



# CEDAR VALLEY

## CATHOLIC SCHOOLS

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

### **Parent/Guardian-Student Handbook 2021-2022**

### **Columbus Catholic High School**

**Table of Contents**  
**Parent/Guardian-Student Handbook 2021-2022**

<b>I.</b>	<b>Philosophy.....</b>	<b>Page 2</b>
	A. Cedar Valley Catholic Schools Mission	
	B. Cedar Valley Catholic Schools Vision	
<b>II.</b>	<b>Office Directory.....</b>	<b>Page 2</b>
<b>III.</b>	<b>Class Schedules.....</b>	<b>Page 2</b>
<b>IV.</b>	<b>Communication.....</b>	<b>Page 3</b>
	A. Attendance	
	B. Medication/Health Office	
	C. Withdrawal	
<b>V.</b>	<b>Discipline Code.....</b>	<b>Page 5</b>
	A. Cell Phone, Student Use	
	B. Dances	
	C. Breathalyzer	
	D. Detention	
	E. Electronic Devices	
	F. Student Search by a Peace Officer	
	G. Substance Abuse/Misuse Policy	
	H. Vandalism/Theft	
<b>VI.</b>	<b>Services.....</b>	<b>Page 16</b>
	A. Automobiles/Parking Lot	
	B. Breakfast and Lunch	
	C. Lockers	
	D. Lost and Found	
	E. Textbooks	
	F. Water Bottles	
<b>VII.</b>	<b>Academic Planning, Programming and Procedures.....</b>	<b>Page 18</b>
	A. Grading and Grading Scale	
	B. Graduation Requirements	
	C. Early Graduation	
	D. Post-Secondary Enrollment Options Act	
	E. Transcripts	
	F. Middle School Students Receiving High School Credit	
	G. College Credit During High School	
	H. Guidance	
	I. College and Career Planning	
	J. Media Center	
	K. NCAA Clearinghouse	

## I. Philosophy

### A. Cedar Valley Catholic Schools Mission

The mission of the Cedar Valley Catholic Schools is to provide an exceptional Catholic education to every student, built on the foundations of faith, discipline, service and knowledge.

### B. Cedar Valley Catholic Schools 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.

## II. Office Directory

### Columbus Catholic High School

**Phone:** 319-233-3358      **Fax:** 319-235-0733

**Address:** 3231 W. 9<sup>th</sup> Street  
Waterloo, Iowa 50702

**Hours:** Monday – Friday 7:00 AM – 4:00 PM

#### Contacts:

Tom Novotney, 6-12 Principal; Chief Administrator  
Tony Harrington, School Administrative Manager  
Molly Skilling, Administrative Assistant  
TBD, Guidance Counselor  
Tyann Wolfensberger, College and Career Planning Director  
Mary Jones, Food Service Director  
Josh VanBesien, Business Manager  
Karey Schultz, Bookkeeper  
Sarah Smith, Advancement Director  
Sydney Anderson, Marketing and Special Events Coordinator  
Tanya Cutsforth, Operations and Human Resources Manager

#### Activities / Athletic Information:

Tom Novotney, Interim Activities Director

## III. Columbus Catholic High School Schedules

### Normal Schedule

Block	Time	Minutes
1 A/B	7:30-8:53	83
2 Common Time	8:57-9:37	40
3 A/B	9:41-11:31	110
A-lunch	10:34-10:59	25
B-lunch	11:07-11:31	25
4 A/B	11:35-12:58	83
5 A/B	1:02-2:25	83

### Mass Schedule

Block	Time	Minutes
1 A/B	7:30-8:50	80
Mass	9:00-9:55	55
3 A/B	10:00-11:45	105
A-lunch	10:45-11:10	25
B-lunch	11:20-11:45	25
4 A/B	11:49-1:06	77
5 A/B	1:10-2:25	75

## **2 Hour Delay Schedule**

<b>Block</b>	<b>Time</b>	<b>Minutes</b>
1 A/B	9:30-10:30	60
3 A/B	10:34-12:05	91
A-lunch	11:05-11:30	25
B-lunch	11:40-12:05	25
4 A/B	12:09-1:15	66
5 A/B	1:19-2:25	66

## **IV. Communication**

### **A. Attendance**

#### ***Procedures for Absences***

- If students are absent from class due to illness or family reasons, the student's parents are to notify the school the morning of the absence, 233-3358, ext. 1111 by 8:30 AM.
- If the student knows beforehand that the student will not be in attendance on a given day, the student is to notify the main office and teachers to arrange make-up work. For two or more days, at least one week's advance notice is recommended.
- Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment is to provide verification of the visit to the office when the student returns to school.
- A written request from the parent/guardian or a phone call is also required anytime a student needs to leave school before the usual time of dismissal. No student is released unless the principal or his/her designee knows the reason for the release and the person to whom the student is released. The school accepts no responsibility for any student who leaves school without the proper 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)

### ***Medical Excused Absence***

Students with chronic absenteeism, including but not limited to, excused medical absences will meet with administration to discuss alternative education plans.

### ***College Visits***

All juniors are allowed one day of excused absence for college visitation; juniors on sophomore academic honor roll are granted two excused absences for college visitation. Seniors are allowed three days of excused absence to visit colleges. 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 7:30 AM bell, the student must sign-in at the Main Office before going to class. When the student knows he/she 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 7:30 AM.**
- **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. Illnesses are handled through the health office and other emergencies through the Main Office.
- **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 four days of being truant, a student will serve a 90-minute detention from 2:30 - 4:00 PM with the building administrator or designee. These detentions accumulate as part of a student’s detention record. Multiple truanies may result in further consequences, including but not limited to, in-school and out-of-school suspension. Truanies 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.

### **B. Medication/Health Office**

If students become ill during school they must obtain a pass to the health office (to the main office in the absence of a nurse) from a staff member. Students may not enter the health office without a pass. If it is necessary for a student to be dismissed from school because of illness or injury, parent(s)/guardian(s) will be notified and the student will be excused only through the main office.

Students who on occasion find it necessary to take aspirin, Motrin or Tylenol, and Ibuprofen should carry their own over-the-counter medication in the original container.

Also, students may carry their own prescribed inhalers. Students should not provide any type of medication to another student.

No over-the-counter medication will be dispensed at school unless a written permission note from the parent is on file in the health office, which will be administering the medication. The health office will only provide Tylenol, Ibuprofen, cough drops, topical ointment, Benadryl, and antacids.

### **C. Withdrawal**

If a student wishes to withdraw from school before graduation, the parent/guardian must contact the main office (in writing or in person) to schedule an appointment and complete an official withdrawal form. A student is not considered withdrawn until this form is submitted and all school property is returned and fines paid. All tuition and fees will be prorated based upon weeks of attendance. Scheduling fees are non-refundable.

## **V. Discipline Code**

The student guidelines outlined in this handbook exist in order to assist the Cedar Valley Catholic Schools community to function effectively and to provide the environment conducive to student success. CVCS believes in the philosophy that all students are children of God and as such, they have self-worth, are worthy of respect and deserve to be treated with dignity. However, students and parents must understand that for all human actions there are consequences, some positive and some negative. One of the most distinguishing signs of growth is the ability to anticipate and make appropriate moral decisions with regard to how a specific action will affect the rights and responsibilities of both the student and all members of the CVCS community.

Consequently, Cedar Valley Catholic Schools maintain high expectations for all students and will work in partnership with parents who are the first teachers of their children. This makes the schools' role in discipline an extension of family responsibility, always done with love and for the good of the child.

### **A. Cell Phone, Student Use**

- Cell phones are not to be visible in classrooms. Smartwatches are not to be worn during testing (set on teacher's desk). AirPods are only allowed in the classroom at a teacher's discretion.
- Cell phones are not permitted in restrooms or locker rooms during regular school hours.
- Student phone calls are to be made only with teacher/administrator approval.

#### **Consequences**

**1st offense:** If a student is found with a cell phone, the student will be directed to turn it in at the school office. The student may retrieve the cell phone at the end of the day.

**2nd Offense:** The student will again turn in the cell phone at the school office but **will not** be able to retrieve it at the end of the day. The student's parent or guardian is responsible for picking up the cell phone.

**3rd Offense:** The student is expected to leave the cell phone in the school office upon arrival and pick up the phone at dismissal daily for a two week period.

## **B. Dances**

Columbus Catholic High School dances function as appropriate social opportunities to build school involvement and spirit, and are considered extracurricular activities. Dances are provided for high school students; 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 three forms and agree to the fourth point below. Columbus Catholic students inviting guests are responsible for facilitating this process. Forms are to be requested one week in advance of the dance date and are to be returned no later than the day before the dance. Forms will not be accepted at the door the night of the dance.

1. Guest's parent signature form
2. Guest's principal's signature form
3. Breathalyzer form
4. Each guest agrees to abide by the rules and regulations of the CVCS and Columbus Catholic student/parent handbooks.

**\*\*Dances are not held during pandemics.**

## **C. Breathalyzer**

Participation in extracurricular activities is a privilege, not a right. Therefore, certain procedures and limitations can be instituted. For example, a school official may administer a breathalyzer test to a student even if he or she does not have reasonable grounds to believe the student is under the influence of alcohol if the student and the student's parents or guardians provide written consent to the search.

If a school program chooses to use breathalyzer tests at school-related functions, such as dances, a letter should be sent to all parents and guardians at the beginning of each school year informing the parents and guardians of the school's intentions.

In addition to the letter, when students purchase tickets to school events, such as dances, they should be provided with a consent form notifying them of the school's intention to use a breathalyzer test at the entrance of the dance/activity and the consequences to students associated with testing positive for alcohol upon admission.

The consequences of testing positive for alcohol at the entrance of a school-related function should be associated with a school-related function and will fall under the consequences of the school's Code of Conduct. For example, a consequence of testing positive for alcohol before entering a homecoming dance could result in the student not being allowed to attend any school dances for the remainder of the school year. If a

senior tests positive for alcohol at the entrance during the senior prom or post-prom, the senior could be prohibited from taking part in commencement.

Each consent form should be taken home and signed by the student and the student's parent or guardian. Each student should then be required to bring the consent form to the dance/event as admission to the dance/event. Students who either choose not to sign the consent form or forget to bring the consent form to the dance/event should not be allowed to enter.

For a consent search to be valid, the consent must be knowing and voluntary. If the consent is passive (i.e. students and parents only sign a non-consent form if they refuse to submit to the test) that would not satisfy the requirements of a knowing and voluntary consent.

School officials should administer the breathalyzer test to each student and should be trained to accurately administer the test to avoid errors. It would be best for the police not to be involved in the testing. There is no reason why the police department could not provide the screening equipment to the school.

The test should be conducted in a reasonable manner that minimizes invasion of privacy and maintains respect for all students. If a student tests positive for alcohol at the entrance of a dance, that student should be taken to a private location and given a second chance to measure the level of alcohol. If a student tests positive a second time, his or her parents should be notified to pick up their child and the school consequences will apply as outlined on the consent form.

A student is defined as any person enrolled in school, kindergarten through twelfth grade. Therefore, if a student wishes to bring a companion to the dance who attends a different school, the friend should also be required to bring a consent form as admission to the dance. If the friend is not a student he or she would still be required to sign a consent form at the entrance of the dance and submit to the test before admission.

#### Sample Parent Consent Letter/Form

Date:

Dear Parents/Guardians,

Participation in extracurricular activities is a privilege, not a right. Our school wishes to offer a wide range of activities for our students in a safe and positive environment.

We strive to maintain a drug and alcohol free environment. Therefore, a breathalyzer test will be administered to all students at school-related functions, including but not limited to dances, drama and musical productions, and athletic events.

When students purchase a ticket to a school event, they will be provided with a consent form notifying them of our school's intention to use a breathalyzer test at the entrance of the activity and the consequences to students associated with testing positive for alcohol upon admission.

The consequences of testing positive for alcohol at the entrance of a school-related function will be associated with future participation in that or another school-related function.

A consent form (Exhibit A attached) must be signed by the student and the student's parent or guardian. Each student is required to bring the consent form to the activity as part of the admission requirements. Students who either choose not to sign the consent form or forget to bring the consent form will not be allowed to enter.

The test will be conducted in a reasonable manner that minimizes invasion of privacy and maintains respect for all students. If a student tests positive for alcohol at the entrance, that student will be taken to a private location and given a second chance to measure the level of alcohol. If a student tests positive a second time, his or her parents will be notified to pick up their child and the school consequences will apply as outlined on the consent form.

A student is defined as any person enrolled in school, kindergarten through twelfth grade. Therefore, if a student wishes to bring a companion to the dance who attends a different school, the friend should also be required to bring a consent form as admission to the dance. If the friend is not a student, he or she would still be required to sign a consent form at the entrance of the dance and submit to the test before admission.

Thank you for your attention to this matter.

Sincerely yours,

#### BREATHALYZER CONSENT FORM

1. We understand that a student's participation in extracurricular activities is a privilege, not a right.
2. We understand that the administration of a breathalyzer test to a student by a school official constitutes a search under Iowa law.
3. We understand that with this consent, a school official can administer a breathalyzer test to a student absent reasonable grounds to believe the student is under the influence of alcohol (i.e. looks, smells or acts intoxicated).
4. We understand that if a student tests positive for alcohol upon the administration of a second test, the student's parent or legal guardian will be notified to pick up that student, and the consequences will apply as outlined in the school's Code of Conduct.
5. We have received written notice of the school's intention to administer a breathalyzer test to each student upon admission to school-related functions.
6. We have received a copy of the Student Handbook and have read the amended Search and Seizure policy contained within it.
7. We are aware of the consequences of a student testing positive for alcohol upon admission to a school-related function.
8. We understand that each student must present this consent form in order to enter the school-related function and that students who either choose not to sign this consent form or forget to bring this consent form to the school-related function will NOT be allowed to enter.

WE HEREBY CONSENT TO THE ADMINISTRATION OF A BREATHALYZER TEST AS PART OF THE ADMISSION REQUIREMENTS FOR \_\_\_\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date

#### **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 will be given for offenses that are in violation of Columbus Catholic's Discipline Code. Detentions will be 30 minutes in length. A student has 3 opportunities to serve their Detention: **the same day, the next morning, or the following day**. The detention will be served with the assigning teacher. If the assigning teacher is unable to supervise the detention, the student must make arrangements with the Main Office. Detention will be offered every morning from 6:55 AM to 7:25 AM. Students will not be allowed to enter the morning detention room after 6:55 AM. Students will be in school dress code and have schoolwork to complete during detention. They may not leave the room without the permission of the moderator. Sleeping, cell phones, 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 "Detention" teacher and if the student has a pass to work with another teacher.

If a student does not serve his/her detention during one of their 3 opportunities, the student will be assigned **90 minutes of lunch detention**.

#### **Failure to Report for Detention**

If a student does not report to detention or is tardy, the student will be assigned three lunch detentions with the School Administration Manager (SAM). Lunch detentions will be served with the SAM during the next three lunch periods. Failure to serve the three lunch detentions may result in additional consequences, such as in-school suspension or a meeting with the student, parents, and the SAM; the purpose of the meeting is to have positive communication between the student, parents, and the administrator. Frequent unserved detentions will lead to additional discipline consequences.

**Students participating in extracurricular activities** (e.g. sports, band, vocal, drama) who skip detention may attend practice, but cannot participate. If a public performance

is scheduled that day and the student is **absent from detention**, the student is ineligible and may not be dismissed early to attend the event. If the student is **tardy** to detention, the student has two options:

1. The student completes remaining detention time with participation being commensurate to the time missed in accordance with the chart below, **and completes an additional 30 minute detention** within three days.
2. The student chooses to be ineligible for the activity and instead completes the three lunch detentions with the School Administration Manager.

1-5 minutes	Student misses ¼ of the event
6-10 minutes	Student misses ½ of the event
11-15 minutes	Student misses ¾ of the event
15+ minutes	Student is ineligible for the event and serves three lunch detentions

\*At administrative discretion, the policy will be modified for sports that do not have quarters.

If a Friday detention is skipped or the student is tardy, these rules apply to the *next* school-sponsored practice **OR** activity (e.g. Saturday, Monday)

**Detention totals and consequences will be as follows:**

**3 detentions:** A letter from Columbus Catholic High School to parents

**6 detentions:** A letter is sent to parents. The student chooses a faculty member to meet with to discuss problems, future consequences and to create a plan for improvement. Failure to create an approved Improvement Plan within the assigned time will result in in-school suspension until the plan is completed.

**9 detentions:** A meeting with parents, students and administration will take place to discuss improvements, future consequences and to create a plan for improvement. Suspension from all Columbus activities that do not take place between 7:30 a.m.-2:30p.m. will be in effect for a minimum of 3 school weeks (excludes faith-based activities).

**12 detentions:** The student and parents will meet with the Columbus Catholic Code of Conduct Committee. The Columbus Catholic Code of Conduct Committee will determine appropriate consequences. Consequences may include probation, suspension from activities and/or expulsion.

**Each year a student will start with zero detentions.**

**Items defined as major offenses will result in consequences greater than 1 detention.**

### ***Guidelines for Major Consequences***

#### **Some examples of minor offenses (Detention):**

- Tardy to class without a written pass
- Running in halls
- Failure to have a pass in the hall from a class
- Out of uniform violations
- Use of profanity

#### **First Major Incident:**

- Principal/designee talks to student, investigation is initiated, if founded, aggressor will be informed of his/her actions and asked to stop
- Consequence(s) - Loss of privilege(s), two thirty-minute detentions, or up to half-day in-school suspension
- Teaching - principal/designee reteaches appropriate behaviors in relationship to Gospel Values and the 7 Habits; teaching may include but is not limited to: reviewing expectations, role play, modeling, restitution, service, apology, conflict mediation, essay, and/or illustration
- Parent contact – warning to students and parents that another incident will result in additional consequences
- Documentation

#### **Second Major Incident:**

- Principal/designee talks to student, investigation is initiated, if founded, aggressor will be informed of his/her actions and asked to stop
- Consequence(s) - Loss of privileges, one or more days of in-school suspension, or up to one day of out-of-school suspension
- Teaching - principal/designee reteaches appropriate behaviors in relationship to Gospel Values and the 7 Habits; teaching may include but is not limited to: reviewing expectations, role play, modeling, restitution, service, apology, conflict mediation, essay, and/or illustration
- Parent contact – a warning to students and parents that another incident will result in 1-3 day(s) of suspension (in or out)
- Documentation

#### **Third and Subsequent Major Incidents:**

- Principal/designee talks to student, investigation is initiated, if founded, aggressor will be informed of his/her actions and asked to stop
- Consequence(s) - 1-3 day(s) of suspension (in or out); students having subsequent Major Incidents may be recommended for expulsion
- Teaching - principal/designee reteaches appropriate behaviors in relationship to Gospel Values and the 7 Habits and creates a Behavior Intervention Plan; teaching may include but is not limited to: reviewing expectations, role play, modeling, restitution, service, apology, conflict mediation, essay, and/or illustration
- Parent contact including written letter
- Documentation

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.

**E. Electronic Devices**

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.** Apple/Smart watches must be removed during all testing. Technology included in 504/IEPs is permitted for educational purposes in the classroom. Students who inappropriately use or display such items are subject to having them confiscated and kept in the main office.

**F. Student Search by a Peace Officer**

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

Definitions:

1. "Student" means a person enrolled in a school/program for any grades kindergarten through twelve.
2. "School/program official" means a certificated school employee, and includes non certificated school/program employees employed for security or supervision purposes.
3. "Contraband" includes substances or items which, if found on school/program property, violate the law and school/program regulations, or are detrimental to an orderly environment at school/program. 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/program environment, and/or which present a threat to the health and safety of the students and staff.
4. "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.

5. "Student search rule" means a rule established by the authorities in charge of the school/program 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.

#### **G. Substance Abuse/Misuse Policy**

##### **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) 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. If comprehensive testing is a condition of admittance to an event, a parent permission slip will be sent home before the event. Failure to return the parent permission slip will result in the student not being allowed to enter the event. Anyone failing a substance abuse test (breathalyzer) will not be admitted, and Columbus Catholic students will be dealt with according to this policy. 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 authorities 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 enroll in the Pathways Diversions class. Classes are held in the afternoon and scheduled by Pathways. The student will attend the four sessions that comprise the class and complete all required elements. A parent must attend one of the sessions. The student must provide the school with a list of the next available series of classes that will be attended. Upon completion of the course, a notice of completion must be provided to Columbus Catholic. The student must enroll in the next available sequence of classes. Failure to complete courses will result in the student facing possible dismissal from Columbus Catholic High School. The student will also be declared immediately ineligible for extracurricular activities until the classes are completed (subject to availability of courses).
- The student will complete eight hours of community service with any service organization. Hours cannot be completed for family members or at Columbus Catholic High School 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 1<sup>st</sup> Offense guidelines.

### **Violation #2**

- The student will enroll in the Pathways Diversions class. Classes are held in the afternoon and scheduled by Pathways. The student will attend the four sessions that comprise the course and complete all required elements of the class. The student must enroll in the next available sequence of classes. The student must provide the school with a list of the upcoming available series of classes that will be attended. Depending on the circumstances of the violation, a professional evaluation through Pathways may be requested. Upon completion of the course, a notice of completion and evaluation must be provided to Columbus Catholic. A parent must attend two of the sessions. Failure to complete classes will result in the student facing possible dismissal from Columbus High School. The student will also be declared immediately ineligible for extracurricular activities until the completion of the course.
- 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 2<sup>nd</sup> Offense guidelines.

### **Violation #3**

- A professional evaluation must occur through Pathways. The student must comply with the evaluation's recommendation to potentially remain as a student at Columbus Catholic High School.
- 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 or at Columbus Catholic High School. 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.

### **Important Notes:**

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 "bonafide" 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. You cannot serve time by going out for a new sport. A 9<sup>th</sup> grader does not have to be a "bonafide" 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).

**\*\*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 3<sup>rd</sup> offense will be dealt with by the Columbus Catholic High School Discipline 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.

#### **H. 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.

### **VI. Services**

#### **A. Automobiles/Parking Lot**

Driving and parking on school property is a privilege that is extended to students who exercise the privilege responsibly. Cooperation and courtesy from all drivers is needed to keep the flow of traffic going in a safe, efficient manner.

- The speed limit is 15 mph. If drivers speed or drive recklessly, they may be prohibited from driving on school property for 30 days.
- Students are not to park in the rally court, in front of the building, or in any area designated for staff.
- If a vehicle is illegally parked, a student may be blue-slipped and asked to move their car immediately, or it **may be towed at the owner's expense.**
- The school does not assume responsibility for damaged or stolen vehicles or materials within the vehicles.
- Anti-theft devices, which disturb the academic learning environment, are not acceptable.
- Students are not to be in the parking lot between 7:30 AM and 2:25 PM without permission from the Main Office.

#### **B. Breakfast and Lunch**

The school operates a closed lunch period. Breakfast is available from 6:30 AM to 7:25 AM. Breakfast and lunch must be eaten in the cafeteria. Money is to be put in the student's lunch account before 7:30 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. Students leaving to use the restroom and must sign-out with the staff member supervising the cafeteria; students are required to sign-in upon returning from the restroom. With the exception of the restroom, students may only leave the cafeteria with a signed pass from the office or a teacher. School uniform policy applies in the cafeteria.

Students are encouraged to bring uniform compliant clothing in the winter months.

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.

**C. 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.

**COLUMBUS CATHOLIC ASSUMES NO RESPONSIBILITY FOR ITEMS LEFT IN YOUR LOCKER.** Students are responsible for securing their locker and its contents. All lockers must have school-issued padlocks or make arrangements with the Main Office. Students should keep lockers closed at all times and not share their combinations with any other student. Students may not change lockers without administrative approval.

**D. 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 given to the needy.

**E. Textbooks**

Textbooks may be provided to students. Undue wear, damage, or loss will require payment at the end of the school year.

**F. Water Bottles**

Students are encouraged to bring water bottles to school. There are filling stations available for student use throughout the building.

## VII. Academic Planning, Programing and Procedures

### A. Grading and Grading Scale

Letter Grade	Grade Point Value	Letter Grade	Grade Point Value
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

Grade point average is computed according to the grade point values per letter grade above. Grade point average is calculated to the hundredths place. Honor Courses (Accelerated and AP) earn an extra .25 on the GPA if the grade is a "C" or better.

Cumulative grade point average is computed on semester grades. Highest Honors: 4.0 or better; High Academic Honors: 3.70 and above; Academic Honors: 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

All students need 49 credits to graduate. These requirements should be carefully considered when planning course selections for future years. Students who transfer to Columbus from another high school should be in satisfactory academic and discipline standing. Situations to the contrary will be a reason to examine the student's enrollment application individually.

A minimum of 1 credit is required in Technology; however, additional courses are encouraged. Each incoming 9th grade student will be enrolled into Introduction to Computer Science, which will count as a technology credit. Specific course requirements can be found in the course guide.

To graduate 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, conduct, and other obligations. The student must be in full-time attendance at Columbus Catholic High School the semester of the student's graduation.

### **C. 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 April 1 prior to senior year**:

1. The student must prepare and present a written statement to the guidance department. It should contain reasons why the student seeks early graduation and demonstrate a degree of maturity required of students graduating early.
2. The parents and student must discuss the matter with a member of the guidance department.
3. The case is presented by the guidance department to Columbus Catholic administration for approval.
4. The student will have fulfilled all the requirements for graduation, such as taking all required courses and having sufficient credits.
5. The student must also be a registered student for their senior year and in good standing. The CVCS board will then consider the early graduation request.

### **D. 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 guidance counselor. If you are interested in Dual Enrollment (no tuition reimbursement), also see your counselor.

### **E. Transcripts**

Permanent high school transcripts are kept in the school counselor's office. Students who wish to have transcripts sent to colleges should make a request either in person or via school email to the school counselor. Transcripts are provided at no charge to the student.

### **F. 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 9<sup>th</sup> 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.

### **G. College Credit During High School**

Students in grades 10, 11, and 12 have the opportunity to take concurrent and/or dual credit classes while in high school. Students who wish to do so need to meet the following criteria:

1. Initial eligibility from the most recent ISASP Scores.
2. For classes that require additional eligibility, students may provide either Accuplacer test scores or ACT test scores.
3. For classes taught at Columbus Catholic High School, there will be a textbook fee for the classes (Composition I and II, General Biology I and II, Statistics, Math for Liberal Arts).

Students are allowed to take a maximum of 23 college credits in an academic year. Students and parents should work with the school counselor for more information and registration information.

### **H. Guidance**

Our counseling program complements the curricular offerings by offering support to students in several areas. The guidance counselor complements the academic program by offering support to students in several areas: 504 support, social/emotional well-being support, etc. The guidance counselor may issue a pass for students to come to the guidance office. Students can also stop in the guidance office to arrange a time to visit the counselor.

### **I. College and Career Planning**

The Chris and Megan Fereday College and Career Planning Program (CCP) is designed to prepare students and parents for post-secondary education. Services include 1-1 planning sessions, concurrent course enrollment, transcript requests, Naviance college planning software, parent/student information nights AP PSAT/NMSQT testing, 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. Media Center**

The Media Center is open 7:00 AM - 2:50 PM Monday through Friday when school is in session. During school hours, the Media Center may be reserved for use by teachers. Classes must be signed in and supervised by a teacher and must be scheduled ahead of time. When the Media Center is reserved, it is closed to other students.

***Expectations:***

The Media Center is an area for study, research, and maker space projects. Students are expected to be productive and allow all others to be productive. Students are welcome to read books and magazines, use computers, and work on homework and projects. If a student's behavior becomes a concern, he/she will be asked once to correct it. If the student does not comply, he/she will be asked to leave. If a student is asked to leave, he/she may not return to the Media Center for 5 school days.

Individual students must have a pass to go to the Media Center, and if full, the student is to return to class. Please use the restroom or stop at your locker before coming to the Media Center. Please sign-in legibly.

A signed pass from the teacher is required for each student going to the Media Center from a scheduled class or study hall when the teacher is not accompanying the student. No more than three students may be sent to the Media Center from any class without being accompanied by the teacher.

Computer usage is available to all students who have turned in their Acceptable Use Policy. Usage is limited and monitored. The computer is to be used for schoolwork only or educational self-discovery. This applies all day, including before and after school. Computers may not leave school property.

Students may check out up to three books at a time from the Media Center. Students will be billed replacement costs for books lost or not returned to the Media Center.

**K. NCAA Clearinghouse**

Students who want to participate in NCAA Division I or II or NAIA athletics should start the certification process by the end of their junior year or early in their senior year. Please speak to the Columbus College and Career Planning director or go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or [www.naia.org](http://www.naia.org) to learn more specific information.