



# **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**

**Blessed Maria Assunta Pallotta Middle School**

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## 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

### Blessed Maria Assunta Pallotta Middle School

**Phone:** 319-232-6592      **Fax:** 319-232-6963

**Address:** Blessed Maria Assunta Pallotta Middle School  
3225 W. 9<sup>th</sup> Street  
Waterloo, Iowa 50702

**Hours:** Monday – Friday 7:00 a.m. – 3:30 p.m.

#### Contacts:

Tom Novotney, 6-12 Principal; Chief Administrator  
Tony Harrington, 6-12 SAM  
Judy Bullis, Administrative Assistant  
Jacob Garnette, Guidance Counselor  
Karen Hau, Food Service Site Manager  
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 Athletic Director  
Nick Miller, 6-8 Activities Coordinator

## III. Middle School Schedules

### Blessed Maria Assunta Pallotta Middle School Schedules

		<b>All-school Mass Schedule</b>	
<b>Regular Schedule</b>		Release to class	7:25 - 7:30
Release to class	7:25 - 7:30	Pd. 1	7:30 - 8:04
Announcements/Prayer	7:30 - 7:35	Pd. 2	8:05 - 8:39
Pd. 1	7:35 - 8:17	Announcements/Lead	8:40 - 8:57

Pd. 2	8:18 - 9:00		Mass	9:00 - 9:45
Pd. 3	9:01 - 9:43		Lead	9:45 - 10:05
Pd. 4	9:44 - 10:26		Pd. 3	10:06 - 10:43
Pd. 5	10:27 - 11:09		Pd. 4	10:44 - 11:21
1st Lunch/Lead	11:10 - 11:40		1st Lunch/Pd. 5	11:22 - 11:54
2nd Lunch/Lead	11:42 - 12:12		2nd Lunch/Pd. 5	11:56 - 12:28
Pd. 7	12:13-12:55		Pd. 7	12:29 - 1:06
Pd. 8	12:56 - 1:38		Pd. 8	1:07 - 1:44
Pd. 9	1:39 - 2:22		Pd. 9	1:45 - 2:22
Prayer	2:22-2:25		Closing Prayer	2:22 - 2:25
<b><u>Late Start Schedule (2 hours)</u></b>		<b><u>Pep Rally Schedule</u></b>		
Release to class	9:25 - 9:30		Release to class	7:25 - 7:30
Announcements/Prayer	9:30 - 9:35		Announcements/Prayer	7:30 - 7:35
Pd. 1	9:35 - 10:02		Pd. 1	7:35 - 8:13
Pd. 2	10:03 - 10:30		Pd. 2	8:14 - 8:52
Pd. 3	10:31 - 10:58		Pd. 3	8:53 - 9:30
Pd. 4	10:59- 11:26		Pd. 4	9:31 - 10:09
1st Lunch/Lead	11:27 - 11:55		Pd. 5	10:10 - 10:48
2nd Lunch/Lead	11:56 - 12:24		Pd. 7	10:49 - 11:27
Pd. 5	12:25 - 12:53		1st Lunch/Lead	11:28 - 11:58
Pd. 7	12:54 -1:22		2nd Lunch/Lead	11:59 - 12:29
Pd. 8	1:23 - 1:52		Pd. 8	12:30 - 1:08
Pd. 9	1:53 - 2:22		Pd. 9	1:09 - 1:47
Closing Prayer	2:22 - 2:25		Pep Rally/Prayer	1:50 - 2:25

#### IV. 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 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.

## B. Grading Scale

### 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
62	60	D-
59	0	U

### Blessed Maria Assunta Pallotta Middle School Standards Based Grading Scale

4 = Consistently Exceeds  
 3 = Meets  
 2 = Progressing Towards  
 1 = Does Not Meet  
 NA = Not Applicable

## C. Homework

Students are to turn in homework on time. Students who do not turn in homework may be given consequences as needed until the homework is completed.

## D. 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.

## V. Communication

### A. Arrival and Dismissal Procedures

Arrival: The Commons will be opened to students at 6:45 AM. There is no supervision prior to 6:45 AM. 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 and enter through the back entrance after being buzzed into the school. The front drop-off lane is not to be used by high school students. Upon arrival to school, students must report to the Commons. Students will be released to the lockers at 7:25 AM. Classes begin at 7:30 AM. Students must report to their first period class by 7:30 AM or they will be counted tardy or absent.

Dismissal: Students are dismissed at 2:25 PM. Students must be picked up by 2:55 PM.

## **B. Attendance**

### 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.

Tardy Procedure: A student who is tardy to school earns lunch detention with the third 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.

Students tardy to class periods 2 - 9 are tracked and disciplined by the classroom teacher as he/she deems appropriate.

School Cancellation: We typically follow Waterloo Schools, but for updates, please check local radio stations, KWVL Channel 7, the CVCS Website: [www.cvcatholicschools.org](http://www.cvcatholicschools.org), or check for Remind notifications.

### Attendance - Extracurricular participation:

\*\*Please see the Activity Handbook.

## **C. Blessed Maria Family Booster Club**

All parents/guardians belong to the Blessed Maria Family Booster Club and are encouraged to be active members. The Family Booster Club supports the curricular and extracurricular programs of the school through fellowship and projects. Sign-up takes place in August as part of registration. 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

## **D. Parent/School Communication**

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.

#### **E. Parent-Student-Teacher Conferences**

Conferences at the end of the first quarter are teacher-led. Students are expected to attend. Parents are encouraged to schedule with teachers during this time. Conferences at the end of the third quarter are student-led and are required for each student. Student-led conferences allow the students to take ownership of their learning and reflect on their success and opportunities for growth. Both Fall and Spring conferences are scheduled using an online scheduling system. Parents are provided the information several weeks prior to conferences.

#### **F. Telephones and Smart Watches**

Cell phones are to be kept in a student's locker from 7:25 am until 2:25pm. The school is not responsible for lost or broken cell phones. Apple/Smart watches must be removed during all testing.

### **VI. Discipline**

#### **A. 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; it may be served the following day before school, or it may be served with the teacher that assigned it the day after it was given.** If the teacher that assigned the detention is unavailable after school, arrangements are to be made with the office. Detention will be offered every morning from 6:55am to 7:25am. Students will not be allowed to enter detention after 6:55am. Students are to be in school dress code and have schoolwork to complete during detention. They 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 2:30 - 4:00pm, 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.

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

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

#### **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 minutes 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.

#### **B. 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.

### **VII. Extracurricular Activities**

Please see the Activity 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 6<sup>th</sup> graders), football, softball (may include 6<sup>th</sup> 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**

For information on athletics, games, teams or coaches, call 232-6592. Schedule information may be found at:

<https://www.northiowacedarleague.org/public/genie/62/school/905/>.

The website will be updated daily to show any 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.

## VIII. 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. 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 the locker. 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. Blessed Maria Assunta Pallotta assumes no responsibility for the safety of items left in unlocked lockers.