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

Parent/Guardian-Student Handbook
2019-2020

Blessed Sacrament Early Childhood Center
Saint Edward Elementary School
Blessed Maria Assunta Pallotta Middle School
Columbus Catholic High School
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Cedar Valley Catholic Schools System is governed by the policies of the Archdiocese of Dubuque. The system includes sites at Blessed Sacrament, Sacred Heart, Saint Edward, Blessed Maria Assunta Pallotta Middle School, and Columbus Catholic High School. The system office is housed at Columbus Catholic High School, 3231 West 9th Street, Waterloo, IA  50702.

INTRODUCTORY STATEMENT

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://www.dbqarch.org/about/officials-boards-commissions-councils/faith-formation-commission-catholic-school-board/policy-manual/ These policies are also available at the Cedar Valley Catholic Schools office.

I. Philosophy

A. Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation, which challenges individuals to:

• Respond to God’s continuous call for conversion to Jesus Christ
• Form and be formed in Christian community life
• Grow in knowledge of faith
• Participate in liturgical celebrations and prayer
• Collaborate in the Church’s mission of evangelization

B. Local Mission Statement/Philosophy

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

CVCS 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.

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.

II. Catholic Dimension/Uniqueness

A. Catholic Atmosphere
   Religious education at Cedar Valley Catholic Schools occurs in two major areas: the study of the Catholic faith and 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.

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 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.

   Parents/guardians are always invited to the school liturgies. Please call the office or check the website for the Mass schedule.

   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.
Sacramental Preparation — Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

III. 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. (AFFC/ACSB Policy 5111.2)

Children are charged tuition. 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 will participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

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. (AFFC/ACSB Policy 5111)

IV. Academic Policies and Programs

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

1. 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.

2. Formative Assessment System for Teachers (FAST)/aReading: All Kindergarten through fifth grade students are regularly screened (Fall, Winter, Spring) on their current level of performance on key grade-level literacy skills.

3. Iowa Assessment: All third through eleventh students are given this assessment to measure student achievement and growth across multiple key curricular areas.

The following standardized assessments are given to students who are identified through the Home Language Survey:

1. Tennessee English Language Proficiency Assessment (TELPA): This assessment is given to all identified students within the first 14/30 days of enrollment to assess current level of English Language Proficiency.

2. English Language Proficiency Assessment for the 21st Century (ELPA21): 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
   Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are to observe school policies when they are on field trips. Students are also to provide a signed permission slip from their parents/guardians.

   Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

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

E. Gum
   Gum chewing is not allowed during the school day. Consequences will be given as deemed necessary.

F. 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.

G. 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 (AFFC/ACSB policy 6141.11) for specific details.
H. Responsible Use 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 violations 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.

      1. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
      2. Cords and cables must be inserted carefully into the iPad to prevent damage.
      3. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of CVCS.
      4. iPads must never be left in any unsupervised area.
      5. Students are responsible for keeping their iPad battery charged for school each day.
      6. 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.
1. Do not lean on the top of the iPad when it is closed.
2. Do not place anything near the iPad that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth.
5. 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.
   2.3 Screensavers/Background Photos
       1. Inappropriate media may not be used as a screensaver or background photo.
       2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related images or pictures, or anti-Christian media will result in disciplinary actions.
       3. Pass codes are not to be shared.
   2.4 Sound, Music, Games, or Programs
       1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
       2. Internet games are not allowed on the iPads unless for instructional use as directed by the teacher.
       3. All software/apps must be district provided. Data storage will be through apps on the iPad and through school provided email.
       4. Headphones must be used when the teacher permits sound.
   2.5 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 COMPUTER

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 Apple Care 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 iPAD USE

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

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 parent or guardian, 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
The school will:
1. Provide internet and email access to students.
2. Provide internet blocking of inappropriate materials, as required by the Children’s Internet Protection Act, while on campus.
3. 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.
4. 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
screen shot 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.).
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.

8.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

1. Only labels or stickers approved by CVCS may be applied to the iPad.
2. iPad covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
3. iPads that malfunction or are damaged must be reported to the Media
Specialist. The school district will be responsible for repairing iPads that malfunction.
4. 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.
5. 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.
6. 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 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.
1. Students and parents should never claim nor imply that they are speaking on behalf of CVCS or any particular CVCS school.
2. Students and parents should be responsible for what they write. Never post anything that could harm the self-esteem of a student – or anyone.
3. 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.
4. Always respect copyright and fair use laws and those that govern defamation, libel, discrimination and harassment.

I. Multi-Cultural/Non Sexist/Global Education
Cedar Valley Catholic Schools offers a global, multi-cultural, 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.

J. 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.

K. School Parties
Parties that consume valuable school time are discouraged. However, students may bring birthday treats that follow local school and state wellness guidelines. If a student should wish to do this, the treats will be passed and shared. A list of healthy celebration ideas is available at all schools. After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the week.

L. Special Services
The service of a psychologist, school nurse, 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 a child has been referred for special education services, federal and state laws provide certain rights. Some of these are:
1. The right to be contacted and told what the school plans to do about the child’s educational program. This must be done before the child is tested or placed in a program.
2. Parents/guardians have the right to consent. This means the school must have parental/guardian permission prior to placing the child in a special education program.
3. The right to a full evaluation of the child’s needs. If parents/guardians don’t agree with the school’s findings, they may request an outside evaluation.
4. The right to see the child’s records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see the child’s record without permission, given in writing. Exceptions are people such as the child’s teacher or other school officials engaged in planning the child’s educational program.

6. The right, as much as possible, to have the child in classes with children who are not in special education programs.

7. The right to be involved in the development of the child’s IEP (individual education program).

8. The right to have someone present to help in the development of the 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 the child’s diagnosis or placement.

Please contact the child’s principal if additional information is needed.

M. 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.

V. Communication

A. Attendance

A Catholic education in the Cedar Valley Catholic School system fosters the values of human dignity, responsibility, importance of family, informed citizenship, and moral decision-making. Regular attendance is an integral part of responsibility. Absenteeism inhibits the quality of a student’s school experience and education. If the student is absent from class, he/she misses the interaction and discussion that occurs. While written assignments can be made up, the class participation can never be replaced. Therefore, students are to be in attendance each and every day school is in session. Extended absences are discouraged unless justified (e.g. serious illness).

The Iowa Compulsory Education Law (Iowa Code 299.1) states: “Children in Iowa are required to attend school between the ages of 6 and 16 by September 15th of each year. If a child is at least 4 by September 15th and enrolled in a statewide preschool program, the attendance rules apply to the child.” This law specifies procedures for dealing with attendance concerns. (AFFC/ASCB 5144.2)

“Each local school shall have a specified procedure for dealing with attendance concerns, consistent with Iowa Code 299.1. The Archdiocesan Board of Education requires 148 days annually, to be met by attendance for at least 37 days per quarter.”

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 home visit is made after the seventh absence in a school year. This visit is made by appropriate school, parish, and/or community personnel.
4. The Home Visit Report will be completed. After review by the principal, the report is placed in the student’s cumulative folder and a copy 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.

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.

(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

TARDY/HALF DAY ABSENCES

Students are considered tardy if they are not in their seat at 7:30 am for grades 6-12 and at 8:40 am for grades PK-5.

Students are considered absent for a half-day if they miss more than 2 hours of school.

PROCEDURES FOR ABSENCES

The school office must be notified of an absence by 8:00 a.m. for grades 6-12 and by 9:10 a.m. for grades PK-5 the day of the absence.

Absences for a medical or dental appointment require a doctor’s note upon return to school.

For extra-curricular participation and attendance, please see the extra-curricular section of the handbook.

PRE-PLANNED ABSENCES

If the student/parent knows beforehand that the student will not be in attendance on a given day (or days), the school office and classroom teachers should be notified to arrange make-up work. For an absence of two or more days, at least one week’s advance notice is recommended. A note, phone call or email is required for a student to be dismissed early. The parent/guardian must come into the office to sign out the student.
The school accepts no responsibility for any child who leaves school without the proper permission.

**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.

**B 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

**C. Dual Parent Reporting- Divorced/Separated Parents**
According to AFFC/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.

Unless otherwise decreed by a court order, information commonly 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.

**D. Early Dismissals, School Closings, and Late Start Procedures**
Cedar Valley Catholic Schools follows the Waterloo Community School District regarding school closings due to inclement weather. However, 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](http://www.cvcatholic.org).

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

**F. Parent-Student-Teacher Conferences**
Individual conferences are held after 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.
G. **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. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student’s ability and background.

Because growth occurs best in a positive learning environment that enables successful experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are based on the Iowa Core essential skills and concepts, so too, reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts, and in keeping with the student’s abilities and needs. In such a way, reporting reflects evaluation of the individual’s total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

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

I. **Student Records**
A permanent record of each pupil is kept on file at school in accord with AFFC/ACSB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

J. **Telephones**
Students should have the permission of the principal/teacher to use the school telephone before, during, or after school. Cell phones should not be used during the day without teacher permission.

K. **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.

VI. **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 polices. 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 at any on or off campus activities or events.

A. **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:

- Detention/Behavior Referrals
- Parent/Guardian Contact
- Fines
- Probation
- Loss of Activity Privileges
- Referral for a substance abuse evaluation
- Referral for a psychiatric/health care evaluation
• In-school suspension
• Out-of-school suspension
• Expulsion

All consequences shall be carried out according to the AFFC/ACSB 5144.1. See also Gangs AFFC/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 accepting the responsibility of representing their school and CVCS are held to a higher standard of expectations and behavior.

B. Dress Code

Cedar Valley Catholic Schools Kindergarten – 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.

Preschool – 5th Grade 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 un-tucked)
● 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

PRESCHOOL ATTIRE:
Dress code for our youngest children is based on our concern for safety, modesty, and independence. The preschool 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.
6th-12th Grade 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.
- 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 at the bottom.
- Grades 6-12 students must wear a plain black or brown belt.
- All pants material must be twill, corduroy, or cotton. Spandex and sweatpants material is not permitted.

SHORTS:
- Solid black, navy, or tan only.
- The shorts must be in a plain dress style with no extra pockets, loops or rivets.
- The shorts must have belt loops and a plain black or brown belt must be worn.
- Appropriate length for shorts is no more than 3” above the knee.
- All shorts material must be twill, corduroy, or cotton. Spandex and sweatpants material is not permitted.

SKIRTS/DRESSES:
- Solid colors of black, navy, tan, or the French Toast Green Plaid Uniforms may be worn. Appropriate length is no more than 3” above the knee.
- Shorts or solid colored leggings (black or grey) and footed tights (black or grey) are encouraged to be worn under skirts.

SHIRTS/BLOUSES 2019-2020:
- Columbus Catholic/Blessed Maria Assunta Pallotta 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 the approved Columbus Catholic/Blessed Maria Assunta Pallotta logo or no logo at all.
- Shirts/Blouses must be tucked in.

SWEATSHIRTS FOR 2019-2020:
- Only the Columbus Catholic/Blessed Maria Assunta Pallotta sweatshirt with the Columbus Catholic/Blessed Maria Assunta Pallotta logo present may be worn.
- Solid colors only of forest green, white, black, navy, or red may be worn.
- A tucked in Columbus Catholic/Blessed Maria Assunta Pallotta polo or dress shirt with the Columbus Catholic/Blessed Maria Assunta Pallotta logo or no logo at all must be worn under the sweater, vest, or cardigan. The collar must be visible.

SWEATERS/VESTS/CARDIGANS FOR 2019-2020:
- Only the Columbus Catholic/Blessed Maria Assunta Pallotta sweater, vest, and cardigan with the Columbus Catholic/Blessed Maria Assunta Pallotta logo present may be worn or no logo at all.
- Solid colors only of forest green, white, black, navy, or red may be worn.
- A tucked in Columbus Catholic/Blessed Maria Assunta Pallotta polo or dress shirt
with the Columbus Catholic/Blessed Maria Assunta Pallotta logo or no logo at all must be worn under the sweater, vest, or cardigan. The collar must be visible.

APPROVED PULLOVERS FOR 2019-2020:
- Only a solid color ¼ zip black, white, forest green, navy, or red pullover with the Columbus Catholic/Blessed Maria Assunta Pallotta logo or no logo at all may be worn.
- A tucked in Columbus Catholic/Blessed Maria Assunta Pallotta 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. Designs, such as stripes, paisley, polka-dots, etc. are not permitted. Shiny material is 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, 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).

SOCKS:
- Socks must be worn at all times.

ACCESSORIES:
- Small post earrings are allowed. A clear nose retainer/stud is permitted. Any other body piercings must be removed during the regular school day or while you are participating or representing Columbus Catholic/Blessed Maria Assunta Pallotta in a school activity.
- Tattoos must be covered at all times.
- No large necklaces or bracelets may be worn. Hats, caps, bandanas, and other head coverings are not permitted.
- Decorative scarves are not permitted.
- Purses and backpacks must remain in the locker.

HAIR:
- Only natural hair colors are permitted. (No feathers or streaks without principal permission.)
- Hair must be of non-distracting style. (Administration will have final discretion.)

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

PHYSICAL EDUCATION (high school only):
- Students in grade 9-12 wear an approved uniform for physical education. The uniform consists of a t-shirt with a school logo and shorts.
- Optional sweatshirts may be worn.
- Tennis shoes are required for P.E. class.
K-12th Grade Specific

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.
- Yoga pants, spandex, and leggings are not permitted. Leg wear may not have holes, rips, or tears.
- Hats, caps, bandanas, and other head coverings are not permitted. Shirts must not be sleeveless.
- Piercing, shoe, and tattoo regulations are still in effect.

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 no shorter than 3” above the knee; leggings are only acceptable if worn underneath dresses or shorts.
- 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 to 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. *The school administration will have final discretion on what is appropriate or not for school wear.*

B. Fire Extinguishers
Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined $50.00 and could face further disciplinary action.
C. **Gangs**

In accordance with AFFC/ACSB 5133, 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 childcare 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/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

D. **Harassment/Bullying**

It is the policy of the Archdiocesan Catholic School Board and Cedar Valley Catholic Schools to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any 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 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) 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 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity,
physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“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.

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.

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.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and AFFC/ACSB policies 2515.1, 2515.11, 5144.3.

E. 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 places 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 web site: www.iowa.gov/educate.

F. Search and Seizure
It is the policy of Cedar Valley Catholic Schools Board of Education to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, Cedar Valley Catholic Schools adopts the policy as stated in AFFC/ACSB 5145.2 which refers to the rules relating to periodic inspection, to the 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 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.

G. Tobacco, 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 on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student’s possession of tobacco, all forms of non-FDA approved nicotine, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (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).

H. Weapons and Dangerous Instruments
It shall be the policy of the Cedar Valley Catholic Schools Board of Education that weapons and other dangerous objects, including look-alike weapons, will be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object 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 AFFC/ACSB 5131.7a.

VII. Extracurricular Activities

A. Public Conduct on School Premises
School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be 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 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.

Further reference can be found in Archdiocesan Catholic School Board Policy Manual, AFFC/ACSB 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.

VIII. 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 (HILV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with AFFC/ACSB 5141.2 and AFFC/ACSB 5141.3.
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. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If parents/guardians want to know what chemicals are used in the school and where they are stored, please contact the school principal.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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 introduced to the teacher. Teachers have the right to refuse permission to a visitor.
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.

K. 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. Provide and promote opportunities for students and staff at Columbus high school to access and utilize the CHS Wellness center.

5. 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
• Be served in a clean and pleasant setting
• Meet, at a minimum, all nutrition requirements established by local, state and federal law
• Offer a variety of fruits and vegetables and serve only low fat (1%) and fat free milk and nutritionally equivalent alternatives (as defined by the USDA)
• Ensure that all 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.
• At least one foodservice personnel at each site will be ServSafe certified.
• 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 discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

Qualification of Food Service Staff
Valley Catholic Schools’ responsibility to operate a food service program, Cedar Valley Catholic Schools 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 student 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. A list of healthful snack items to teachers, after-school program personnel and parents will be distributed by the food services director.

- **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.

- **Fundraising:** To support children’s health and school nutrition-education efforts, in-school fundraising activities should use foods that meet the USDA nutrition guidelines for portion size standards for beverage and foods in the NSLP meal program. Cedar Valley Catholic Schools encourages fundraising activities that promote physical activity.
The principal at each site, along with the Foodservice Director, 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.

IX. Services

A. Bicycles/Motorized Scooters
Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. 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 into which lunch/breakfast money will be deposited. Make checks payable to CVCS, and on the memo line write “Lunch”, followed by the family or student name. These can be sent to the school office with the student. Families should make sure there is always money available in their child(ren)’s lunch account.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year.

**Carbonated beverages or fast food are not allowed to be brought into the cafeteria by students or parents.

1. CVCS MEAL CHARGE POLICY

1.1 Elementary Schools: Saint Edward School, Blessed Sacrament School, Sacred Heart School
- Students may charge any combination of meals up to a value of $20.00.
- No snacks or a la carte items may be charged.
- Allergies will be taken into consideration.
- Students will be notified verbally at check out when their balance falls below $10.00.
- Balance letters for accounts under $10.00 will be sent home with students on a weekly basis.
- Families who have their e-mail address on file will receive e-mail communication when the account balance is getting low.

1.2 Middle School: Blessed Maria Assunta Pallotta Middle School
- Students may charge any combination of meals up to a value of $20.00.
• No snacks or A la carte items may be charged.
• Students will be notified verbally at check out when their balance falls below $10.00.
• Families who have their e-mail address on file will receive e-mail communication when the account balance is low.
• Balance letters for accounts under $10.00 will be sent home on a weekly basis.

1.3 **High School: Columbus Catholic High School**
• Students may charge any combination of meals up to a value of $20.00.
• No snacks or A la carte items may be charged.
• Students will be notified verbally at check out when their balance falls below $10.00.
• Families who have their e-mail address on file will receive e-mail communication when the account balance is low.
• Balance letters for accounts under $10.00 will be sent home on a weekly basis.

1.4 **Adult Guests**
• Adults must have cash or sufficient account balance to make a purchase.
• Adults will not be allowed to charge meals or a la carte items.
• Adults will be notified verbally at check out when their balance is below $10.00.
• Guests may purchase a meal at $3.85. Payment must be made at point of sale before the meal is taken and the school must be notified by 9:15 a.m. on the day of the visit. Exact payment amount is needed as no change can be given.
• Adults, who have their e-mail address on file, will receive e-mail communication when the account balance is low.

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 in to 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, grade, and student ID or family name on the envelope. Checks are deposited into the child’s account the same day they are received at the CVCS office. **NOTE:** if a parent is sending funds for a family account, please write the names and grades of all children on the account. **In addition:**
• Make checks payable to CVCS Lunch
• Use a check that is pre-printed with the mailing address.
• Write the parent’s home or work number on the top left hand corner of the check.

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 credit/debit or MASTER CARD. This service has features available that allow parents to receive e-mail reminders when their child’s meal account is getting low and will also allow parents to set up automatic re-occurring 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. There is a convenience charge of $3.00 per transaction to use this site to make payments to meal accounts. Remember, if parents have more than one student in our system, only one payment is needed to any member of the family’s account. All family members draw from one balance. 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. Ask for Nancy DiValentin or Mary Jones.

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

4. 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 e-mail to Mary Jones at mjones@cvcatholic.org.

5. BREAKFAST / LUNCH FEES

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<th>Breakfast</th>
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<td>Adult/visitors</td>
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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

Transportation is provided by the Waterloo Community School District. Rules established by these agencies are to be followed as though they were rules of the Cedar Valley Catholic Schools. 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. Transporting students to school requires the cooperation of bus drivers, students, and parents/guardians to assure that high safety standards are maintained. Parents/guardians can help by discussing the bus regulations with their student.

- Be on time. The bus must maintain a schedule and cannot wait for tardy students. While waiting for the bus, please stay out of the roadway, remain at your designated stop, and show respect for private property.
- 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.
- The driver cannot pick up or discharge riders at places other than the regular bus stop unless special arrangements have first been made. Any changes requested by the parent must be presented in writing to the building administrator for approval. The building principal will then notify the appropriate bus personnel. In an emergency, these arrangements can be made by calling the building administrator. Please remember the bus must stay on its designated route.
- Students who do not ordinarily ride the bus will not be permitted to ride a school bus to or from school unless they are participating in a school activity and have received special permission from their building principal.
- 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

Students who ride a school bus to school will be picked up at their assigned neighborhood stop. The school bus routes are published in the Waterloo Courier shortly before the beginning of the school year. You may call 291-4879 for additional information and to make the bus garage aware that your student will be riding.

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 since school buses are used for transportation 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. Reimbursement payments are issued directly to parents/guardians by the Waterloo Community Schools and will usually arrive three to five months after the end of each semester. 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 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.

G. Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times.
H. Tuition 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.

I. Tuition Grants
 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, Our Children, Our Future School Tuition Organization. Families can apply for 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. (AFFC/ACSB #3240.1)

X. Staff

A. Professional Staff Listing
 A list of the school staff will be distributed at the beginning of the school year and will be included in the Appendix of each school’s Handbook.

B. Volunteer Aides
 Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

XI. 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

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
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. (Traditional wording)

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
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. (Alternate version from the Rite of Penance)

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. (Traditional version)

**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 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.

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.

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.
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       * Patience       * Generosity       * Modesty
* Joy          * Kindness       * Gentleness       * Self-control
* Peace        * Goodness       * Faithfulness     * Chastity

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

**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 * Lust * Gluttony * Sloth
* Covetousness * Anger * Envy

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 sick * Give drink to the thirsty
* Visit the imprisoned * Clothe the naked * Bury the dead
* Shelter the homeless
The Seven Spiritual Works of Mercy
* Counsel the doubtful  * Forgive offenses  * Instruct the ignorant
* Bear wrongs patiently  * Admonish sinners  * Pray for the living and the dead
* Comfort the afflicted

Prayers, Beliefs and Practices
Suggested/Recommended at Developmentally Appropriate Grade Levels

**Kindergarten**
* Sign of the Cross  * Our Father/The Lord’s Prayer  * Hail Mary
* Grace Before a Meal

**Grade 1**
* Sign of the Cross  * Our Father/The Lord’s Prayer  * Hail Mary
* Grace Before a Meal

*New Prayers, Beliefs and Practices introduced:*
* Grace After a Meal  * Morning Prayer
* Glory Be  * Angel of God

**Grade 2**
* Sign of the Cross  * Glory Be  * Grace Before/After a Meal
* Morning Prayer  * Our Father/The Lord’s Prayer  * Angel of God
* Hail Mary

*New Prayers, Beliefs and Practices introduced:*
* Act of Contrition  * Communion Regulations  * The Ten Commandments
* Communion Fast

**Grade 3**
* Sign of the Cross
* Grace Before/After a Meal
* Our Father/The Lord’s Prayer
* Hail Mary
* Glory Be
* Morning Prayer

*New Prayers, Beliefs and Practices introduced:*
* Apostles’ Creed  * The Two Commandments of Love
* The Rosary  * Liturgical Year

* Angel of God  * Act of Contrition

**Grade 4**
* Sign of the Cross  * Communion Fast
* Grace Before/After a Meal  * Communion Regulations  * The Ten Commandments
* Our Father/The Lord’s Prayer  * Apostles’ Creed
* Hail Mary  * The Rosary
* Glory Be
* Morning Prayer  * The Two Commandments of Love
* Angel of God  * Liturgical Year
* Act of Contrition
New Prayers, Beliefs and Practices introduced:
* Jesus Prayer
* Act of Faith
* Act of Hope
* Act of Love
* Seven Sacraments
* Beatitudes
* Mysteries of the Rosary

Grade 5
* Sign of the Cross
* Grace Before/After a Meal
* Our Father/The Lord’s Prayer
* Hail Mary
* Glory Be
* Morning Prayer
* Act of Faith
* 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 Hope
* Angel of God
* Act of Love
* Seven Sacraments
* Beatitudes
* Mysteries of the Rosary

New Prayers, Beliefs and Practices introduced:
* The Stations of the Cross
* Morning Offering
* Memorare
* Hail Holy Queen
* The Five Precepts of the Church
* Parts of the Mass
XII. Student Attendance Review Board 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 OFFICIAL(S) CONDUCTING MEETING (Name, Title):
____________________________________
____________________________________

MEETING:
DATE: _______ TIME: _______ LOCATION: _______________________

PARENT(S)/GUARDIAN(S) PRESENT AT MEETING:
1) __________________________ 2) __________________________
DOB: _________________________ DOB: _________________________
ADDRESS: ____________________ ADDRESS: ______________________
PHONE #: _____________________ PHONE #: _____________________
ALT. #: _______________________ ALT. #: _______________________
EMAIL: _______________________ EMAIL: _______________________ 

STUDENT(S) - PLEASE LIST ALL STUDENT IN HOUSEHOLD (LAST NAME, FIRST NAME)
(Check the box if present at meeting)
☐ ___________________________ DOB: ____ Student ID: ______
☐ ___________________________ DOB: ____ Student ID: ______
☐ ___________________________ DOB: ____ Student ID: ______
STUDENT'S MEDICAL CONDITIONS:

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: ____________________________

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: ____________________________

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: ____________________________
*Please note if there are additional children in the home please attach this sheet for each student.

TRUANCY INFORMATION:
☐ PARENT/GUARDIAN WAS EXPLAINED HOW UNEXCUSED ABSENCES COULD BE CORRECTED TO EXCUSED ABSENCES
(ex. providing Doctor’s notes for illness within 10 calendar days of this meeting)

SCHOOL INITIALS: _______ PARENT/GUARDIAN INITIALS: _______
☐ PARENT EXPLANATION FOR UNEXCUSED ABSENCES:
(PARENT/GUARDIAN(S) SHOULD SIGN AFTER THIS EXPLANATION IS WRITTEN)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

PARENT/GUARDIAN SIGNATURE: _______________________________

RESOURCES FOR PREVENTING UNEXCUSED ABSENCES:

Success Street at EHS 319-433-2446, WHS 319-433-2780, or CARVER 319-433-2530
Crisis Intervention – Lutheran Services of Iowa (Breea Pleschourt) Office 319-859-3512
Black Hawk -Grundy Mental Health Inc. 319-234-2893, 1-800-583-1526

BEHAVIORAL HEALTH INTERVENTION SERVICES
FAMILIES FIRST 319-433-0395 Leone Kisher
LIFELINE RESOURCES 319-234-1572 Brandi Leuin
MID IOWA FAMILY THERAPY 319-833-0072 Martha Caster
LUTHERAN SERVICES 319-233-3579 Melissa Mendenhall
SEEDS FOR GROWTH 319-833-1844 Rita Spears
QUAKERDALE 319-233-2554 Emily Griffin
NEW DIRECTIONS 319-232-2086 Julie Petersen/ Peter Cote
HOPE HAVEN 319-287-5533 Mary Lynch/Katie Arjes
FOUR OAKS 319-233-5695 Donnie Mckendree
HELMA COUNSELING 319-232-5024 Holly Helm

☐ PARENT READ THESE RESOURCE LISTS
SCHOOL INITIALS: _______ PARENT/GUARDIAN INITIALS: _______

ADDITIONAL REQUIREMENTS
☐ PARENT UNDERSTANDS THE FOLLOWING STEPS MUST OCCUR FOR EVERY
FUTURE ABSENCE:
1) CALL TO THE SCHOOL

   SCHOOL INITIALS: _______ PARENT/GUARDIAN INITIALS: _______

AND

2) CALL TO THE SARB/ SCHOOL REPRESENTATIVE

   Name of SARB/ School representative: ____________________________

   Phone number for SARB/ School representative: ____________________

   SCHOOL INITIALS: _______ PARENT/GUARDIAN INITIALS: _______

AND

3) DOCUMENTATION (doctor’s note, funeral obituary, or legal excuse)

   SCHOOL INITIALS: _______ PARENT/GUARDIAN INITIALS: _______

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 INITIALS: _______ PARENT/GUARDIAN INITIALS: _______

NOTES:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

PARENT/GUARDIAN #1 SIGNATURE: ______________________________

DATE: ______________________________

PARENT/GUARDIAN #2 SIGNATURE: ______________________________

DATE: ______________________________
STUDENT(S) SIGNATURE: __________________________________________________________

DATE: __________________________________

SARB/ SCHOOL REP SIGNATURE _____________________________________________________

DATE: __________________________________

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

☐ Parent #1
☐ Parent #2
☐ SARB/ School Rep
☐ Other: ________________________

Parent/Guardian-Student Handbook