

# MIDDLE SCHOOL HANDBOOK



*“So we, though many, are one body in Christ.”*

*Romans 12:5*

*Revised 7/27/2023*

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## MISSION STATEMENT

*Columbus Catholic Schools are dedicated to excellence in Catholic education, founded in the love of Jesus Christ, and designed to instill in our students faith, knowledge, and the desire to serve others.*

## PHILOSOPHY

Columbus Catholic Schools are committed to the education, development, and spiritual formation of our students. Within the context of the Gospels and the teachings of the Catholic Church, we believe we are called to....

1. Faithfully teach Catholic doctrine and nurture in our students an abiding love of the Catholic faith through participation in religious instruction, prayer, devotions, and the Sacraments, particularly the celebration of the Liturgy, preparing each to take his/her place as the Church leaders of tomorrow.
2. Carry out the educational ministry of the Catholic Church by providing a quality, affordable Catholic education to all those children entrusted to our care, regardless of race, creed, or socio-economic status.
3. Fulfill the academic needs of each individual student through a curriculum and through teaching methods that encourage and enable each student to reach his or her maximum potential in all areas, placing an emphasis on nurturing a sense of responsibility to develop God-given gifts to their fullest.
4. Prepare our students to meet the academic, spiritual, and moral challenges of the future by providing opportunities to develop Christian values and the skills of critical thinking that will be the basis for future decision-making, growth, and development.
5. Provide an atmosphere of love and compassion for each individual student, offering them a sense of belonging and respect in order to foster their growth as caring, responsible, and confident Christians inspired to loving service of God and neighbor.
6. Help each student learn to appreciate and respect the rights and differences of others so that at school, at home, and in the community, they might act as true Christians who nobly grace our society with peace.
7. Provide a safe, nurturing environment with clear expectations for behavior and decorum. These expectations are based on the Christian model of peace and respect. We are compassionate to the developmental, social, and emotional needs of each student.
8. Provide a variety of opportunities in athletics and other extra-curricular and co-curricular activities in order to allow our students to explore diverse areas of personal interest and fulfillment.

**Columbus Catholic Schools is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.**

## CHANNELS OF COMMUNICATION/ADMINISTRATIVE RECOURSE

On occasion, school policies or the action of an individual will cause a reaction from a parent or student. To assist communication in these situations, please follow the procedures below.

**Step 1**            Communication *should begin with the **person(s)** directly involved with the situation that concerns you. Contact and discuss the situation with that person first. If this does not result in a satisfactory resolution, please proceed in the following manner:*

*If the concern is about:*

	<b>Academics</b>	<b>Athletics</b>	<b>Attendance</b>	<b>Discipline</b>
<b>Step 1</b>	Teacher	Head Coach	Secretary	Teacher
<b>Step 2</b>	Guidance Counselor	Athletic Director	Dean of Students	Dean of Students
<b>Step 3</b>	Principal	Principal	Principal	Principal
<b>Step 4</b>	President	President	President	President

If the initial contact does not resolve the issue satisfactorily, then the concerns should be submitted in writing to the next level. This method helps handle problems and concerns on the level at which they occur. It also provides for several levels of appeal. When you telephone the school regarding a concern, the receptionist in the general office will direct your concern to the appropriate staff member.

The Diocesan Policy and Regulation Manual for Schools contains the complete communication policy and is available in the Central Office.

## CAMPUS MINISTRY

### **Columbus Chaplain**

The Columbus Chaplain works with the teachers to provide middle school students with a faith-filled education. He also leads the students in weekly Mass.

### **Non-Catholic Student Participation**

*Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Canon law. DSP 6225.* All students are expected to be present during all school Eucharistic worship and prayer. No matter what faith, tradition, or religion, all students are expected to show respect for the Catholic Liturgy and worship. This includes standing and sitting with the congregation. It also means showing respect for Catholic worship by refraining from talking and whispering, gum chewing, inappropriate body postures and other signs of disrespect. Students from faith traditions other than Roman Catholic are not required to pray aloud with the assembly, sing, or complete any ritual considered a part of Catholic worship; however, we extend an invitation to all to participate and pray in our Catholic worship.

### **Faith Development**

As a Catholic middle school, one of Columbus Catholic's primary missions is to strengthen and enhance the growth and spirituality of its students, staff, and parents. Columbus Catholic strives to uphold and promote the Catholic spiritual tradition and identity. Rooted in the Catholic tradition, Christ is the animating center of the school. We offer various programs and activities to assist faith growth intellectually, personally, and morally.

### **Religion Curriculum**

As part of catechesis and faith formation, we provide a comprehensive religious education program for all students. The Theology Department's primary responsibility is to give students a deeper understanding and appreciation of faith. We offer a broad background of diverse topics in Catholic teaching so that our students become future leaders for our churches and parishes.

### **Parish and Church Involvement**

All members of our school are invited to be nourished by God's Word and sacraments in their local parishes and churches, especially for weekly Sunday worship. We believe strongly that we are an extension and part of the Catholic parish life in Marshfield. Students are strongly encouraged to take part in their parishes' confirmation program and to be active participants in parish life.

## **ADMISSIONS**

Columbus Catholic administration reviews the application and records of each student interested in placement within the system. Administration determines if a student is qualified for admission based on the student's demonstrated potential to succeed within our educational environment. The following factors are taken into consideration on determining if a student seeking admission to the Columbus Catholic School system is qualified:

1. Demonstrates a sincere desire to attend the Columbus Catholic School system.
2. Successfully completed the previous grade.
3. Provide evidence of ability and desire to successfully follow CCMS course of studies.
4. Ability is assessed by examination of:
  - a. Scores on standardized tests
  - b. Recommendation of the previous school
  - c. Grades received from previous school
5. Provide a conduct record consistent with the standards of the Columbus Catholic School system. (behavior, financial obligations and attendance)
6. Any student applying to the Columbus Catholic School System who has been expelled from their former school or school district will not be considered for admission.

7. Full disclosure is required of any and all documents pertinent to the student's tenure at school. Failure to disclose may lead to denial of admission or withdrawal if the student has already been admitted.

Columbus Catholic Middle School operates under an admission policy of non-discrimination. Columbus Catholic will admit students of any race, color, national or ethnic origin; we will not discriminate against any applicant based on such factors.

### **Registration**

Registrations are for one school year only: re-enrollment normally takes place in January. At this time, the parents/guardians receive Re-enrollment information. Students receive a Course Description Guide containing a summary of the courses that will be offered in the following year and a Course Selection sheet on which they indicate the courses they wish to take.

All students are reevaluated on a semester basis, and if their attendance record, conduct, or academic status is not acceptable, Columbus Catholic reserves the right to deny readmission for the following semester.

### **Student Photographs and Right to Privacy**

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school, to instruct students or staff members, or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays, slide presentations, newspaper articles, pamphlets, video programs, school yearbook, and/or school website. Please note that while on a school-sponsored field trip chaperones may not take pictures of students, other than their own, and post these on social media sites.

Parents/Guardians are asked to complete a form allowing CCS and the Diocese of La Crosse to use photo and/or video of students for promotional purposes. This is optional (see below).

*Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125, any parent/guardian or eligible student (18 years of age or older) may inform the school of their desire that their child not be photographed or videotaped.*

### **Proof of Guardianship**

In any situation where there is a custody agreement, Columbus Catholic Middle School must have on file the portion of the agreement that stipulates custody, financial responsibility and any other information pertinent for the school.



## ACADEMIC POLICIES

### Philosophy

*It is the philosophy of Columbus Catholic Middle School to develop the whole child. Students in their middle years are experiencing great changes physically, socially and emotionally. It is our belief that these young people need to be offered as many opportunities as possible to develop new skills and discover their capabilities. It is also an essential part of Columbus Catholic Middle School to provide guidance to these pre-teens and teens through our 7<sup>th</sup> grade health class to assist them through the changes that are occurring.*

Class Requirements: All students are expected to successfully pass three years of their core classes (math, language arts, social studies, science, and religion) as well as their electives

Advanced Classes: Seventh graders have the opportunity to take Advanced Math (8<sup>th</sup> grade level) if they meet the prerequisites. Eighth graders may begin taking high school level classes in math and foreign language if they qualify.

Drop/Add: Students may drop or add a music class or an exploratory after having completed the required form. This must be completed within the first two (2) weeks of the class.

Report Cards/Progress Reports: All Report Card/Progress Report policies apply.

### Grades

Grades are an indication of student achievement. They become a part of a student's permanent record. Institutions of higher learning, potential employers, and various branches of military service are all interested in one's high school records. Grades are earned according to the following assessment.

A+	97.00-100.0	C	73.00-76.99
A	93.00-96.99	C-	70.00-72.99
A-	90.00-92.99	D+	67.00-69.99
B+	87.00-89.99	D	63.00-66.99
B	83.00-86.99	D-	60.00-62.99
B-	80.00-82.99	F	0.00- 59.99
C+	77.00-79.99	I	Incomplete

### Report Cards/ Progress Reports

- Report cards are issued quarterly. The school calendar lists the dates that each quarter will end. Report cards will be emailed to parents and students
- Progress reports are issued shortly after mid-quarter. Parents and students will be emailed their Progress Reports. You may access your child's grades by using Parentsweb at any time.

### Honor Roll

The Columbus Catholic High School Honor Roll is based on quarter grades and set up on a quarterly basis. To qualify for the honor roll, a student must fulfill the following requirements:

- Overall average of B or better.
- No failing grades.

- Not on any type of probation.

High Honors A (4.0 or better)

Honors B+ (3.5 to 3.99)

## ATTENDANCE POLICIES

### School Day

The school day

- Is from the time you arrive at school until the time you leave
- Classroom schedule is from 7:40 am- 2:45 pm
- **Explicit written permission from a parent/guardian is required to leave anytime during the school day**

After 3:00 pm each day, if a student is in the building, he/she is expected to be with a teacher, coach, or staff member. If a student is not with a Columbus staff member, he/she should make arrangements to leave the building and not loiter unnecessarily inside of school or on school property.

### Wisconsin Statute 118.15

Wisconsin Statute 118.15 established the ultimate responsibility for regular school attendance with each student's parent/guardian.

### Wisconsin Statute 118.16

Wisconsin Statute 118.16 states that **the school attendance officer shall determine daily which enrolled pupils are absent, whether that absence is excused,** and shall have access to information regarding the attendance of any enrolled child.

The statute further defines truancy as an absence of part or all of one day during which the attendance officer, principal, or teacher has not been notified of the legal cause of such an absence by the parent or guardian.

Chronic truancy and/or absence will result in disciplinary action.

### Early Release from School

- Parent/guardian must complete the online absence form by 7:30 am.
- Students must sign out when leaving.
- Students must sign in upon returning.

Families are to take care of personal business (i.e., doctor appointments, driver's test, etc.) preferably on non-school time. **The school reserves the right to determine whether the reason for leaving school early is excused or unexcused (Statute 118.16)**

### Tardiness

- Is arriving later than 7:00 am for an early bird class
- Is arriving later than 7:40 am for regular classes

- Students must be present in the classroom prior to the bell to not be considered tardy

### **Procedures for late arrivals**

- Report to Central Office
- Parent/guardian must submit online form stating the reason for the tardiness
- Sign-in  
The school reserves the right to determine whether the reason for being tardy is excused or unexcused (Statute 118.16)
- Detentions will be given after the third unexcused tardy
- Chronic tardiness, which is defined as more than 9 tardies, will result in further disciplinary action

### **Absence Procedures**

- The online form should be used for all absences. This online form replaces the phone call and parent notes for all absences.
- Illnesses should be reported by 7:30 am on the day of the illness.
- Future absences should be reported at least one week in advance.

### **Single day absence**

- Upon return, check with each teacher for missed work
- Schedule test make-up times (as needed)
- Check Family Portal for homework

### **Multiple day absence**

Family vacations and other extended absences should be planned within the Columbus Catholic scheduled vacation days. **If vacations/absences are planned outside of scheduled vacation days, prior notification and an agreed upon contract for making up the missed work are required.**

- Follow Absence Procedures as listed above at least one week in advance so a “Homework Contract” can be issued.
- Failure to follow the one week guideline for known future absences may result in no credit being received for work or examinations missed.
- Student gets “Future Absence” slip signed by all teachers
- Advance homework is at the discretion of each teacher
- Check Family Portal and/or Google Classroom for homework
- **If more than three days are missed in succession due to illness, a doctor’s note is required, or the additional days will be deemed unexcused**

### **Examples of Excused Absences (not all inclusive)**

- Faith/Church events or trips
- Family events or trips (with prior approval)
- Family illnesses and deceased relatives
- Medical appointments
- Educational trips or events
- Personal illnesses or injuries

### **Examples of Unexcused Absences (not all inclusive)**

- Another school's events or trips
- Attending regional, sectional, or state competitions when the Dons or a family member are not involved
- Oversleeping
- Incomplete homework
- Stopping for breakfast
- Stopping for gas
- Organized "skip day" by any group
- Preparing oneself for special events (recitals, other special events)

### **Leaving the Building or Grounds *without Permission*/Truancy**

- Columbus Catholic maintains and enforces a closed campus
- Students are not allowed off campus at any time during the day, including lunchtime, with the exception of excused absences.
- Leaving the grounds without written notification to the Central Office from a parent/guardian will be considered truant and will result in disciplinary measures. The student forfeits the right to make up any missed work due to truancy.

### **Illness during School**

In case of illness or any other emergency situation, a student is to report to the Central Office and sign out. At no time is a student allowed to leave during the school day without first obtaining permission from the Central Office and a parent/guardian.

### **Six Day Absence**

Any student will be allowed 6 excused absences per quarter due to illness. If there is more than 6 days, a doctor's note is required, or the additional days will be deemed unexcused. These six days do not need to run consecutively. Prior arrangements with the administration and the staff would qualify as an exemption to this policy.

### **Unexcused Absence**

Absences of any kind are continually monitored, due to the fact that attendance and academic performance are so closely related. If a student's absence has not been reported to the school before 8:30 AM on the day of the absence, the absence is assumed to be unexcused. All unexcused absences must be made up either by detention or with the teacher whose class was missed.

### **Truancy**

Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for part or all of 5 days in which school is held during the school semester. Habitual truancy will be referred to the Dept. of Human Services or a municipal citation will be issued.

### **Fifteen Day Absence**

Any student who is absent more than fifteen (15) days in a particular class per semester will not receive academic credit for that class for the semester. These fifteen days do not need to run

consecutively. Prior arrangements with the administration and the staff would qualify as an exemption to this policy.

### **Attendance and Extra-Curricular Participation**

*Attendance in school for the entire day is mandatory for participation in any extra-curricular scheduled for that day.*

- Illness automatically eliminates the student from after school activities for that day
- Sleeping in constitutes being too ill to come to school and therefore eliminates the student from all after school activities that day
- Administration will determine any exceptions to this policy (i.e. funerals or pre-approved doctor appointments)

## **SCHOOL SAFETY AND VISITORS**

In order to keep our students safe, Columbus has several safety policies in place. All of the school doors will be locked prior to the start of the school day. Jazz band students will be identified as they enter the building through the band door prior to 7:00 early bird class starting. All other students will be identified as they enter through the main door or the science lab door starting at 7:20.

All of the doors at Columbus are locked during the school day. Visitors must enter through the main door. The door has a security system, so visitors must identify themselves, or be identified, before entering. Visitors must then check into the main office.

**Parents:** If you are coming into the building to see someone in the Development Office, to see the Athletic Director, to see a teacher... Please check-in at the Main Office first.

**Prospective students** are welcome to make classroom visits during regular school days if the following procedures are followed:

1. Contact the Admissions Office to arrange the visit.
2. The visitor's first stop should be the Central Office where he/she brings a note from parent/guardian giving permission for the visit.
3. The tour guide will meet the visitor in the Central Office and proceed to take him/her to daily classes.

## **SAFE ENVIRONMENT (PROTECT AND HEAL) PROGRAM OF THE DIOCESE OF LA CROSSE - CHILD SEXUAL ABUSE POLICIES AND PROCEDURES**

The Diocese of La Crosse, including all CCS pastors and staff members, are fully committed to protecting students from child sexual abuse and maintaining a safe Catholic school environment. Therefore, the Diocese of La Crosse has developed a Safe Environment (Protect and Heal) program. The diocese requires all staff members, volunteers working directly with students, and parents to complete the required online training. This training includes *On Sexual Misconduct for the Diocese of La Crosse* (red book), *Child Sexual Abuse Policy and Procedures of the Diocese*

of *La Crosse* (green book), and the *Protect and Heal* video. Staff members and volunteers must also provide the required background check information and complete the required forms. The training program is available through the Diocese of La Crosse website at <https://www.surveymonkey.com/r/safe-environment>.

## MEDICATIONS

### **Diocesan Drug/Medication Administration Policy**

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or Principal, as well as any licensed school bus operator authorized by the proper school authority, may be required to administer a drug to a pupil under this law by any means other than ingestion.

**The party authorized to administer the drug and the school Principal/Administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. “High degree of negligence” is defined as “conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another.” (This immunity does not apply to health care professionals.) (S. 118.9.) DSP 5505.**

### **Prescription Medications**

- Students must have a prescription and/or written permission from a parent/guardian allowing the use of any prescribed medication.
- That medication must be stored in the original container with the student’s name, dosage, and directions clearly printed on the label.
- The medications and permission forms may be dropped off at the Central Office along with the completed Comprehensive Medical Release Form.
- It is the responsibility of parents/guardians to update medical information for each student on a yearly basis.

### **Prescription/Non-prescription Medication Distribution**

- ALL medications, including aspirin, aspirin substitutes, and other over-the-counter (OTC) medications, require written permission from a parent/guardian in order to be administered and must be on file in the main office.
- They must be kept in the office safe and administered there.
- Due to medical and liability issues, Columbus Catholic Middle School is unable to administer aspirin or other medications via telephone. Some form of written verification must be on file (FAX or email acceptable).

### **Inhaler Law Wisconsin Statute 118.291**

A child may carry inhaled asthma medication with him/her at school (locker, pocket, backpack, etc.). Inhaled asthma medications do not need to be locked away in a central location if the parent/guardian and the physician provide the school with written permission. According to

Wisconsin Statute 118.291 from the American Lung Association of Wisconsin Section 1, #2 states that staff and school districts are not liable if the student uses the inhaler improperly.

## **IMMUNIZATION REQUIREMENTS**

Wisconsin law requires that a record of immunization history be maintained for every pupil.

Please refer to your physician or the following website for current requirements.

<https://www.dhs.wisconsin.gov/immunization/reqs.htm>. Our student information system collects immunization data for our students from the Wisconsin Immunization Registry. If you do not wish this information to be collected from the Wisconsin Immunization Registry, please notify our admissions office in writing.

## **STUDENT BEHAVIOR**

### **Discipline Policy**

Discipline will follow the general guidelines listed below, but always allowing for the individual teaching style of the teacher.

- least invasive method of correction (proximity, hand on shoulder, etc.)
- statement in class to please change the behavior
- conference with the student/counseling
- parental contact
- detention

Should the behavior become chronic or pervasive, further steps will need to be taken. Those could include, but are not limited to additional detentions, a conference with the principal with or without parental presence, in-school suspension, suspension, or dismissal.

Conduct that takes place and substantially interferes with the educational process is prohibited- including the use of obscene, profane language, and inappropriate gestures.

All administrators, teachers, and, in fact, all persons employed by the Columbus Catholic Schools, have the responsibility and authority to discipline students who see fit not to conform to this common sense guideline of student behavior. Behavior is considered for field trip participation and the end of the year Behavior Rewards day.

### **Detention policy**

Detentions may be assigned for excessive tardiness, dress code violations, or behavior issues.

Detentions are typically served afterschool from 2:50-3:20.

If you fail to serve your scheduled detention, or if you show up late for your detention, you will be given an additional detention.

### **In-school suspension policy**

- In-school suspensions will be assigned by the principal, and parents will be notified.
- A student serving an in-school suspension will be allowed to work on homework.

- A student serving an in-school suspension will be ineligible for after school athletic/extracurriculars, including practice, that occur that day.

### **Suspension, Dismissal and Expulsion**

Because of its responsibility to the parents, students and community, the school reserves the right to restrict from school participation any student whose conduct or academic work is seriously undesirable.

- A suspended student is temporarily removed from the school either as a punishment or as a precautionary measure during investigation and/or assessment. The suspension may be in school or out-of-school. Students will receive ½ credit on homework or class activities for the duration of the suspension.
- The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered to the student in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. (DSP 5115)
  - The term “expulsion” is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).
  - The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite for a given term). (DSP 5115)

### **Appeals Process for Dismissal**

Students and parents who consider that correct procedures have not been followed or that an unreasonable decision has been made may appeal. Appeals may be in writing, stating the grounds on which the appeal is made. Appeals are made to the President about a recommendation to expel a student.

The Principal/President will:

- Respond within four school weeks of the parents’ appeal submission.
- Ensure that communication lines are maintained with the person or persons making the appeal and that they are kept aware of the progress of the appeal.
- Review all relevant material.
- Ensure that appropriate material has been made available to the student and his or her parents/guardians.
- Where an appeal for a dismissal is upheld, the Principal will determine what further action is to be taken.
- The fact that an appeal has been lodged does not put on hold the Principal’s decision to suspend with a recommendation to dismiss from the school system.

### **Conflict Resolution**

Conflict resolution and the situations presented by such will be overseen by the principal, president, and/or pastor and treated on an individual basis.

### **School Reputation and Student Behavior**

Students attending a Catholic school are representatives to the civic community of the school they attend and the Diocese that sponsors the school.

- CCMS students are expected to be polite, respectful and truthful



- CCMS students are expected to practice common courtesy
- CCMS students are expected to protect the health, safety and welfare of themselves, their peers, and their teacher to the best of their ability
- CCMS students are expected to express their thoughts in ways that do not offend, slander or ridicule anyone else
- CCMS students are expected to demonstrate good sportsmanship at all athletic events.

Any behavior on the part of the student, which causes negative or adverse publicity for the school, may be a cause for disciplinary action on the part of the school. Behavioral records will be kept for one year after graduation; behavioral records will be expunged; however, academic records will be kept for perpetuity.

### **Bus Behavior**

A Columbus Catholic Middle School student is expected to behave as a Christian at all times. This applies to behavior on buses operated by the public school for the convenience of our students. The bus company does notify CCS of infractions. Discipline will be applied appropriately in each situation.

### **Cafeteria Policy**

Because of federal regulations, students are to report to the cafeteria at the beginning of the lunch period, whether they are eating or not.

The school lunch program is available to all students in CCS.

- Each lunch meets the guidelines established for the National School Lunch Program
- Each lunch provides one-third of a student's daily nutritional needs.
- Free or reduced-price lunches are available for those families that are eligible.
- A new application for free and reduced-price lunches must be filled out yearly.
- The guidelines will be sent to all families.

The cafeteria is a place for students to enjoy good food and friendly conversation. Students are expected to behave in a way that promotes respect for one another and for their school.

- Cafeteria workers and faculty supervisors expect mature behavior and good table manners.
- Columbus Catholic students are to remain in the cafeteria until the lunch period is over, unless otherwise directed. (Columbus Catholic is a closed campus)
- Eating is limited to the cafeteria. Food is not to be taken out of the cafeteria.
- Lunches taken out of the cafeteria for meetings, etc. must have prior approval from the supervising faculty member.
- Any food ordered in must have prior approval of the administration.

General Rules:

- Form a single line
- Allow faculty and staff into the line
- Place all garbage in the waste containers.
- Return and stack trays in the tray windows
- Clean up your individual eating area.

### **Behavior at Socials/Lock-in**

Columbus sponsors socials and a lock-in to enhance the social development of students, foster wholesome friendships, and provide healthy entertainment in a secure environment. Some socials are held as fundraising for student activities. Only Columbus Catholic students are permitted at socials and lock-in.

### **Smoking/Vaping**

No one is allowed to smoke/vape on the grounds or in the buildings of Columbus Catholic Schools. Possession or use of tobacco in any form, including vaping, by students is not permitted on the school property at any time. This includes all extra-curricular activities, even those open to the public. The violation of this rule or the intent to violate this rule will result in notification of parent/guardian, confiscation of cigarettes (vaping device) and or tobacco, and disciplinary action at the discretion of the administration.

### **Drugs and Alcohol**

**“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14), is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of life in all the world and to every creature” (cf. Mk 16:15)**

- Students have the right not to be subjected to the influences or related problems associated with the issues of alcohol, non-prescribed drugs, chemicals, or illegal substances.
- Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.
- Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, chemicals, or illegal substances.
- The use, possession, sale or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances anywhere on the school premises by a student at any time is prohibited.
- No student may appear at any school-sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.

The Complete Drug and Alcohol policy is available in the Diocesan Policy and Regulation Manual for Schools in the school office. The complete policy includes definitions, prohibitions, minimum sanctions, investigatory and remedial measures, reporting and consultative requirements, relationship to other codes, and information on the drug and alcohol education program.

### **Child Abuse**

By law, teachers are mandated reporters of suspected child abuse. Columbus Catholic will abide by DSR 5510 for reporting purposes.

## **Harassment Policy**

Everyone is entitled to learn in an environment free from harassment. Harassment both limits and denies the rights of students and staff to study, work, and play in the school setting. At Columbus Catholic, we want all students, staff, and guests to feel safe and cared for.

Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. There are many forms of harassment. Among the types which will not be tolerated are the following:

### **Verbal Harassment**

Verbal harassment is UNWELCOME verbal comments which make a person feel uncomfortable or unsafe. Examples included teasing to cause embarrassment, threatening to cause harm to the person, or speaking disrespectfully about a person's clothing, appearance, religion, race, etc.

### **Physical Harassment**

Physical harassment is UNWELCOME behavior of a physical nature. Examples include pushing, tripping, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault, or disorderly conduct.

### **Intimidation**

Intimidation is UNWELCOME threats to cause harm. Telling someone to watch his/her back or that someone else is going to cause bodily harm are examples of intimidation.

### **Sexual Harassment**

Sexual harassment is UNWELCOME behavior of a sexual nature. State and Federal laws prohibit sexual harassment. Some examples include inappropriate gestures or touch, sexual remarks, name calling or spreading rumors, making sexual comments about one's body, or drawing or displaying offensive pictures.

All forms of harassment are wrong and **will not be tolerated at Columbus Catholic School**. Violations of this policy are taken seriously and all complaints will be investigated thoroughly. Students who choose to engage in any form of harassment can anticipate disciplinary consequences which may include:

1. Administrative reprimand
2. Parent conference
3. Police referral
4. In-School Suspension
5. Out-of-School Suspension
6. Dismissal

### **Obscenity**

A student who imports, prints, advertises, sells, has in her/his possession for sale, publishes, exhibits, or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film or who has in her/his possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawings or writings in school is guilty of a felony by state statutes (s.94421 and s.94423).

### **Battery**

Battery is the unlawful beating or use of force on a person without his/her consent (aka fighting). (Wisconsin Statute 940.19.) Such unchristian action may result in suspension and/or expulsion.

### **Cheating**

The Catechism of the Catholic Church states that “truth or truthfulness is the virtue which consists in showing oneself true in deeds and truthful in words....” (2505)

- All Columbus Catholic students are responsible for completing their own work on school assignments.
- Copying the work (cheating) of another student is unacceptable.
- Plagiarism is unacceptable.
- Use of a cell phone/text messaging answers is unacceptable
- A student who assists another student with cheating or plagiarizing will be subject to the same consequences as the person who was attempting to cheat.
- Anyone caught cheating will receive a zero for the work.
- Further disciplinary action is left to the discretion of the teacher and/or Principal.

### **School Property**

- Students have the responsibility to protect school property assigned for their use which includes books, school-issued electronic devices, and lockers.
- Students have the responsibility for reporting damage and/or theft of school or personal property to the Principal.
- They have the responsibility to secure belongings to avoid theft and to respect the property of others as well as property of the school.
- Desks, lockers, and equipment loaned to students remain school property while in students' possession.
  - Such property is provided for the convenience of the students and shall be used only for authorized purposes.
  - They may be opened and inspected by school authorities at any time.
- Any damage to the school building or its contents and equipment will result in fines sufficient to cover the cost of replacement, including labor.
- The student may receive disciplinary action.

### **Theft**

*Theft* is the unauthorized taking of the property of another. Violators are subject to, but not limited to:

- Notification of parent/guardian
- Notification of school personnel and/or police department
- Suspension
- Expulsion

*Lost or stolen items:* Lockers are provided to secure student personal belongings. Columbus Catholic is not responsible for lost or stolen items, especially if the student chooses to leave the locker unlocked. In case something is lost or stolen, Columbus Catholic will do its best to recover the stolen items.

### **Policy on Dangerous Articles in and on School**

Both the purpose and mission of Columbus Catholic depend on providing a safe school environment, ensuring the welfare of all students, staff and visitors. Because many articles can present danger or the risk of harm, even if possessed or utilized innocently, Columbus Catholic adopts the following policy.

Students are absolutely prohibited from bringing dangerous articles or items to school or possessing them on school premises. Such articles and items include, by way of example, but are not limited to, the following: any firearm or weapon, any instrument or device prohibited under Wisconsin law, or any instrument and any device which is hazardous or presents a threat of harm to students or others, including pocket knives, fireworks, squirt guns, chains and shaving cream. Narcotic substances prohibited under Wisconsin law and drug paraphernalia are also considered as dangerous articles.

Should any of the foregoing articles or items, or others of the same or similar nature, be found on any student or in his/her locker, such articles(s) or item(s) will be confiscated and the parents of the student will be notified. Depending on the circumstances, and at the discretion of the principal upon consultation with law enforcement, additional sanctions may include:

1. Administrative reprimand
2. Parent conference with principal and/or pastor
3. Police referral
4. In-school suspension
5. Out-of-school suspension
6. Dismissal

## **GENERAL POLICIES AND PROCEDURES**

### **Central Office**

The office is open Monday through Friday during regular school days from 7:00am to 3:30pm. Summer office hours Monday through Thursday from 7:00am to 3:30pm and closed on Fridays.

### **Personal Belongings**

For safety and security reasons, students are discouraged from bringing personal property to school. This includes, but is not limited to, any type of music player/recorder, toys, laser pointers, and skateboards. If these types of items are brought to school, they must be stored in the student's locker throughout the time they are in school. Failure to do so may result in confiscation of the item and/or detention depending on the number of occurrences.

### **Electronic Devices**

During class hours of 7:40am – 2:45pm, middle school students are prohibited from using electronic paging/texting, ipods, photographic, or any other electronic devices if not given teacher permission. Cell phones must be turned into their homeroom teacher at the start of the school day or they are to remain in the student's locker.

### **Messages and telephone calls for students/Cell phones**

Columbus Catholic recognizes the importance of communication between and among family members.

- During school hours, necessary messages will be relayed to the student from the Central Office.
- Parent(s)/guardian(s) should make arrangements with their children before school for rides home, appointments, and other family matters.

Inappropriate cell phone use by students may result in the following disciplinary action:

- First offense—device returned to student at the end of the day
- Second offense—parent/guardian must come in to retrieve the device
- Third offense—device is turned in daily to the Principal and retrieved after school

### **Identification Cards**

A picture ID card is issued to every student, faculty/staff member of the CCS system at the beginning of the school year and will be visible during school hours.

- used for identification of the student, faculty/staff on any school activity whether internal or external (e.g. field trip).
- used to get free admission to all home games, with the exception of playoff games.
- Students have a responsibility to identify themselves when requested by authorized personnel.

A replacement ID card will be issued for a \$5.00 fee if the card is damaged or lost.

### **Lockers**

Lockers (both hall and athletic/P.E.) are the property of the school and remain so throughout the school year. A student's locker may be opened at any time by a school administrator.

- Students are not to share their lockers with other students.
- Lockers should be locked at all times.
- Students should not give their combination to other students.
- No student should open another student's locker.
- Anything morally offensive is not to be displayed inside or outside your locker.
- Anything displayed on your locker needs prior approval of administration.
- Report any difficulty with your locker or its combination to your homeroom teacher.

Unauthorized items found in the locker will be confiscated and held until they are turned over to the student's parents or guardian. If the Principal suspects contraband in violation of the law, law enforcement officials may be notified. The student and the parent/guardian will be notified by the Principal if items are removed from the locker and turned over to law enforcement.

Columbus Catholic is not responsible for any theft or damage done to any vehicle that a student brings to school.

### **Lost & Found**

The main office maintains a lost and found collection. The loss of money or valuable articles should be reported to the main office immediately. Unclaimed items will be donated to local charities at the end of each semester.

### **Bulletin Boards**

Students posting signs or notices on classroom bulletin boards must have the approval of the individual teacher in charge of the room. All posters from outside organizations must have the approval of the Principal before being posted. No materials may be taped, glued, stapled, or tacked to a wood surface.

### **Collections**

From time to time, charitable collections take place to raise money for worthy causes. Students and organizations must check with the Development Office and the Principal prior to arranging for charitable collections.

### **Bake Sales**

All bake sales must be approved by the Principal before they are allowed. Any sale of food during the school day must abide by DPI and fundraising guidelines.

### **Assemblies**

Before each assembly, specific instructions will be given for students to move to the area of the assembly. Students are expected to cooperate with the assembly program. Students who are inattentive or who are distracting the audience or the presenter will be subject to disciplinary action.

### **Gym/Weight Room**

All use of the gym/weight room is to be scheduled through the Athletic Department. **Any student use of these Columbus facilities MUST be with adult supervision. Because of liability issues, any violation will result in disciplinary action.**

### **Field Trips**

All Columbus Catholic Middle School rules and regulations, e.g., “dress code,” are in effect for trips, unless waived by administration. Appropriate paperwork must be on file before a student is permitted to go on any trip. Students who have 4 or more detentions, due to behavior, require a parent chaperone in order to attend. Students failing two or more classes will use field trip time to remediate in school.

### **Change of Personal Information**

Change of personal information such as home address and/or telephone number and work phone numbers must be reported to the school office as soon as possible.

### **Student Insurance**

Student insurance may be obtained through local insurance agents. Columbus Catholic is not responsible for accidents that occur on school property.

## **Student Planners**

Students in the middle school will be given a planner to start the school year.

## **Textbooks**

Students are expected to take proper care of their textbooks.

- It is highly recommended that students use book covers.
- Students will be assessed a fine for any marks, undue wear or other damage done to textbooks.
- Lost books are the responsibility of the student to whom they were assigned.

To prevent damage to book bindings, be sure to use covers that are large enough for the book. “Stretchy” covers cause damage if they are too small for the textbook.

## **Study Hall Expectations:**

1. Students must come to study hall with enough work to last the entire study hall period. They should bring a book in case they finish homework early.
2. Students are to be in their assigned study hall seats by the beginning of the period.
3. Students are to maintain a quiet atmosphere during the entire study hall period.
4. Students are to ask the study hall moderator’s permission to talk /work with another student prior to talking/working with that student.
5. Students needing to use the bathroom or go to their lockers must ask the study hall moderator’s permission first. The study hall moderator will sign the student out and in on the Study Hall Sign-Out Sheet.
6. Students wishing to work with a teacher during study hall must bring a pre-arranged pass to study hall from that teacher and be under the direct supervision of that teacher for the entire period. The study hall moderator does not have the authority to give students passes to see other teachers.

# **EMERGENCY PROCEDURES**

## **Fire Drills**

The fire alarm is sounded to signal the immediate evacuation of the building via the nearest safest exit. When an alarm sounds:

- Absolute silence is necessary during the fire drill movements and all movement by class should be single file.
- Follow instructions posted in each classroom.
- Fire drills are of utmost seriousness since not only are the good order and discipline of the school involved, but also human lives are at stake.
- Teachers are to see that the windows are closed, lights turned off, and the door closed.
- The teacher is to take his/her attendance and/ or grade book along.

Vandalizing or setting off extinguishers or fire alarms for improper reasons is a violation of state law. Wisconsin State Statute 941.13 reads: Whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in county jail or both:

1. Gives false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise;



2. Interferes with the proper functioning of a fire alarm system;
3. Interferes with the lawful efforts of firemen to extinguish a fire;
4. Interferes with, tampers with, or removes, without authorization, any fire extinguisher, fire hose, or any other fire fighting equipment.

### **Tornado Drills**

The U.S. Weather Service is responsible for issuing tornado and severe weather watches. They have asked all schools to establish a policy to deal with this matter. The following is Columbus Catholic's Tornado Policy:

- All personnel and students should be familiar with the tornado safety procedures as posted in the rooms.
- School authorities would be notified of the potential situation through the radio/TV forecasts.
- The signal to move would follow notification through the City of Marshfield and/or Wood County emergency siren system.
- The students and staff will be informed over the PA to move to the designated areas of the school.
- Upon announcement, students and teachers are to leave the classroom and proceed to the Visitor locker room.
- Students should sit with their backs to the wall with hands covering their heads.
- They are to remain this way until administration or emergency government personnel give the "all clear."

### **Intruder Alert/Lockdown Drill**

Upon announcement of school code, students are to remain in the classroom, or, if in the hallway, proceed to the nearest classroom. Classrooms are to be secured by shutting the door and turning off the lights with everyone moving away from the view of the classroom door. Students are to remain quiet until the conclusion of the drill.

### **Canine Searches**

The school will invite law enforcement into the school to search for drugs and other illegal substances at random times. The student body will go into a lockdown while the school is searched. The canines will also search the parking lot.

### **Emergency School Closings**

If school must be closed or started late because of a snow emergency, etc. this decision will be made before 7:00am.

- Please use the radio (WDLB, 1450AM), or the television (Channel 7 or 9), to find out if school is cancelled or starting late for that day.
- School closings will be posted on our website: [www.columbuscatholicschools.org](http://www.columbuscatholicschools.org).
- Parents will receive an email notification of school closings.
- If there is no announcement of school cancellation, it is to be assumed that school will operate as usual.
- Columbus Catholic will follow the decision of the Marshfield Public School System. If the public school system in Marshfield cancels classes, we will also close our school. Listen or watch for Columbus Catholic Schools to be listed.

- Please DO NOT call the regular school lines.

It is school policy that the cancellation of school means that all school activities such as practices, club meetings, performances, etc. are cancelled for that day. Information regarding the cancellation of games that involve other schools or other special activities will be put on the news when the information becomes available. It is always the parents'/guardians' decision to keep a student home in the event of dangerous road conditions locally, even if school is not closed.

## **STUDENT ORGANIZATIONS**

### **Student Council**

The Student Council works along with the faculty and administration to provide a school atmosphere that is conducive to learning. It coordinates school activities and provides a forum for student expression.

### **Mission Club**

All students are able/encouraged to join the Columbus Catholic Middle School Mission Club. The goal of this group is to find ways to make a difference in our Catholic school and community.

### **Grounds for Dismissal from Student Organizations**

The following violations are grounds for immediate dismissal from Student Council, Mission Club, or other student organizations:

- Academic cheating
- Drug, alcohol, tobacco use, vaping
- Harassment
- Any other severe violations as determined by the administration

## **ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE POLICY**

### **Overview**

Electronic communications provide vast, diverse and unique resources. The educational goal in providing a technologically-rich environment to teachers, staff, and students is to enhance and promote educational excellence through resource sharing, innovation and communication. Electronic resources provide an alternative mode of finding information in greater depth and at a faster rate than traditional research and communication opportunities afford.

*Electronic Resources* are defined as information stored on a variety of devices including, but not limited to: computers, tablets, laptops, CD's, programmable calculators, digital cameras, video play/recording devices, audio play/recording devices, and Internet connections.

The Columbus Catholic Schools views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment, with direct guidance from the faculty and

staff. Independent exploration is also encouraged. However, access to computers and people all over the world also offers the availability of material that may not be considered of educational value in the context of a school setting. The faculty and staff of Columbus Catholic Schools cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the high school and district. **It is the responsibility of users and their parents or guardians to honor the use restrictions and help enforce appropriate use of electronic resources and Internet access.**

## **Guidelines**

*Internet access is a privilege, not a right.* If a user violates any of the acceptable use guidelines outlined in this document, future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom policies is subject to loss of access privileges and other disciplinary actions.

### **1) Acceptable Use**

- Must be in support of education and research consistent with CCS policy

### **2) Unacceptable Use**

- Students may not install any programs on any school devices.
- Participating in commercial activities – user may not offer, provide, advertise, or purchase products or services through the network (i.e. stock trading, eBay)
- Downloading media files, programs, games, or music using the school’s computers or playing music, videos, animation or film clips without permission (only class-related activities of this kind will be allowed); installing programs; using, or storing unauthorized programs on any school computer
- Transmitting any material in violation of any local, state, or federal regulation including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
- Transmitting or receiving material that is pornographic, violent, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs
- Playing computer games, participating in chat rooms (including online or network communication programs), connecting to other networks, such as Facebook or Twitter
- Running programs from “removable media” (i.e. USB drives) or CDs without permission.
- Plagiarizing (taking the ideas or writings of others and presenting them as if their own)
- Attempting to compromise, defeat, or disable any security features
- Attempting to bypass the district proxy server (Internet filters)
- Attempting to interfere with or alter network configurations
- Using a Virtual Private Network (VPN) or proxy server to get around the schools firewall

**A student aware of any misuse or infraction of the regulations who does not report it to a teacher or administrator shall be subject to disciplinary action.**

### **3) Privacy**

- Electronic information, including e-mail, is not private

#### **4) Privileges**

- Access to the Internet/network is not a right, but a privilege.
- Unacceptable usage may result in cancellation of access.

#### **5) Netiquette**

- Be polite and abide by the generally accepted rules of network etiquette.
- Do not use vulgar or obscene language.
- Do not reveal your address or phone number or those of others.
- Do not intentionally disrupt the network or other users.
- Volume should be mute, unless given permission by the teacher.
- Headphones are not allowed without teacher permission, and the volume needs to be kept at a level that others can not hear.

#### **6) Security**

- If passwords or account numbers are assigned, do not reveal them, or use or reveal another person's password, or allow another person to use yours. Do not write them down in an easily accessible place. Periodically change passwords.
- Attempting to log on as another user will result in cancellation of privileges.
- If a security problem is identified, notify a system administrator immediately.
- Do not show or identify a security problem to other students.
- Do not attempt to compromise, defeat, bypass or disable any security features, district proxies (Internet filters), or network configurations.

#### **7) Vandalism/Harassment**

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses, malicious software, or unauthorized programs.
- Harassment is defined as the persistent annoyance of another user, or interference in another's work. This includes, but is not limited to, the sending of unwanted mail or messages.
- Vandalism and/or harassment will result in the cancellation of the offending user's access.
- CCS will not tolerate cyber bullying, and students caught doing so will be subject to discipline under the school's bullying policy.

#### **8) Penalties**

- Any user violating these provisions, applicable state and federal laws, or posted classroom, library, or district rules is subject to loss of network privileges and any other district disciplinary options, including criminal prosecution.
- School and district administrators will make the final determination of what constitutes unacceptable use, and their decision is final.

*The Columbus Catholic Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Columbus Catholic Schools will not be responsible for any damages a user may suffer, including loss of data. CCS will not be responsible for the accuracy or quality of information obtained through the Internet connections.*

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with laws of the State of Wisconsin and the United States of America, as well as policies from the Diocese of La Crosse.

### **Computer Login Policy**

Students, faculty, and staff are issued a computer login upon entering Columbus Catholic. This login only allows each person access to his/her own files. Logins are issued by the Technology Director of CCS.

## **ATHLETIC PROGRAM**

The purpose of the Columbus Catholic Middle School Athletic Program is to provide an opportunity for students to explore their potential, learn team play, and enjoy the spirit of competition. The aim of the program is to build character, sportsmanship, and physical fitness through a cooperative team effort.

- The athletic program will attempt to enhance each student's self-esteem, teach the Christian values of respect and fairness, and develop athletic skills.
- Emphasis will be placed upon team spirit and mutual consideration for one another.
- We uphold the concept that an athletic program is a cooperative effort involving parents, students, coaches, and other staff.
- Any student who wishes to participate in a sport will be allowed to compete.

The Athletic Handbook contains all the information, policies, and regulations covering the Columbus Catholic Middle School Athletic Program. A copy of the Athletic Handbook may be obtained from the Athletic Director and is available on Parentsweb. [Columbus is in the Cloverbelt Conference.]

### **Sportsmanship Mission Statement:**

The idea of good sportsmanship, Catholic values, ethical behavior, and integrity permeate our schools. High behavioral standards apply equally to all school activities. In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity and Christian concern for others. Further, there should be an awareness of the impact of an individual's influence on the behavior of others.

Good sportsmanship is viewed by the WIAA as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

It is the belief of the member schools of the Cloverbelt Conference that athletic competition should be a positive educational experience for the fans as well as for the athletes. As a Catholic school, we believe that certain behaviors are inconsistent with a positive, Christian educational experience.

The following are *WIAA Guidelines for Students Attending Athletic Contests*:

1. No liquor or controlled substance - a person who has been drinking before the games will be denied attendance to the game.
2. No smoking or vaping.
3. Noisemakers are forbidden (examples: bells, horns, whistles, kazoos).
4. Throwing anything on the floor will lead to expulsion from the game.
5. Interrupting the game by running on the floor will lead to removal from the game.
6. Cheerleaders should work together so that both cheerleader groups are not on the floor at the same time. Derogatory cheers are forbidden.
7. Damage to school and stadium property can lead to disciplinary action by the school plus payment for all damages.
8. Fighting or any form of harassment before, during and after games is forbidden.
9. No bottles or cans of any kind will be allowed in the gym or stadium.
10. Groups that come to a game for the purpose of initiation into some school club or group can be denied admission.
11. All cheering should be of a positive nature.
12. Stealing uniforms, balls, or other school equipment will lead to disciplinary action by the school.
13. Any physical signs of a derogatory nature are forbidden.

Penalties for misconduct or violations of the above may result in suspension from participation in activities or suspension from school.

Columbus Catholic student behavior is to be consistent with Christian values, basic human respect, and common courtesy. Students respect one another's person, talents, and property by appropriate speech, appreciation of the abilities of others, and careful use of school material and property. Self-discipline is expected of each Columbus Catholic student.

## **FINANCES**

### **Tuition**

Please refer to the current Tuition Information sheet for details regarding tuition and fees.

### **Payments**

CCS uses the FACTS Payment Program for tuition payment collection. Please refer to the current Tuition Payment Agreement & Authorization Form for payment options.

### **Non-payment of Tuition**

Families who fail to make a "good faith" effort to pay tuition or fail to make payment for an extended period **may** receive *any or a combination of the following*: Referral of delinquent accounts to a collection agency or the holding of report cards.

### **Tuition Assistance**

Financial aid and scholarships are available to assist families. Our policy is that no student will be denied a Catholic school education due to financial need. Below is a list of financial assistance available.

**FACTS Grant and Aid Application** is based on financial need. You can apply by going to: <https://factsmgmt.com/parent-resources/grant-and-aid/> . If you've applied before you should be able to log into your existing account and update your information. If this will be your first time applying through FACTS, you'll be able to create an account and then search for our schools by zip code so you know you're applying to Columbus Catholic Schools.

### **Scholarships**

Available for students that meet eligibility requirements and will require an essay to be written on a predetermined topic. Forms are available online. Check the school website for scholarship deadlines.

### **Sponsoring Organization Scholarships**

Forms are available on the school website. Each sponsoring organization has its own guidelines.

- Knights of Columbus 4<sup>th</sup> Degree Scholarship
- Catholic Financial Life
- Catholic Order of Foresters
- Youth Football/Cheer Squad Scholarship

### **Wisconsin Parental Choice Program**

Columbus Catholic Schools participates in the Wisconsin Parental Choice Program. This program offers full-tuition vouchers for eligible students in 4K through 12<sup>th</sup> grade. For more information on the program, including income eligibility, other qualification factors, and a link to the online application, go to: <https://dpi.wi.gov/sms/choice-programs>. Typically, the online application period is from February 1<sup>st</sup> to April 20<sup>th</sup> each year.

### **Business/Finance Office**

To contact the business office please call 715-387-1177, ext. 3306 or email [Krautkramer.amanda@columbusdons.org](mailto:Krautkramer.amanda@columbusdons.org). The business office is open during the school year from 7:30am to 4:00pm Monday through Friday.

## **ASBESTOS UPDATE**

Asbestos is an issue that schools across the country have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted to determine the problems schools may have with asbestos and to develop solutions to these problems.

In the summers of 1988, 1995 and 1998, and every three years thereafter, Columbus Catholic High School and Columbus Catholic Middle School has its facility inspected by a certified inspector, as required by AHERA. The inspector locates, samples, and rates the condition and hazard potential of suspected asbestos material in the building. Most asbestos-containing material is covered and, therefore, undisturbed year-to-year.

Columbus Catholic High School and Columbus Catholic Middle School contains both friable and non-friable suspected asbestos-containing building material (ACBM), assumed to be asbestos-containing material (ACM). The last inspection found no concerns with these materials being disturbed.

Despite that, we will be having some asbestos-containing materials properly removed this summer. One classroom will have floor tiles removed and asbestos pipe wrap will be removed from the pipes underneath the Columbus building. Neither of these will pose any threat to the students, staff, or visitors of Columbus. The sites undergoing asbestos abatement will be sealed from the rest of the building and air quality tests performed after the work is completed.

The efforts of CCS to meet AHERA regulations include this notification, education, and training of facility employees, plans, and procedures to minimize the disturbance of asbestos containing materials, and plans for removal, repair, and surveillance of asbestos containing material.

A copy of the asbestos management plan is available for perusal at the administrative offices at Columbus Catholic High School and Columbus Catholic Middle School.

## **DRESS CODE**

Columbus Catholic believes that following an established dress code is an integral part of the preparation of your son/daughter for life in future professional, academic, and religious environments. Faculty and students at Columbus Catholic are expected to dress in a God-pleasing manner with focus on the dignity of the human body. It is Columbus Catholic's expectation that parents will offer proper guidance to their son/daughter in matters of dress.

DSP 5690 (Diocesan School Policy 5690) states that the manner of dress helps the student grow in the virtue of modesty which is at the foundation of self-respect and respect of others. It further states that dress codes safeguard & promote the Christian learning environment and that expectations are raised positively when there is a different style of dress for school than for other more casual and relaxed venues. For additional reflection on clothing choices, refer to [CCC 2522 \(Catechism of the Catholic Church 2522\)](#).

The dress code is in effect from the time the students enter the building and remains in effect until their departure. Any exceptions to the dress code will be announced during morning or afternoon announcements. Violations are to be addressed immediately. Students in violation may be asked to change, given detention (for 3 or more violations), and/or have parents notified. The faculty and administration of Columbus Catholic have final determination on the acceptability of student dress in cases where there is a difference of opinion.

**All clothing should be neat, clean, fit reasonably, be modest, and be in good condition. Student appearance should be neat, well-groomed, and dignified. Please remember that due to growth and frequent washings, clothing that met dress code stipulations in September may not be appropriate later in the year.**

### **General Items**

- **Jackets**
  - Plain colored or Columbus Catholic fleece/dry-fit collared ¼ zip and full zip jackets may be worn (on Mass days, boys' ties must show)
- **Senior Privilege**



- Seniors may wear a sweatshirt/hoodie (NOT T-shirt) of any Catholic university/college on Fridays
- Seniors may wear a sweatshirt/hoodie (NOT T-shirt) of the university/college to which they have been accepted on Fridays
- **Shorts**
  - Non-athletic/non-blue jean shorts are acceptable year-round, except on Mass days
  - Shorts must extend to the knee or longer
- **Physical Education**
  - Shorts must extend to the knee or longer or leggings need to be worn underneath
  - T-shirts cannot be cut, torn, or altered
  - Non-marking athletic shoes are required

### Young Women

- **Tops:**
  - Button-up, blouse, polo, turtleneck, sweater, dress shirt, plain or Columbus crewneck sweatshirt, plain or Columbus hooded sweatshirt
  - Shirts must meet modesty standards, especially concerning the midriff, neckline, and backline (cleavage or necklines that go beyond 3 fingers from collarbone front or back), no visible bra straps (bras cannot be visible through shirt material)
- **Pants:**
  - Dress slacks, capris, colored jeans, or cargo pants worn at the natural waistline
- **Dresses/Skirts:**
  - Must have a hemline that extends to the knee or longer
  - If leggings worn underneath, hemline must fall below fingertips
  - Must meet all modesty standards
- **Shoes:**
  - Dress shoes, tennis shoes, or acceptable sandals must be safe and remain on the feet (no flip flops or athletic sandals/slides)
  - Crocs allowed on non-Mass days
- **Hair:**
  - must be well-groomed, may not be dyed a non-natural color including streaks, and may not be an extreme style
- **MASS DRESS:**
  - Dress slacks (NO colored jeans) or skirt with blouse, dress shirt, or sweater
    - Blouses or dress shirts must be tucked in, if so designed
  - Dress

### Young Men

- **Tops:**
  - button-down, dress shirt, polo, collared shirt, sweater, plain or Columbus crewneck sweatshirt, plain or Columbus hooded sweatshirt
- **Pants:**
  - dress slacks, docker-style, cargo pants, or colored jeans worn at the natural waistline
- **Shoes:**

- dress shoes, tennis shoes, or acceptable sandals must be safe and remain on the feet (no flips flops or athletic sandals/slides)
- Crocs allowed on non-Mass days
- Hair:
  - must be well-groomed, may not be dyed a non-natural color including streaks, and may not be an extreme style
- **MASS DRESS:**
  - Tucked in dress shirt and appropriate length tie must be worn with dress pants, dockers, or khaki pants (no cargo pants or colored jeans)
  - A sports coat/blazer, sweater, sweater vest, or dry-fit zip up may be worn with a shirt and tie (dress shirt collar and tie must be visible)

**Students may NOT Wear**

- Blue Jeans
- Yoga pants, jeggings, or other tight-fitting pants
- T-shirts with graphics
- Clothing with large brand names/logos/symbols/pictures
  - Brand names/logos/symbols/pictures must be smaller than 3.5”x3”
- Hats or bandanas (hoodie must remain off the head)
- Visible tattoos, writing on hands or arms
- Facial piercings (students should use a clear piercing retainer if necessary)

**Backpack Policy**

- CCMS students must store their backpacks in their lockers.

**Dress Down Fundraisers**

Dress Down Days are an opportunity for students and faculty to support various charities. Those charities are selected by Mission Club/Student Council. On dress down days, students are allowed to wear clothes outside of the normal dress code, provided they meet the modesty requirements in the dress code above. Clothing must be school appropriate; graphics and/or advertisement of illegal substances, inappropriate or offensive graphics, references to sex, drugs, profanity, racial or ethnic slurs are in violation of dress down guidelines. Jeans cannot have holes or frays and must remain at waist level (no sagging, low rise, low riding pants). Leggings or yoga pants are not permitted, but sweatpants are ok. These guidelines are also used for Final exam protocol.

*Mission Club and Student Council Advisors, Dean of Students, and Principal reserve the right to modify this statement as necessary and reserve the right to determine what might be disruptive, unsafe, or inappropriate.*

**BULLYING POLICY**

Columbus Catholic Schools believes in creating a Christ-centered learning environment where all students feel safe and comfortable. We hold our students to a high standard regarding their behavior. We believe in helping to develop students who have strong character and values. It is

our first priority to prevent bullying and to reward positive behavior. Bullying will not be tolerated at CCS.

**Bullying** is deliberate behavior that harms another student. There are three main types of bullying.

1. Physical—includes hitting, throwing objects at, stealing from, etc.
2. Verbal—includes name calling, threatening, vulgar language, etc.
3. Non-direct—includes spreading rumors, cyber bullying, excluding others, etc.

Bullying can have many detrimental effects on students. Bullying can cause students to struggle on their academic work, and it can be emotionally draining to students.

Many steps will be taken to prevent bullying, including character education and student surveys. Positive behavior will be recognized and encouraged.

At times bullying may occur outside of the teacher's vision. If bullying is not reported to teachers/administration it can become more frequent.

**Steps to report bullying:**

1. Parents are encouraged to notify their child's homeroom teacher if any bullying is discovered.
2. The teacher will document all reports, and report them to the principal.
3. Students may also report bullying at any time to any teacher that they feel comfortable talking to.

**Discipline steps:**

1. A verbal warning will be given to the student, and it will be documented.
2. Parents will be notified.
3. If the behavior continues, the principal will discipline the student as deemed necessary.

**Counseling:**

If a student has been bullied, counseling will be available to that student. We do have a guidance counselor available, but a student may prefer to speak to a teacher. The students will have the option of who they talk with.

Counseling will also be given to the student who did the bullying. The goal of the counseling will be to ensure that the detrimental activities do not continue.

**Yearly Assessment:**

The Education Commission and administration will review this plan yearly to check for effectiveness. As always, the safety and well-being of the students will be the first priority.

*Bullying Policy approved on March 19, 2012.*