionally, students found to have a Substance Misuse Good Conduct violation will be dealt with as follows:

Violation #1

- The student will complete substance abuse evaluation at Pathways. Completion of evaluation must be sent to the high school office. If additional treatment is required, it must be scheduled to be eligible. The student will also be declared immediately ineligible for extracurricular activities until the evaluation is completed.
- The student will complete eight hours of community service with any service organization. Hours cannot be completed for family members and must be completed within three weeks of a violation. Failure to complete service hours within three weeks of the offense will result in immediate suspension from extracurricular activities until service hours are completed. Additionally, the student attends a hearing with the Columbus Catholic Discipline Committee.
- The student will miss extracurricular events based on the 1st Offense guidelines.

Violation #2

- The student will complete substance abuse evaluation at Pathways. Completion of evaluation must be sent to the high school office. If additional treatment is required, it must be scheduled to be eligible. The student will also be declared immediately ineligible for extracurricular activities until the evaluation is completed.
- The student will complete 15 hours of community service with any service organization. Service hours cannot be completed for family members or at Columbus Catholic High School. Service hours must be completed within four weeks of the violation. Failure to complete service hours within four weeks of the offense will result in immediate suspension from extracurricular activities until service hours are completed, and the student will have a hearing with the Columbus Catholic Discipline Committee.
- The student will miss extracurricular events based on the 2nd Offense guidelines.

Violation #3

- The student will complete substance abuse evaluation at Pathways. Completion of evaluation must be sent to the high school office. If additional treatment is required, it must be scheduled to be eligible. The student will also be declared immediately ineligible for extracurricular activities until the evaluation is completed.
- The student and parent will meet with the Columbus Catholic High School Discipline Committee.
- The student will complete 20 hours of community service with any service organization. Service hours cannot be completed for family members. Service hours must be completed within five weeks of offense. Failure to complete service hours within five weeks of the offense will result in a hearing with the Columbus Catholic Discipline Committee to determine further sanctions.
- The student will be ineligible to participate in extracurricular activities for one calendar year.

NOTE: Neither Columbus Catholic High School nor Cedar Valley Catholic Schools are responsible for any payment of counseling, evaluation, treatment or service that may be deemed necessary.

Student substance abuse violations transfer from one academic year to the next; a student that leaves Columbus Catholic High School and then returns will maintain their number of violations.

Multiple violation penalties are always served consecutively rather than concurrently. **A student will receive more than one Substance Abuse violation if they are cited for more than one substance. For example, if a student received an alcohol citation and a citation for possession of drugs, they would be placed at "Violation #2" and receive appropriate consequences.**

In order to serve extracurricular consequences, a student must be a "bona fide" participant in that activity (e.g. sports, drama), which means they must have participated in the activity the previous season as long as they were physically able to. A student cannot serve time by going out for a new sport. A 9th grader does not have to be a "bona fide" participant since they have not completed a full school year. The student must also complete the season in order for it to count. If a student would quit or be kicked off of a team, their missed time would not count.

If a student commits a Good Conduct violation, they or their parents must report the violation on the next school day. For example, a violation that occurs on Friday or Saturday must be reported on Monday. A violation that occurs on Tuesday must be reported on Wednesday. These same rules apply during the summer or when school is not in session. If the administration cannot be reached via phone or in person, a message must be left on the Columbus High School voice mail system (319-233-3358).

NOTE: If an investigation has to occur and substantiates a violation that was not self-reported the next possible school day, community service, and extra-curricular penalties will double.

Violations beyond the 3rd offense will be dealt with by the Code of Conduct Committee and will result in permanent extracurricular ineligibility.

Before a formal violation of this policy, students who self-refer for drug or alcohol treatment will not be subject to the disciplinary code as long as treatment is on-going, positive, and without further violation. Columbus Catholic administration will determine extracurricular eligibility by consideration of the treatment plan conditions.

F. School Dances and Event Expectations

Columbus Catholic High School dances are extracurricular activities intended to provide appropriate social opportunities that build school involvement and spirit. Dances are provided for high school students only; students younger than high school may not attend.

Students who wish to bring a high school guest, or a graduate from the previous academic year, must complete the required guest approval process. Columbus Catholic students inviting guests are responsible for requesting, completing, and returning all

required forms. Forms must be requested at least one week prior to the dance and returned no later than the day before the dance. Forms will not be accepted at the door on the night of the dance.

Required guest forms include:

- Guest parent/guardian signature form
- Guest principal signature form
- Breathalyzer consent form
- All guests must agree to follow the rules and expectations outlined in the CVCS and Columbus Catholic student/parent handbooks.

Because participation in extracurricular activities is a privilege, students and guests may be subject to breathalyzer testing at school-sponsored events, including dances. Written consent from both the student and parent/guardian is required for testing and must be submitted as a condition of entry. Students or guests who do not provide a signed consent form will not be admitted.

If a student or guest tests positive, they will be retested in private. If the second test is also positive, parents/guardians will be contacted, and school consequences may apply according to the school's Code of Conduct. Consequences may include exclusion from future events, commencement, or other school activities. Testing will be conducted respectfully by trained school personnel using appropriate equipment.

Per ACSB Policy 5145.2
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G. *Vandalism/Theft*

Anyone destroying, stealing, or defacing school property or personal property of a school employee or student will face disciplinary action. Justice demands restitution in proportion to damage done. If damages are deemed significant, a referral to the legal system may be made. Specific consequences may include but are not limited to restitution, community service, and suspension from classes and/or activities. If possible, the student will be required to repair items vandalized.

H. *Automobiles/Parking Lot*

Driving and parking on school property is a privilege extended to students who exercise that privilege responsibly. Cooperation and courtesy from all drivers are necessary to keep traffic moving in a safe and efficient manner.

- These expectations are in place at all times, including outside of school hours.
- The speed limit on school property is 15 mph. Students are expected to drive safely and responsibly at all times while on school property.
- Students are not to park in any area designated as reserved for staff or reserved (marked in white lettering).
- The school does not assume responsibility for damaged or stolen vehicles or materials within the vehicles.
- Students are not to be in the parking lot while school is in session without permission from the Main Office.

The following outlines the progressive consequences for unsafe driving/parking lot violations:

- **1st Offense**: The student will receive a warning and a parent/guardian will be contacted. Depending on the severity of the situation, the student may also be assigned a detention.

- **2nd Offense:** The student will receive detention and a parent/guardian will be contacted. The student may lose parking or driving privileges on school property for up to 10 school days.

- **3rd and Subsequent Offenses:** The student may lose parking or driving privileges on school property for up to 30 school days. Additional disciplinary action may be assigned at the discretion of administration.

Serious or reckless driving that creates a safety concern may result in immediate loss of parking or driving privileges, regardless of the number of previous offenses. Law enforcement may be contacted when appropriate.

Search, Safety, and Investigation Procedures

A. Lockers

Lockers are "loaned" to students, but remain at all times the property of, and under the control of, the school; they are not considered private or confidential. Lockers are subject to inspection by administration. Lockers are to be used only by the student to whom they have been assigned. Interior decorations must be in good taste representing positive student and school values. Backpacks, gym bags, coats, blankets, etc. are not allowed in the classrooms and are to be kept in lockers.

All lockers include school-issued padlocks. Students are responsible for securing their locker and its contents. Students should keep lockers closed at all times and not share their combinations with any other student. Columbus Catholic High School assumes no responsibility for items left in lockers, including items lost or stolen from lockers that are left unlocked or unsecured.

Students may not change lockers without administrative approval.

B. Student Search by a Peace Officer

A school official may conduct a search if there is reasonable suspicion of criminal offense, or school rule violated, or the belief that a search will provide evidence.

Per ACSB Policy 5145.2

Building Procedures

A. Breakfast and Lunch

The school operates a closed lunch period. Breakfast is available from 7:00 AM to 7:55 AM. Breakfast and lunch must be eaten in the cafeteria. Money is to be put in the student's lunch account before 8:00 AM in the Main Office. Free and reduced lunches are available through the program. Applications are welcome anytime during the school year.

Students must remain in the cafeteria during their scheduled lunch period. To use the restroom, students must check out and back in using the designated SmartPass kiosk. Students may only leave the cafeteria for other reasons (e.g., to see a teacher or visit the office) with an active SmartPass approved by a staff member.

The outdoor seating area is reserved for senior students. Seniors may not leave the eating area, or access their vehicles during this time. Outdoor dining is a privilege and not a right. Student access to this space may be revoked at an administrator's discretion.

Food deliveries to campus for students are not permitted during the school day.

B. Lost and Found

All students need to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Lost and Found items are kept in the Main Office; periodically, any unclaimed items will be donated.

C. Water Bottles

Students are encouraged to bring water bottles to school. There are filling stations available for student use throughout the building.

D. Voter Registration

At least twice a year the local board, in consultation with the administrator, shall offer the opportunity to register to vote to each student who is at least seventeen and one-half years of age.

Academic Planning, Programing, and Procedures

(The full 2026/2027 Program of Study can be found on the Columbus Page of the CVCS website.)

A. Grading and Grading Scale

Grade	Percentage	GPA Pts	Acc GPA
A	93% - 100%	4.00	4.25
A-	90% - 92%	3.67	3.92
B+	87% - 89%	3.33	3.58
B	83% - 86%	3.00	3.25
B-	80% - 82%	2.67	2.92
C+	77% - 79%	2.33	2.58
C	73% - 76%	2.00	2.25
C-	70% - 72%	1.67	1.92
D+	67% - 69%	1.33	1.58
D	63% - 66%	1.00	1.25
D-	60% - 62%	0.67	0.92
F	0% - 59%	0.00	0.00

Grade point average is calculated to the hundredths place. Honors courses, including Accelerated, Advanced Placement (AP), and college courses, earn an additional .25 GPA point; these courses are designated with an (A) in the course title within the course descriptions. Cumulative grade point average is computed on semester grades. Columbus Catholic does not publish class rankings for students. Highest Honors are awarded for a GPA of 4.0 or higher; High Academic Honors for 3.70 and above; and Academic Honors for 3.30 to 3.69. Senior awards are calculated based on the cumulative grade point average at the end of the first semester of senior year.

B. Graduation Requirements

Students need 48 credits to graduate. These requirements should be carefully considered when planning course selections for future years.

To receive a diploma from Columbus Catholic High School, a student must be in good standing with the school. All school requirements must be up to date, e.g. finances, discipline, and other obligations. The student must be in full-time attendance at Columbus Catholic High School the semester of the student's graduation.

C. Transfer Students

Students who transfer to Columbus Catholic High School from another high school should be in satisfactory academic and discipline standing.

Transfer credits, and when applicable transfer grades, may be accepted toward Columbus Catholic High School graduation requirements when they are issued by an accredited school or educational program. Transfer records will be reviewed by administration and the school counselor to determine how credits and grades apply to Columbus Catholic High School graduation requirements and the student's transcript.

Students who transfer to Columbus Catholic High School mid-semester may have their current quarter grade from the previous school entered into PowerSchool and combined with their Columbus Catholic coursework to determine the final semester grade. If grades, credits, or course information from the previous school are incomplete or unclear, administration will determine how the transfer work will be recorded.

D. Early Graduation

We encourage all students to be in attendance for four full years of high school. Consideration will be given to students to graduate prior to completing eight semesters, if the following conditions are met **before May 1 prior to senior year:**

1. The student must be a registered student for their senior year and in good standing.
2. The student must prepare and present a written statement to the school principal. It should contain reasons why the student seeks early graduation and demonstrate a degree of maturity required of students graduating early.
    - The student must have fulfilled all the requirements for graduation.
3. The parents and student must discuss the matter with the school principal and counselor.
4. The case is presented by the school principal with a recommendation to the CVCS School Board.

E. Post-Secondary Enrollment Options Act

This act enables students in grades 11 & 12 to enroll part time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa if the student meets the institution's criteria. These courses must not be available to the students in their public high school district. This act is designed to promote rigorous academic pursuits and provide a wider variety of options for students. It is not intended, nor will be allowed, to circumvent the high school curriculum. For example, students who have already taken all advanced mathematics courses offered in their district might elect to take an advanced calculus course. If you are interested in learning more about this Enrollment Options Act, contact the College and Career Readiness staff.

F. Transcripts

Permanent high school transcripts are kept on file with the school. Students who wish to have transcripts sent to colleges should make a request either in person or via school email to College and Career Readiness staff or the school counselor. Transcripts are provided at no charge to the student.

G. College Credit During High School

Columbus students have the opportunity to take concurrent and/or dual credit classes while in high school. Details of requirements can be found in the 2026/2027 Program of Study.

H. Counseling

The Columbus Catholic High School counseling program supports students in their academic planning, course selection, college and career readiness, and social/emotional well-being. The school counselor works with students individually and in groups to help them navigate academic decisions, personal concerns, and future planning.

Columbus Catholic High School also provides mental health coaching support for students who may benefit from additional social/emotional support. The mental health coach may work with students individually or in small groups based on student needs.

I. College and Career Planning

The Chris and Megan Fereday College and Career Planning Program is designed to prepare students and parents for post-secondary education. Services include 1:1 planning sessions, concurrent course enrollment, transcript requests, Xello college planning software, parent/student information nights, financial aid support, and college visits.

Students and parents are encouraged to contact the director of the CCP with questions relating to post-secondary education.

J. Edgenuity Courses

Students enrolled in Edgenuity (online) courses are expected to stay on pace with the program's progress guidelines. Consistent progress is necessary to ensure successful course completion within the designated time frame.

- Students who fall more than 20% behind in their Edgenuity course will be placed on academic probation for a period of two weeks.

- During the probation period, students are expected to make significant progress and return to within acceptable pacing.
- Failure to catch up during probation may result in:
    - Removal from the course
    - Loss of credit
    - Loss of eligibility to enroll in Edgenuity courses in the future

K. NCAA Clearinghouse

Student athletes wishing to play at the collegiate level should visit the NCAA Eligibility Center online at: https://web3.ncaa.org/ecwr3/. Approved NCAA core courses for Columbus Catholic can be found at: https://web1.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool. Enter 164492 as the six-digit CEEB code to obtain a list.

Please speak to the Columbus College and Career Planning Director or go to www.eligibilitycenter.org or www.naia.org to learn more specific information.

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.

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 IGHSAU.
- 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 & IGHSAU 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 IHSAA, IGHSAU, 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 dates(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				