



# Student & Parent Handbook 2016-17

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Immaculate Conception Elementary School  
St. James the Greater Elementary School  
St. Mary's Elementary School

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*Learning Today, Leading Tomorrow*

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## Acknowledgement and Consent Form 2016-17

(List Student(s) Name) *You may complete one form for all children that attend Regis Catholic Schools and turn in at any school*

***At the beginning of each school year, the parents and students of Regis Catholic Schools are asked to acknowledge or consent to certain items. Please indicate your choices in the bold sections and sign the back of this form.*** Any parent not returning the signed and dated form by the deadline date will not be allowed to send their children to school until the completed and signed form has been turned in.

**Please return this form to any school office no later than September 5, 2016. Thank you.**

### **Acknowledgement of Having Read the Regis Catholic Schools Student/Parent Handbook**

Each parent of a student entering the 6th or 9th grades is given a copy of the current Student/Parent Handbook. The Handbook is also available on the Regis Catholic Schools' website [www.regiscatholicschools.com](http://www.regiscatholicschools.com). Because it is of the utmost importance that each student fully understand all of the guidelines and policies described in this handbook, and that all parents/guardians are likewise aware, Regis Catholic Schools and the Diocese of la Crosse **REQUIRES ALL PARENTS/GUARDIANS TO SIGN THE FOLLOWING AGREEMENT AND RETURN IT TO THE SCHOOL OFFICE WITHIN ONE WEEK OF RECEIVING THE HANDBOOK.**

As a parent/guardian choosing to enroll my child(ren) in the Regis Catholic Schools, I have read the Student/Parent Handbook. I understand that if my child's actions or behavior are in violation of any of these policies he/she will face any and all disciplinary action described. I also understand that this handbook is a guideline and it should not be construed as a contract between Regis Catholic Schools, parents/guardians or any other person. Regis Catholic Schools is committed to reviewing its policies continually and reserves the right to review and change its policies at any time. Regis Catholic Schools also reserves the right to make the final interpretation of all current or future policies, and to make the determination, entirely within its discretion, as to whether the facts of a specific situation warrant action on its part.

☐

**We/I have read and understood the Regis Catholic Schools Student/Parent Handbook  
And agree to abide by its policies and information within. Please check if in agreement.**

### **Release or Non-release of Directory Information**

Each year, Regis Catholic Schools and the Diocese of La Crosse require that parents or guardians specifically consent or not consent to the release of directory information on their child. This is a legal issue. Directory information may include the student name, student address, telephone number, date and place of birth, participation in officially recognized sports and activities, weight and height of members of athletic teams, dates of attendance, degrees and/or awards received, and the name of the school most recently attended by the school. Directory information is most often used for athletic purposes as well as the school releasing a student directory to students or parents for various activities or for information given for press releases or newspaper articles.

**Please check one and continue to next section**

- \_\_\_\_ Yes, I give permission for student directory information to be released.  
\_\_\_\_ No, I do not consent to student directory information concerning my child being released

### **Internet Acceptable Use Policy**

I, the undersigned parent/guardian, have read the RCS Internet Acceptable Use Policy:

**Please check one and continue to next section**

- \_\_\_\_ Yes, I give permission for my child to be using the Inter, Intranet, or e-mail at Regis Catholic Schools.  
\_\_\_\_ No, I DO NOT give permission for my child to be using the Inter, Intranet, or e-mail at Regis Catholic Schools.

**CONTINUED ON OTHER SIDE  
PLEASE COMPLETE ALL SECTIONS AND SIGN ON THE BACK**

### Consent for Media Contact

Regis Catholic Schools and the Diocese of La Crosse require that parents sign to agree or not agree that the local media can contact their child for an article or to be in a photo while at school or while involved in a school-related activity. Local media generally contact the school to ask whether or not they can come to the school to gather information for an article or photo, and if Regis Catholic Schools can know ahead of time if there are any parents who wish their child NOT be in an article or photo, we can accommodate that. If the local media plan to come out to the school, Regis Catholic Schools will make every effort to contact parents personally if possible, if specific students are to be interviewed.

In addition to the local media, RCS and the Diocese of La Crosse may wish to use a picture of your child that was taken at school or at a school related activity. Please give your permission for RCS and the Diocese of La Crosse to use the pictures on their website or in their media materials. RCS and the Diocese of La Crosse reserve the right to determine which pictures are used and how long they remain on the site or used in media materials.

**Please check one and continue to next section**

- \_\_\_\_\_ Yes, I give permission for my child's photo to be used by RCS and the Diocese of La Crosse and to be contacted by the media for an article or a photo; I understand that Regis Catholic Schools will make the effort to contact me personally regarding this if possible.
- \_\_\_\_\_ No, I do not give permission for my child's photo to be used by RCS and the Diocese of La Crosse or to be contacted or photographed by the local media. I understand that Regis Catholic Schools will make every effort to keep my child out of a group photo as well, if that occurs.

### Custody Agreement

Each year, Regis Catholic Schools and the Diocese of La Crosse require that, in order for official registration of a student in a custody situation, there must be on file at Regis Catholic Schools, a copy of the portion of the custody agreement that states who has legal custody of the child.

**Please check one and continue to next section**

- \_\_\_\_\_ Yes there is a custody situation in our family; we have already submitted to Regis Catholic Schools a copy of the Portion of the custody agreement that states who has legal custody. (If you have not turned this in, please do so immediately.)
- \_\_\_\_\_ No, there is no custody agreement in our family.

### Diocesan Safe Environment Information

In addition, I acknowledge that I have reviewed the:

- *On Sexual Misconduct For the Diocese of La Crosse* (Red Book found on pages 1-4 of Appendix)
- *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse* (Green Book found on pages 5-9 of Appendix)
- The Safe Environment Video (Found on the Diocesan website at [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com))

**Please check one and sign this form at the bottom**

- ☐ We have had the chance to view the safe environment training video on the diocesan web site.
- ☐ We do not have access to the internet and would like to come to the school to view the safe environment video. Copies of the video are available to be signed out at the RCS Central Office for a \$5.00 cash deposit re-fundable upon the return of the video to the office.

### We/I have read and agree to the above:

(Parent Signature)	Please print name	Date
(Student 1 Signature)	Please print Student name	Date
(Student 2 Signature)	Please print Student 2 name	Date
(Student 3 Signature)	Please print Student 3 name	Date
(Student 4 Signature)	Please print Student 4 name	Date

# STUDENT/PARENT HANDBOOK

## Preface

The goal of the Regis Catholic Schools' school system is to encourage every student to behave in a responsible manner based on a concern for the rights of other individuals. We believe that school should be a happy and secure place where student learning can occur. In order to give the administration, faculty, parents/guardians and students a clear understanding of the responsibilities they have for themselves, toward each other and to the school as a whole, this handbook contains information, regulations, procedures and guidelines to be followed.

Our Catholic school students are expected to act (both on and off campus) in a manner that will reflect positively on themselves and their Catholic school. The school reserves the right to take appropriate action when student conduct inside or outside the school, whether during school time or outside of school time, is considered detrimental to the reputation of the school or is a violation of school rules.

Since the school administration has the responsibility for the activities and climate in our schools, the administration has the authority to interpret the regulations and guidelines and to take necessary action to see that they are observed.

## Regis Catholic Schools' Mission & Vision Statements

**Mission:** Regis Catholic Schools is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. We are united by our Core Values of *Living Faith, Accepting Responsibility, Promoting Teamwork, Achieving Excellence, and Inspiring Leadership*.

**Vision:** Inspired by our Catholic tradition, Regis Catholic Schools will provide the highest quality programs possible from early childhood through high school to nourish the body, mind, and soul of each student, and help them become faithful servants of Christ the King.

## History of Catholic Education

Regis is the flagship of our Catholic school system. Our hope is that each Catholic school family makes the commitment for Catholic education from kindergarten through high school graduation. The present Regis building was dedicated on November 15, 1953, but the history of Regis High School goes back considerably further. Until the mid-1940s there were only two Catholic parishes in Eau Claire: Sacred Heart served the east side and St. Patrick served the west side. There was considerable emphasis on ethnic origin at that time with St. Patrick's largely being Irish while Sacred Heart was predominantly German.

Catholic high school education in Eau Claire can trace its origins to the dedication and enthusiasm of many people. However, what eventually became Regis High School can be traced to a two-year school added to St. Patrick's grade school in 1914 by Father Dunne; the third year was added in 1919.

In 1927, Father Dunne's successor at St. Patrick, Monsignor Casper Dowd, began construction of the new high school building and gymnasium at St. Patrick. This building, located on Fulton Street, housed a four-year high school that graduated its first class in 1932. As the demand for Catholic education grew over the years, St. Patrick's High School was unable to accommodate all of the students who wished to enroll. By the early 1950s, three more parishes had been created in Eau Claire: St. James the Greater on the west side, Immaculate Conception on the southeast side, and St. Olaf on the northeast side. On September 29, 1951, the commitment was made to begin a drive for a new central Catholic high school that would meet the needs of all parishes in the area.

At the same time, St. Patrick's Parish high school was made a central high school and the name was changed to **Regis**, Latin for "Christ the King." Construction of the present Regis building began on September 24, 1952, and the building was in use for the school year of 1953-54.

Regis remained a contained high school until 1998. On July 1, 1998, the Eau Claire and Altoona Catholic schools consolidated into one system called Catholic Area Schools or Eau Claire/Altoona. (C.A.S.E.). A task force committee from the seven parishes had studied the issues of unification and made the decision, along with Bishop Raymond Burke, to place a middle school of 7<sup>th</sup> and 8<sup>th</sup> grades on the second floor of the high school. In November 2005, the recommendations from a Pastoral Study Committee were accepted by Bishop Jerome Listeki to move Grade 6 from the Catholic elementary schools to the Regis campus. In 2010, C.A.S.E was changed to Regis Catholic Schools and a new logo was created. Regis Catholic Schools operates three K-5 elementary programs: at St. James the Greater, St. Mary and Immaculate Conception Schools. Regis Catholic Schools has a middle school for Grades 6, 7, and 8 located primarily on the second floor of the Regis building.

## Peace Theme

### Prayer of Peace – St. Francis of Assisi

Lord, make me an instrument of your peace  
Where there is hatred, let me sow love  
Where there is doubt, faith  
Where there is despair, hope  
Where there is darkness, light  
And where there is sadness, joy.  
O Divine Master, 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.

### Peace Pledge

I am a peace builder.  
I pledge to praise people,  
to give up put downs,  
To seek wise people,  
to notice and speak up about hurts I have caused,  
and to right wrongs.  
I will build peace at my home, at school, and in my  
community each day.

### Mission Statement Pledge

We are united by our Core Values of *Living Faith, Accepting*  
*Responsibility, Promoting Teamwork, Achieving*  
*Excellence, and Inspiring Leadership.*

## Regis School Songs

### Regis Fight Song

Smash right through that (Royal) crew  
Watch the points keep growing.  
Regis teams are bound to win  
They're fighting with a vim.  
Rah! Rah! Rah!  
See their team is weakening  
We're going to win this game  
Fight! Fight! Rah, Team, Fight!  
Victory for Regis High.  
T-E-A-M Team Fight! (repeat)

### Alma Mater

All hail to thee, dear Regis High  
We will flaunt thy colors to the sky  
In our hearts enshrined you'll always be.  
Our shining star of destiny.  
Thy praises loudly we'll proclaim.  
For the greater glory of thy name.  
As united we will always be,  
And bring you to Victory.

## Regis School Colors/Motto

The Regis school colors are Green and White.  
The Regis Motto is *Learning Today, Leading Tomorrow*



## Regis Catholic Schools' Code of Conduct

School rules for Regis Catholic Elementary Schools include the Core Values:

Responsibility: We will treat others with kindness in words and actions.

Faith: We will practice God's living Word.

Teamwork: We will follow school rules for a safe learning environment.

Excellence: We will do our best work in all subjects and try to be on our best behaviors.

Leadership: We will prepare ourselves for leadership and service toward others.

Generally, negative behaviors will be dealt with by the use of verbal warnings, loss of privileges, and/or the use of a Respect Plan. More severe cases may involve a Parent/Student/Principal conference and/or an in-school or out-of-school suspension. Students may be required to receive testing, consultation or evaluation by other professionals. A Respect Policy was implemented for Grades K-12 in September 2006. See Respect Policy within this handbook.

### The Role of Parents/Guardians

The Code of Conduct requires the support and cooperation of parents/guardians and its success depends on teachers and parents/guardians working together. Time is spent in school explaining our expectations to the students so that they fully understand what behavior is expected of them. We would ask that time is also spent at home discussing these policies so they comprehend the reason for them. We promote positive behavior by praising and rewarding students, which reinforces and promotes the values held by the Regis Catholic Schools' system.

### Suspension

Suspension is a disciplinary action to be used in more serious or in continued infractions of the behavior code. Suspension may be either in-school or out-of-school as determined by the principal. The Administration has the right to determine when, how, and if the student will be allowed to make up the work they missed. Suspension may lead to permanent expulsion. A conference with parent, teacher, principal and student is a prerequisite for readmission of a student after out-of-school suspension. Any of the following reasons may be, but are not limited to, cause for suspension:

1. Failure to serve assigned consequences
2. Truancy
3. Smoking or chewing tobacco on school property
4. Being present with a student who uses, possesses, buys or sells drugs or alcohol in the school or on school grounds or during an off-school grounds extra-curricular activity
5. Disrespect or defiance of an adult in a position of authority
6. Obscenities, oral, written or gestured
7. Destruction of school property
8. Actions seriously disruptive to class conduct
9. Behavior that endangers other students or staff
10. Theft
11. Possession of, or computer access to, pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities, or on school buses
12. Loitering in the neighborhood before/after school or otherwise causing a disturbance for the neighbors or neighboring businesses
13. Field trip misbehavior
14. Giving a false report to an administrator
15. Disruptive behavior on school buses
16. Carrying or concealing weapons
17. Any of the grounds for expulsion
18. Hurting others by hitting, spitting, punching, etc.

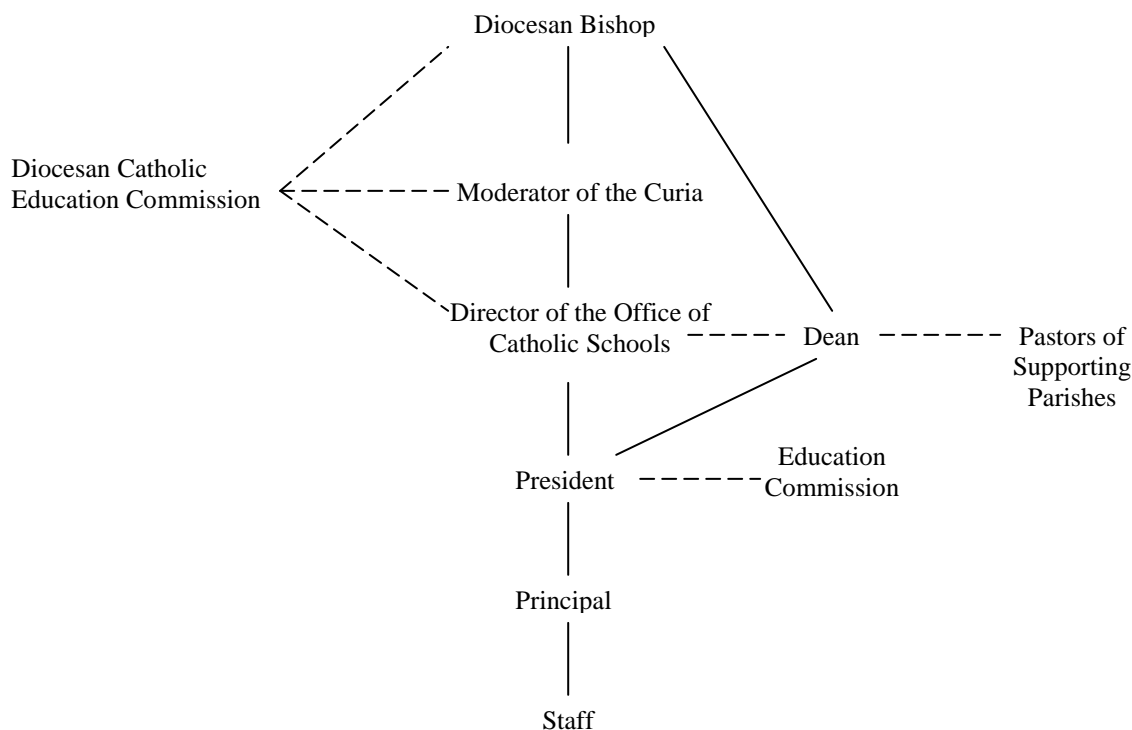
### Expulsion

The dismissal or 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 the students in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. (Diocesan Policy)

Any of the following may be, but are not limited to, cause for expulsion:

1. Use, possession, buying or selling drugs or alcohol in the school or on school grounds, or during an off school grounds extra-curricular activity
2. Serious destruction of school property
3. Insubordination or failure to comply with instructions or directions given by school staff
4. The use of indecent or abusive language or gestures to any staff or student
5. Behavior that adversely affects the status of the school
6. Behavior that deteriorates the morale of other students or the staff
7. Behavior that endangers the safety of other students or staff.

## Diocese of La Crosse Organizational Chart for Unified Schools President-Principal Model



Pastoral and Administrative Responsibility —————

Consultative Responsibility - - - - -

### Academic Dishonesty/Cheating

Each student is to do his/her own schoolwork, although he/she may at times seek help from fellow students. Cheating is dishonest, degrades character and reputation, impedes individual learning, and is not part of the moral environment of our Catholic schools. Cheating includes, but is not limited to, the following:

- Copying from others on homework or during an examination.
- Communicating answers with another student during an examination or before all students have taken the exam.
- Taking an examination for another student or having someone take an examination for you.
- Directly copying another student's written work and/or offering another person's work as one's own. This includes cut/paste from another's paper or a web-based source. (Plagiarism)
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes or information during an examination.
- Allowing another to do the research and writing of an assigned paper.
- Stealing, or attempting to steal, an examination or answer key, for personal use or for giving or selling to others
- Changing or attempting to change academic records

Any student who knowingly or intentionally helps another to perform any of the above acts of cheating is guilty of "collusion" and will be subject to the same disciplinary action as the student who is responsible for the cheating. All instances of cheating, plagiarism or collusion are to be reported to the school office. The administration reserves the right to determine appropriate consequences such as loss of privileges, suspension, and/or dismissal, depending on the severity of the infraction.

## Academic Progress

Report cards are issued quarterly reflecting academic progress, achievement, effort toward that achievement, development of habits and attitudes in relation to a student's own abilities as well as to fellow classmates. Academic progress reports are available mid-quarter.

### **Retention/Acceleration**

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection, evaluation and consultation with the administrator, teacher, counselor, and parents.

## Administrative Recourse For Parents And Guardians

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person. If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the next higher authority within thirty (30) calendar days of the time of the judgment. The grievance is to be made in writing and is to state the facts of the conflict and the reason or reasons why the parent believes that the judgment is unwarranted. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 55,1,10;2,20). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring Deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it. (Diocesan Policy)

If reconciliation is not achieved on the deanery level or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

The penalty for violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request may be made to the diocesan director of schools to speed up the procedure. The school, the employee, the student or the affected parent can make this request. The request can be granted or denied (DSR 5902).

The following is the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Regis Catholic Schools' President
4. Dean
5. Diocese

## Admissions Policy

Regis Catholic Schools is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. We are united by Our Core Values of *Living Faith, Accepting Responsibility, Promoting Teamwork, Achieving Excellence*, and *Inspiring Leadership*. All families who identify with these Core Values are invited to enroll in our schools. Regis Catholic Schools has the following additional admissions policies and procedures:

A. Students are accepted without regard to race, color, or national or ethnic origins. Children of all faiths are welcomed and expected to share in religious education.

B. Priority enrollment for current RCS students and their siblings is from the announced Open Enrollment date (typically late January) through the St. Patrick's Day drawing deadline for early enrollment (which is on or near March 17 annually). **After the St. Patrick's Day drawing deadline, classes will be filled based on date of application/first to enroll.**

**Order of Priority-** After reaching the deadline of the St. Patrick's Day drawing, RCS will determine if there are available places for all enrolled students. If there are more enrollments than places available, the following will be considered in order of priority:

1. Kindergarten through 12th grade students who are currently enrolled at RCS and are current on tuition and fees owed to RCS.
2. Siblings of Kindergarten through 12th grade students who are currently enrolled at RCS.
3. Active members of our supporting parishes (Immaculate Conception, Sacred Heart/St. Patrick, St. James, St. Mary's, St. Olaf, Newman Parish at UWEC) who are practicing Catholics.
4. Children of RCS' employees.
5. Preschool students at one of our RCS tuition-based preschool programs.
6. Children enrolled at one of our RCS Child Care Development Centers.
7. Children enrolled in one of the RCS-based Eau Claire or Altoona School District 4K programs.
8. Family home address and school district boundaries for busing considerations.
9. Transfer from another Catholic School outside of the RCS system.
10. Date of application/first to enroll.

C. Wisconsin state guidelines for age and grade level will be followed in the admissions process.

D. An age-appropriate development and/or educational assessment by the principal and/or faculty may be given to students entering the school. This assessment assists in the placement of a child. Admission requirements include but are not limited to: review of previous school records, standardized tests, a meeting with the Enrollment & Tuition Coordinator and/or member of the RCS Administrative Team, a school tour, and classroom visitation.

E. As a private school, the teaching-learning environment may not be designed to accommodate the needs of all children. The admission process facilitates determining if RCS can provide a suitable educational program for the child seeking admission.

F. Class size is guided by the Enrollment and Class Offerings Policy and determined by the President. When a class is at capacity, all waiting list requests will continue to be considered by application date for future admission.

G. Students accepted into the Wisconsin Parental Choice Program (School Voucher) who are new to RCS cannot displace other currently enrolled students from a building. Accommodations will be made to make sure there is room for the new students to be in a grade-appropriate class.

Regis Catholic Schools respects the dignity of God's children. All children have a right to a quality education. In addition to the pursuit of academic excellence, a Regis education will support their relationship with God and guide them to live and work with others in accord with Gospel values.

### Non-Discrimination Policies

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of the Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law.

### **Kindergarten Admission**

A child must be five years old on or before September 1<sup>st</sup> of the current year before admission to kindergarten and six years old on or before September 1<sup>st</sup> of the current year before admission to first grade. When in question with these ages, a screening will be required and the building administrator in consultation with the teachers and counselors will determine acceptance.

### **Home School/Student Transfers**

All transfer students must meet Regis Catholic Schools' academic and behavior standards. The principal will recommend the academic standing for each transfer or home school student. Home school students will be placed in the grade where their age chronologically fits unless evidence is shown via standardized tests or some other objective instrument that the student should be advanced a grade or should begin instruction at a lower grade.

### **Enrollment/Enrollment Procedures**

Enrollment is handled through the Regis Catholic Schools' Central Office, 2728 Mall Drive, Eau Claire, Wisconsin 54701. Phone: 715-830-2273 ext.3. A student is not considered enrolled until the enrollment form, enrollment fee, and FACTS Agreement have been submitted and processed. Regis students register for classes through a separate enrollment process.

### **Custody Agreement**

As a condition of enrollment, a copy of that portion of the custody decree that indicates who has primary placement and a copy of the current custody agreement must be on file at the school your child attends. Both parents have a legal right to be listed in the school directory, receive school progress reports and report cards, participate in parent/teacher conferences, and communicate with school teachers and administration unless specifically stated differently in the custodial agreement.

## **Asbestos**

Regis Catholic Schools' buildings have periodic inspections concerning asbestos and management plans are on file at each building. These management plans are available for public viewing during normal business hours.

## **Attendance and Absences**

All students in attendance are to participate in school activities including church-related activities, recess and physical education. Only a written excuse from a physician can excuse a child from physical education and/or recess. All students are expected to attend classes on all days that school is in session. Students should remain home for 24 hours after a serious illness or fever. Students may not leave school during class hours without permission from the office.

### **Excused Absences**

Among the reasons students are excused from school are cases of illness, death in the family, family emergencies, quarantine, medical appointments and impassable roads. When a student will not be in school, parents/guardians are to call the school office before 9 AM. Upon returning to school:

- Parents should bring their children into the building to sign in when tardy or bring a note signed by their parent/guardian, which identifies the day(s) and reason for the student's absence.
- A note from the doctor, P.T., etc. will be required when the student returns and should be given to the school secretary.

When a student is absent from school while attending a school-related function that has been approved by the administration, it is not counted as a day of absence.

Students are to be in attendance at school during the day in order to attend school-sponsored activities after school hours. This includes, but is not limited to, sporting events, plays and dances. The only exceptions would be made for pre-arranged doctor or dental appointments, school-sponsored absences or family emergencies. The school must be notified prior to or during the school day if the student wishes to attend an after school event. The following expectations regarding attendance will apply to student eligibility to participate in athletic or other extra-curricular activities held after school or in the evening.

- Elementary students may attend evening events and performances if they bring an excused absence slip signed by their parents.

If it is necessary for the student to leave school during the school day, he/she must have a signed and dated note from the student's parents/guardians. This notification must be presented to the school office before 9 AM.

- Parents of elementary students should check at the school office before going to a classroom. When the parents or legal guardian leave a school age child in the care of another adult for any period of time, the parents should make the school aware of the identity of the childcare provider. This is especially important when the parents or guardians are out of the area such as on a vacation or business trip.

## **Unexcused or Excessive Absences**

When a student is absent from school and the school has not been notified by 9 AM, the school will attempt to contact the parent/guardian to verify that the student is absent for a justifiable reason. Excessive absences, whether they be anticipated, excused or unexcused, may make it necessary to have a conference with the administration,

parents/guardians and student. Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. Examples of unexcused absences include, but are not limited to, working (except for approved work study programs), oversleeping, baby-sitting, staying home to do homework or to prepare for a test, or an anticipated absence that is not filled out at the appropriate time. The administration reserves the right to determine if an absence is to be judged excused or unexcused for all other cases.

- If the principal or dean of students determines that an absence is unexcused, no credit or grade is to be recorded for that missed period of time. The student will receive a "0" on all work, i.e., tests, quizzes, homework, class activities.

## **Student Leaving School or Becoming Ill at School**

Each student is to have an emergency card on file in the school office which lists the name of the student's parent(s)/guardian(s), and the names of alternate contacts in the event the parent/guardian cannot be reached. If a student becomes ill during the school day, the parents/guardians or persons listed on the emergency card will be contacted before the student is allowed to leave campus. Parents/Guardians must provide transportation for the child to get home. No faculty member or other student is to drive the ill student home. In the case of an emergency, the school will take whatever action it deems appropriate for the safety and well being of the student.

Students who become ill during the day or have an appointment outside the school building are to report to the office to be checked out. Parents of elementary students are expected to enter the building to sign students out.

## **Anticipated Absences and Errands**

Anticipated absences during school time are not recommended and are highly discouraged. Parents are strongly encouraged to plan family vacations and trips around the school calendar to avoid extended absences. If a child is participating in a family trip, a written request to the office and classroom teacher is required at least one day prior to the student's absence. Assigned homework will be given to the student after he/she returns from vacation. Any missed assignments will be the responsibility of the student when he/she returns to class. Students will be required to complete missed assignments in a timely manner as required by their teacher/school.

Please attempt to make medical and dental appointments for after school hours or during vacation. Parents who request that their child be absent from school because of a doctor's appointment are asked to submit a written request at least one day prior to the student absence.

## **Tardiness**

The student is considered tardy if he/she arrives in the classroom after the bell that begins the school day or period. Individual classroom teachers will track days tardy. A pattern of tardiness will result in a parent contact. Excessive tardiness can result in the initiation of truancy procedures.

## **Truancy**

Parents/guardians have the responsibility to have their children in school attendance. A student who is absent without consent of the parents/guardians and the school is considered truant. Initial truancy may result in parent/guardian notification and disciplinary action. Repeated truancy will result in review for possible dismissal, suspension or expulsion.

Students truant from a class will be referred to the school administrator for appropriate action. Truant students will not be permitted to participate in co-curricular activities for that day and any days of suspension that may result. The Wisconsin Statutes define a "habitual truant" as a student who has been absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school year. Regis Catholic Schools will contact County Social Services to report students who are habitually truant.

## **Make-Up Policy for Student Absence**

Students are responsible for making up all work missed for either excused or unexcused absences. A student who has been absent will be given one (1) day more than the number of days missed in order to make up all missed homework and tests unless granted additional time by the classroom teacher. (Example: Absent 2 days - All work would have to be completed by the end of the third school day after the student returns to school.) If the student is absent for one day and has had prior notice that a test will be given on the day the student returns, the classroom teacher has the prerogative of giving the student the test on the day he/she returns or, if the student is not permitted to take the test at that time, a different test which would cover the same material. If a student is missing on the day of the test, the teacher has the prerogative of giving the student a different test covering the same material.

- **Excused absence:** All work made-up (including anticipated absences) within the given time limit will be graded at 100% of the earned grade. Work not made up in the required time will be given a grade of "0".
- **Unexcused absence:** Students will be responsible to make up all missed work. Work made up within the given limit will be recorded at 50% of the normal grade
- **Truant:** Any student found to be truant will not be allowed to make up any missed homework or tests and will receive a grade of "0" for all missed work.

## **Closed Campus**

All our Catholic schools operate on a closed campus system. No student is to be outside the school building during the regular school day without permission of a staff member or the office. All students are required to be at school in sufficient time so they can be seated in the designated classroom or gathering space by the start of the school day. All students are required to remain at school until the end of the last period of the school day unless granted permission to leave by the school office. Students from another school may visit a Regis Catholic Schools' school for a tour by administrator or the appropriate designee. Out of town relatives and friends may visit with prior approval. Students from non-Regis Catholic Schools' schools who are in the schools during the school day or before and after school will be asked to leave. If they do not leave, local authorities will be contacted.

## **Band Lessons**

A program for band instruction is offered to all students in Grades 5-12. Parents interested in seeking individual lessons for their children during the school year are encouraged to speak to the Middle School or High School band instructor to receive recommendations for the best-related options. Parents are responsible for purchase or lease of instruments. Teachers and schools are not responsible for instruments left at school, lost or stolen. A band information night for elementary students is provided at the beginning of each school year.

## **Bloodborne Pathogens**

The Regis Catholic Schools' system is in compliance with OSHA's Bloodborne Pathogens Standard 29 CFR 1910-1030. Each school has a written bloodborne pathogens exposure plan located in the school office and faculty receive yearly training.

## **Cell Phones, Electronic Devices & Cyber Bullying**

Students who have cellular phones or pagers may NOT use them during the school day or between classes. Devices need to be kept in the student's locker or backpack. If a student needs to contact a parent, the student should come to the school office to seek permission to use the school phone or a personal cell phone.

No radios (e.g., "Walkman", "boom boxes", etc.), pagers, I-Pods, cellular phones, game-boys or other devices which can be used to play electronic games or music are allowed to be used during the school day. Students who have calculators with electronic games are not to be playing games during the school day. The student would be asked to turn the device over to the staff member who notices it. A student's refusal to turn it over may result in a consequence. Students may NOT use camera phones or cameras anywhere on school property unless permitted by an administrator. Inappropriate use of Electronic Communication Devices (ECDs) that leads to a disruption or distraction to the learning environment may be investigated and disciplined by the school. Cyber bullying that is conducted by cell phones (texting/pictures/video taping), social networking sites (i.e., Facebook), e-mail, instant messaging or other use of computer/websites are some examples. Disciplinary actions taken by the school are no longer just limited to the inappropriate use of ECDs on school grounds during the school day. Cyber bullying occurring on school grounds outside of the school day often leads to a disruption of the learning environment and can lead to school disciplinary measures. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration may take disciplinary actions including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

On the first offense, consequences will be issued and the student will be allowed to retrieve the confiscated material at the end of the school day with the stipulation that it not be brought to school again. A second violation will result in the confiscation of the material and a Respect Plan will be issued. The parent will be notified that the item will be returned when the parent comes to the school and requests it.

## **Code of Conduct - Parents of Student Athletes**

This policy was drafted by the policy committee of the Regis Catholic Schools' Commission. The charge to the committee was to draft a policy for parents specifically identifying the appropriate times and methods in which concerns, questions, or suggestions should be brought to a member of the coaching staff.

### **Coach/Parent Relationship**

Both parenting and coaching are extremely difficult vocations. With full recognition of and respect for parental responsibility under God, it must be kept in mind that for athletic participation, parents have delegated the responsibility and authority for the young person to the coach. It is reasonable to expect that any parent who has permitted a student to come out for the team should be supportive of the coach. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our students.

As parents, when your child becomes involved in our athletic programs, you have the right to understand the expectations placed on your child. This begins with communication from the coach of the team. This could occur at a pre-season meeting, the first practice, through written communication or through a combination of these.



### **Communication You Can Expect from the Coach**

- Philosophy of the coach (playing time, discipline, etc.)
- Expectations the coach has for all members of the team
- Location and times of practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Situations that may result in the denial of your child's participation

### **Communication Coaches Can Expect from the Parents**

- Concerns expressed directly to the coach
- Notification of scheduling conflicts well in advance
- Specific concerns regarding a coach's philosophy and/or expectations

As your children become more involved in Regis Catholic Schools' athletics, they will experience some of the most rewarding moments of their lives. It is important to understand, however, that there may be times when things do not go the way your child would like. At these times, your child is encouraged to discuss this with the coach. If you determine that the situation warrants your talking with the coach, your concerns should generally be related to one of the following:

### **Appropriate Concerns to Discuss with the Coach**

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As a parent, it is very difficult to accept your child not playing as much time as you may hope. Coaches make judgments based on what they believe to be the best for all students involved. If fair play guidelines have been established, especially in Grades 5-8, coaches will be made aware of these guidelines and asked to make reasonable accommodations.

Parents need to respect the rules and decisions made by those in charge, staying positive about every aspect of the team and coaches. Some issues, such as those listed below, must be left to the discretion of the coaching staff.

### **Issues Not Appropriate to Discuss with Coaches**

- Playing time
- Team strategy
- Play calling
- Other student athletes

Situations may arise that require a conference between the coach and a parent. This dialogue is encouraged. It is important that both parties have a clear understanding of the other's position. When a conference is necessary, the following procedure should be used to help promote a resolution of the concern. E-mail and voicemail should be used as informational tools and not as outlets to air grievances.

### **Procedure To Discuss Concerns with a Coach**

- Contact the coach to set up an appointment
- If the coach cannot be reached, contact the Regis Catholic Schools' Athletic Office at 830-2271.

**Please do not attempt to confront a coach before or after a contest or practice.** This can be an emotional time for all parties. Meetings in this setting usually do not promote resolutions.

### **The Next Step**

Concerns should be brought first to the individual closest to the issue. With prayer, patience and good communication, many concerns can be resolved. If a meeting with the coach does not provide a satisfactory resolution, a parent may set up an appointment with the Regis Catholic Schools' Athletic Director. At this meeting, further appropriate steps can be discussed in an effort to reach a possible solution. The Diocese has established a policy for further recourse. The processes and procedures are outlined in the student and staff handbooks.

### **Consequences**

Our Catholic mission and our desire is to resolve conflicts in a consultative manner. This should permeate all programs. At times individuals may act in a manner that is contrary to the spirit of this policy. Coaches are employees of the system and under the supervisor, evaluation and authority of the athletic director. Students have a co-curricular code of conduct that will be used to address concerns. Parents who fail to adhere to this policy may be asked to meet with the athletic director and/or other administrators. Continued or significant issues could result in the parent/guardian being restricted in attendance at home athletic or other contests. More extreme violations may result in more significant consequences which could involve law enforcement officials.

## Conferences

As a personal means of informing parents as to the development of their children, schools schedule conferences on a regular basis. Parent-student-teacher conferences will take place twice a year. This time is set aside to discuss the student's abilities, progress and weaknesses and make plans for cooperative action. Parents may also request an appointment with the principal, counselor, and/or teacher to discuss any matter pertaining to the student's welfare at any time. Conferences for elementary students are scheduled online twice a year.

## Confidentiality

Rather than strict confidentiality in regard to student-school-employee communication (verbal and written), the Diocese of La Crosse Catholic schools operate under a "spirit of confidentiality". This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other personnel deemed necessary. (Diocesan Policy)

## Defibrillators

Defibrillators at elementary schools are parish property and as such serviced and maintained by the individual parish.

## Directory Information

Please inform the Central Office if you are changing addresses or telephone numbers. Please contact the Central Office by September 10 of each school year if you do not wish to have your address or telephone number printed in the system directory. Please contact the school office if both the father and the mother of children from divorced or separated families are to be listed in the directory. Directories are available after September 15 from the school secretary or Central Office.

## Dress Code

Regis follows the dress code policy standards for all Catholic high schools and middle schools established by the Diocese of La Crosse. The purpose of the dress code is to ensure that students have a clean, well groomed, modest and neat appearance. This contributes to a positive self-image and a more conducive learning environment. Students are to comply with the dress code all day, everywhere in the building, unless specifically excused by the administration or when apparel that does not comply is required for a class. Students are expected to be in compliance with the dress code for all field trips unless specifically excused by the administration. References on clothing that are inconsistent with Catholic faith and morals are not allowed. Items that reference drugs or alcohol, and/or songs or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for school. When there is a need for special occasion clothing, such as prom or school dances, all dress must fit within the school's local guidelines for modesty. The school administration reserves the right to disallow participation in these activities if, in the judgment of the administration, the clothing does not measure up to the school's own standards of modesty. Athletic game uniforms can be worn on the day of the game. "Uniforms" refers to the jersey or warm-up top that the team wears for the game. (A shirt must be worn under the uniform jersey.) A team may wear team apparel (team shirts, team sweatshirts, etc.) that are approved by the Athletic Director and the head coach. The head coach will determine if it is the current team-approved apparel for that season. All team apparel must be the school colors and meet WIAA regulations. All team apparel and practice apparel must contain appropriate wording and be approved by the head coach and Athletic Director. Practice gear cannot be worn to school unless it meets the school dress code. Administration reserves the right to determine appropriateness of students' apparel.

**General Guidelines:** Each student's appearance must be appropriate to a Catholic school setting.

1. Clothing, hairstyle or jewelry is not to be distracting or disruptive of the educational process.
2. All items worn to school must be clean. Worn, faded, frayed or baggy clothing may not be worn.
3. Regis and Regis Catholic Schools' logos are encouraged to be worn.
4. Hairstyles must be of reasonable style and natural hair color. Mohawks are not allowed and boys' hair must be off the collar.
5. Hats may not be worn indoors.
7. Boys must be clean-shaven and have hair cut to a reasonable length (collar).
8. Leather clothing may not be worn.
9. Earrings may be worn only in the ears-no body piercing.
10. No large hoop or dangling earrings may be worn.
11. No visible tattoos permitted.
12. No chains hanging from waist or pocket.
13. Shirts must be buttoned.
14. Sweatshirts that have no more than a 2" screen printed or embroidery on the front will be permitted.
15. Name brand clothing should be avoided.

#### **K-5 Specific Clothing**

<b>Item</b>	<b>Style</b>	<b>Color</b>	<b>Comments</b>
Shirts	Button polo shirt with collar, turtleneck or mock turtleneck. Long or short sleeves. No stripes, writing or graphics except Regis Catholic Schools or Regis Two" logos are acceptable.	Solid Colors – Light Blue, Navy Blue, White, Dark Green, Light Yellow	Shirts with buttons must be buttoned. Shirts must be tucked in. No tank tops, crop tops or spaghetti straps. No denim shirts.
Sweatshirts	Long sleeved sweaters only. Solid colors. No writing or graphics except Regis Catholic Schools or Regis.	Navy Blue, Gray or Regis Green	No stripes. Collared shirt must be worn under all sweaters and sweatshirts. Sweatshirts do not need to be tucked in.
Pants	Cotton, cotton-polyester or corduroy. Solid colors.	Navy Blue Khaki	No bib overalls, denims, jeans, sweatpants, wind pants. No stripes.
Shorts	Walking shorts no more than 3" above knee. Solid Colors.	Navy Blue Khaki	May be worn in August, September, May and June. If the temperature is predicted to be above 70°F shorts are acceptable in April and October
Footwear	Socks, tights or leggings(with skirts)	Solid School Colors	Coordinate with other clothing.
Skirts/Jumpers	Split skirts and skorts are acceptable. No stripes.	Navy Blue, Plaid, Khaki	

#### **Drug/Medication Administration**

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 administer prescription drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion. Students who are required to take prescription medication during the school day are required to store the medication in the school office. These will be logged and kept in a locked file by the office secretary. They may be dispensed by an administrator or school secretary as per the written instructions on file: Parent/guardian written approval and instructions for non-prescription drugs; or, doctor's written instructions along with parent/guardian written approval for prescription drugs.

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 administer prescription drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion. Students who are required to take prescription medication during the school day are required to store the medication in the school office. These will be logged and kept in a locked

file by the office secretary. They may be dispensed by an administrator or school secretary as per the written instructions on file: Parent/guardian written approval and instructions for non-prescription drugs; or, doctor's written instructions along with parent/guardian written approval for prescription drugs.

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instruction and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian. The party authorized to administer the drug and the school principal or administrator is 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 the 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. (Diocesan Policy)

### **Diabetic student health issues**

Since RCS does not have trained nurses to dispense insulin, diabetic children need to be self-sufficient to dispense their own insulin. Staff members will be trained to monitor and oversee the calculations. In the primary grades, parents must be able to come in to dispense insulin until the child can monitor his/her own care.

## **Emergency Procedures**

### **Accidents**

Witness to any accident and/or injury will complete and sign an accident report and submit the accident report to the building administrator. If it is determined that the injury is severe enough, parents will be contacted. If the injury is serious enough to warrant medical attention, the principal or teacher in charge may summon medical assistance and then contact the parents. In the event the teacher in charge summons medical assistance, the building principal will also be contacted immediately.

### **Bomb Threat**

If a threat is received, the school will be immediately evacuated without using the fire drill system. The police department will be notified and its directives followed. The President of Regis Catholic Schools will be notified as soon as possible. The building is to be reoccupied only after reasonable assurance that the bomb threat was false or that the bomb was located and removed. All Regis Catholic Schools' personnel will follow a detailed emergency plan as set forth by the Regis Catholic Schools' Administrative Team. Parents seeking information about school emergencies are to contact the building administrator.

### **Emergency School Closing**

Regis Catholic Schools' schools will be closed when the public schools in the district where the school is located are closed due to inclement weather. When Regis Catholic Schools' schools in Eau Claire are closed, St. Mary's Elementary in Altoona will also close. Child development centers will remain open unless specifically stated in the public closure announcement. Late starts may also be announced when school will start one or two hours late.

Regis Catholic Schools' schools or a single school could be closed due to damage, failure of utilities or an incidence of potential danger to life. If we are not allowed to re-enter the building, arrangements have been made for notifying parents and transporting bus students home, even if the public schools are open. If the public schools close, Regis Catholic Schools' schools in that district will be closed. If Regis is closed for a threat, the Child Development Center will also close.

### **Notifications**

Local radio stations will announce school closings or late starts by 6:30 AM or during morning newscasts. Television stations will also announce school closings or late starts during morning newscasts.

### **Early Dismissal**

Regis Catholic Schools' schools will close early when the public schools in the district where the school is located are closed due to inclement weather. Radio and TV stations will be notified by 11 AM. Secondary schools will close at 1 PM and elementary schools will close at 1:30 PM. Schools will be closed for all students on early dismissal for staff development.

## Co-Curricular Activities

In the event of school closing or early dismissal, all extra and co-curricular activities scheduled for that day are canceled for all students. If appropriate and necessary, special arrangements can be made by the building administration together with the President and Athletic Director.

## Drills

Regis Catholic Schools' teachers are trained to follow a Crisis Management Plan that has been formulated to insure the safety of all staff and students. Fire drills and lockdowns are held regularly and without warning throughout the school year. A fire drill evacuation chart is posted by each classroom door. Tornado or severe thunderstorm drills are held regularly throughout the tornado season. Maps for evacuation are located in each classroom.

## Hazardous Spills

Spills of toxic and hazardous materials represent an emergency situation. Spills can be a danger to life and health as well as to the environment. Spills can result in the release of toxic vapors and fumes. Fires can occur. In the event of a hazardous or toxic spill that impacts a Regis Catholic Schools' school, we will:

1. Evacuate the area
2. Dial 911 and report the emergency
3. Follow directives from emergency management personnel.

## Enrollment and Class Offerings Policy

Regis Catholic Schools is committed to assuring that the number of students in each classroom is at levels appropriate for the grade level and system goals for instruction. In addition, RCS recognizes the need to make sure the number of students in each classroom can be supported by the financial resources available to the system.

Therefore, Regis Catholic Schools has the following policy in regards to minimum enrollment in a class section or individual class offering:

- A. For Grades K – 5, if a class section has 12 or fewer students enrolled, Regis Catholic Schools will consider the following prioritized in this order:
  1. Combining the class section with another class section of the same grade at the same school, not to exceed 25 students in the combined section.
  2. Combining the class section with another class section of an adjacent grade if the class section enrollment in the adjacent grade also has an enrollment of 12 or less students.
  3. Combining the class section with another class section of the same grade at other RCS buildings.  
Students in the class section that is closing may choose from available seats in any building in the unified system.
- B. For Grades 6 – 8, if a grade level has less than 55 total students enrolled, Regis Catholic Schools will consider the following:
  1. Reducing the teaching staff allocated to that grade by increasing the number of students in a classroom/section subject to a maximum of approximately 30 students.
- C. For Grades 9 – 12, if an elective class taught by an RCS teacher has 10 or fewer students in the class, RCS will consider the uniqueness of the class and may consider cancelling the class offering for the quarter or semester.
  1. Distance Learning Courses, Honors Courses, and AP Courses may be offered to fewer than 10 students due to the level of instruction, potential for college credit and unique opportunities offered only in the above classes.

Decisions regarding the above Enrollment and Class Offerings Policy will be the responsibility of the Regis Catholic Schools President, after consulting with the RCS Principals and Pastors of our supporting parishes.

## Fees and Fines Policy

All Regis students must have all fees and fines paid and all textbooks must be collected before students are allowed to take final exams. A signed form from the school office will indicate that all fees and fines have been paid. The student then will be allowed to take the final exams. Grades will not be recorded until all obligations have been met by the student and family.

## Field Trips

Parents must sign field trip permission forms **before** students are allowed to go on any field trips. Students may not be allowed to participate in field trips if this policy is not followed. Each student is required to have a Comprehensive Child Consent and Release form on file. This form summarizes medical information, permissions, authorizations and releases. For subsequent field trips that do not require an overnight stay, the Supplemental Child Consent Form and Liability Waiver can be used. All requests must be made to and will be decided by the Principal. In general, field trips that result in time away from school should contribute to the educational and/or spiritual mission of the school.

Students must be in good standing to be allowed to go on any school-sponsored field trips. If a student has multiple violations, they may not be allowed to go on the field trip. The administrator and the advisor of the field trip will clear any students for eligibility to attend any school-sponsored trip.

## Fund Raising

Generally, fund raising activities are to be Regis Catholic Schools-wide events only. All fund raising on behalf of the Regis Catholic Schools, including co-curricular programs and athletics, must be reviewed and approved by the Regis Catholic Schools' president and the administrator in charge; i.e. Athletic Director, Elementary Principal, etc. A form is available from each building administrator.

## Gambling

Gambling by students is not allowed on school grounds during the school day or at any school-related activity. Internet gambling using Regis Catholic Schools' computers or Regis Catholic Schools' email accounts is not allowed.

## Hallways

Students are to maintain quiet in the hallways during class times. No running or roughhousing is permitted in the hallways at any time. No food or drink is allowed in the hallways during the school day.

## Harassment

The Diocese of La Crosse has strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* is available in each school office. These policies apply to all students in the Catholic schools of the Diocese of La Crosse. No students shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse. Any persons who engage in sexual abuse of any student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, an employee and/or volunteer. Any student who believes that he or she is being harassed shall report immediately such information to the school principal and the Diocesan Director of Catholic Schools, who shall report the matter to the Diocesan Bishop. Any information reported shall be treated as confidential. All claims of harassment shall be thoroughly investigated by the school principal after consultation with the Diocesan Director of Schools. No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. (Diocesan Policy)

**Sexual Harassment** will be dealt with in the most serious manner. Sexual harassment is unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials, which is not necessary for school purposes."

**Bullying and other forms of aggressive behavior** -The Regis Catholic Schools are committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It includes, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior may immediately report the situation to the building principal or assistant principal, or the President of Regis Catholic Schools. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal may be filed with the President of Regis Catholic Schools. Complaints against the President of Regis Catholic Schools may be filed with the Dean and/or Diocesan Superintendent of Catholic Schools. All claims of harassment shall be thoroughly investigated by the school principal after consultation with the Diocesan Office of Catholic Schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. (Diocesan Policy). Such retaliation shall be considered a serious violation of the Regis policies and will be dealt with independently of whether the original complaint is substantiated. Suspected retaliation may be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentional false reports may result in disciplinary action.

### **Bylaws and Policies:**

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he may report it and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, obsession, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.” [Bill Belsey (<http://www.cyberbullying.ca>)]

Regis Catholic Schools recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

**"Staff"** includes all school employees.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents/guardians, school visitors, service contractors, vendors, or others engaged in business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **Privacy/Confidentiality**

Regis Catholic Schools will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with our legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Procedures for Addressing Aggressive Behavior**

Each case will be handled on an individual basis.

The principal and school counselor will be made aware of the situation and will determine the most appropriate consequence depending on the severity of the case. An Elementary RCS Respect Plan will be sent home.

The principal, school counselor or teacher will call parents if they have not signed and returned the first Respect Plan.

School officials will continue to assess the situation. If behaviors continue or escalate to a degree that anyone's safety is at risk, parents will be contacted to communicate the plan of action to improve the student's behavior. The school may also involve non-school employees including, but not limited to, a school psychologist, the Department of Human Services, police and/or refer the student for outside counseling.

In severe cases consequences may include an in-school suspension or out-of-school suspension.

## **Homework**

Students should spend some time each day reading and studying. Homework should be completed in a quiet place away from distractions. The teacher should be contacted if a parent feels a child is spending too much time on homework.

## **Immunizations**

State law requires all public and private school students to submit written evidence of immunization against certain diseases within thirty days of admission. Written evidence consists of the completed immunization card provided by the county health department.



## Insurance

Regis Catholic Schools does not carry a general health and accident insurance policy to cover students. Parents are responsible for all medical costs incurred with respect to their child(ren) that are enrolled in a Regis Catholic Schools' school.

## Internet Acceptable Use Policy

Students entering our Catholic schools will be required to read, sign and have their parents sign the *Regis Catholic Schools' Internet Acceptable Use Policy*. The full policy is on file in each school office. By signing the Internet Use Policy, students agree to the guidelines set in the policy. All students are bound by the terms of the policy when using the computers on the Regis Catholic Schools and/or individual school networks. These are the guidelines set by the Regis Catholic Schools' Internet Acceptable Use Policy:

- Educational Purpose – Use the Internet only for school activities.
- Personal Responsibility – Where you go on the Internet is public knowledge.
- Personal Safety Issues – Do not give out personal information about yourself or others.
- System Security – Do not use the computers to go where you are not supposed to go.
- Respecting Resource Limits – Share the computers with others.
- Plagiarism and Copyright Infringement – Do not copy without giving proper credit.

Violations of the Internet Acceptable Use Policy may result in the loss of your Internet or computer privileges. Repeated or severe violations may result in disciplinary action. Regis Catholic Schools will cooperate fully with law enforcement officials in any investigation related to any illegal activities conducted through any Regis Catholic Schools' Internet connection. Students using their Regis Catholic Schools' issued email account recognize that this account is to be used in a manner that reflects positively on the school and our Catholic school community. Bullying, threats, sexual harassment, and other issues will be dealt with following Regis Catholic Schools and Diocesan policy. Email is the property of the school and can be monitored.

## Library Materials

Students are encouraged to use classroom and school library materials for educational projects and recreational reading. Students must comply with school policy related to checkout and return of materials. The school librarian or building principal can provide a copy of the Regis Catholic Schools' library material selection policy.

The purpose of each Regis Catholic Schools' library is to provide a quiet atmosphere in which students may study, read or complete research for a class assignment. The library is not a place to visit with friends, play games or sleep. Students failing to observe these guidelines will be asked to leave the library.

Please treat all library equipment, furniture and resources with respect. Many books, magazines, reference materials, and clippings have been made available to students through the generous donations of time and money by parents, administrators, teachers and community benefactors. The best way for you to show your appreciation for this generosity is to use the library and its resources with care. Food and drink (including gum and candy) are not permitted in the library.

## Liturgical Celebrations and School Assemblies

Students in Regis Catholic Schools celebrate liturgy regularly. Students are expected to prepare properly and to actively participate in the liturgical celebrations and prayer services. Students are required to participate in special programs prepared for liturgical seasons such as Advent, Christmas, Lent and Easter. Parents are encouraged to participate in church liturgical seasons. Respectful and full participation by all students is expected; however, non-Catholic students will not be invited to receive Eucharist. Daily religious instruction and daily prayer support the religious environment of the school.

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 Church Law. (Diocesan Policy)

## Lockers, Desks and Backpacks

Desks and lockers are considered the property of the school; therefore, the administration reserves the right to inspect them if it is determined that reasonable grounds exist for a search. School administration will abide by the Diocesan policies when conducting inspections. Parents are to stop in the school office prior to visiting a classroom. Please do not put items in your student's locker without informing the school office.

Stickers are not allowed on the lockers, however, inside magnets are acceptable.

Backpacks are to be kept in the student's locker during the school day and are not to be allowed in a classroom. Backpacks may be allowed in a special situation, such as a student's injury requiring him/her to use a backpack to transport class materials, by obtaining permission from the administration.

### Lost and Found

Students should report the loss of any article to the school office. Turned-in articles may be claimed in the school office. Articles will be disposed of if not claimed within one month. The school does not accept responsibility for lost or stolen articles. Students are urged not to bring valuable items such as jewelry and electronics devices to school. Valuable items should not be left unsecured in the locker rooms or any other area. If an item is needed for a class project, students should leave the item in the school office with the school secretary until it is needed.

### Lunch Program

All Regis Catholic Schools' schools are part of the same hot lunch program. Lunch menus will be distributed monthly. The cost of lunch is \$2.30 per child per day for elementary students; \$2.85 per student per day for high school and middle school. Adult meals at all Regis Catholic Schools' schools (for teachers, visitors, etc.) is \$3.25. Milk is \$.50 per carton for cold lunch. One milk is included in the cost of the hot lunch. Students are not allowed to take extra food without permission or paying for the food.

Free and reduced priced lunches are provided under state and federal guidelines. Guidelines and application forms for free and reduced priced lunch programs will be provided to parents at the beginning of the school year and upon request throughout the school year. Parents of children who are eligible for free and reduced lunches are encouraged to participate in this program since it benefits the school lunch program and other special programs provided to Regis Catholic Schools by the state and federal government. Serving sizes and number of lunches served are strictly regulated by the state and the schools must be in compliance with these regulations.

- Students are expected to eat lunch at school.
- Students are expected to demonstrate good table manners.
- Students are expected to speak in conversational voices at the lunch table.
- Students are expected to realize that food is for eating only.

Students are to remain on campus during the lunch period. **No food is to be ordered out, delivered, or brought to school.** Parents are asked not to deliver "fast food" to a student for lunch. Any student receiving a package of such food for lunch will be required to eat it in the school office. A student with a negative balance of \$50.00 will be given a sack lunch until the delinquent debt is paid. Parents are notified by emails and letters of negative balances.

When having lunch outside of the cafeteria and not part of the lunch program, you will need to provide your own eating utensils as well as condiments. Health code prevents us from having things leave the cafeteria and be able to use them when they return. RCS has made a concentrated effort to work with all families who have a negative lunch balance. Our efforts include:

- Emailing all families with a negative account balance of \$9.99 through the Skyward program
- Mailing letters to families with a negative account balance on a weekly basis
- Contacting families with larger negative account balances through personal email or phone calls

Families with a negative account balance of \$50 or more will no longer be able to participate in the school lunch program. These students will not be served a hot lunch or be allowed to purchase items off the ala carte menu until the account is brought back to a zero balance. Students who are refused a hot lunch will be provided with a sack lunch. Sack lunches will be charged at \$1.75 per day.

All families are encouraged to apply for the Free and Reduced Hot Lunch program. Applications are available at the RCS Central Office or in the school office. Participation in the Free and Reduced Hot Lunch program is kept confidential and students are not aware of their status. For more questions, please contact Teresa Derleth, RCS Food Service Director, by phone at 715-832-4623, or by email at [tderleth@regiscatholicschools.com](mailto:tderleth@regiscatholicschools.com)

### Medical Emergency Information

When a student requires emergency medical attention, the individual in charge makes every attempt to contact one parent by telephone for consultation about what action should be taken. This may not always be possible. In an effort to resolve any confusion in a medical emergency involving your child, we require a separate emergency number on the card. This can include, but is not limited to, work and pager or cell phone numbers.

## **Music Policy**

Regis Catholic Schools strives to promote Catholic values across the curriculum and throughout co-curricular programs. Teachers, class advisers, coaches and others who provide opportunities for students to listen to, interpret, perform or dance to music should ensure that the lyrics are not derogatory toward people of different ethnic backgrounds or gender. The lyrics should not contain foul language. The music should not reflect negatively on the Catholic Church and Her doctrine.

Efforts should be made to be proactive rather than reactive when enforcing the music policy. The music policy should be shared with disk jockeys, bands and others who will play or perform music at Regis Catholic Schools' functions attended by students. Objections to music being played or performed should be brought to the attention of the adult in charge (adviser/coach/etc.) The adult in charge should determine if an immediate change is warranted.

It should be understood that the personal interpretation of music can differ and what may be considered objectionable to one may be considered mainstream by another. Objections to specific artists or selections can be made following guidelines established in the Regis Catholic Schools' library selection/de-selection policy available from each building administrator or the Regis Catholic Schools' librarian.

## **Parties – Elementary Schools**

Children are allowed to bring simple treats to have the class help celebrate their birthday. Parents are strongly encouraged to send healthy treats and to avoid treats with peanuts, peanut oil or related products. A classroom celebration must be kept simple. If your child is invited to a birthday party that is being held after school and you must send the gift to school with the child, please put the gift in a brown paper sack and staple the bag shut. In this way, those children who have not been invited to the party will not be hurt. Invitations to parties held outside of school must be mailed out from home and not distributed in the classroom.

## **Peanut Safety Guidelines**

1. Identify student with the food allergy to all school staff.
2. Have a written individual medical form completed by physician with instructions in student's file.
3. Classroom parents and students will be informed of the student's allergy and peanut foods need to be avoided.
4. The classroom students need to become familiar with the concept of the "hidden" peanut ingredients. It is the responsibility of the classroom teacher and parent of the allergic student to educate the class on peanut labeling.
5. Staff training in the management of anaphylaxis and the use of epinephrine needs to occur.
6. All staff will know the location of the epi-pens. The epinephrine auto injector needs to be accessible for quick access within several minutes of a reaction and kept in a secure but unlocked location.
7. During lunch, the child with peanut allergies should be separated needs to eat with others not eating peanuts.
8. During field trips, the epi-pen needs to be present.

## **Personal Property**

Students should not bring valuable items to school: large sums of money, expensive possessions, etc. When it is necessary to bring a valuable item to school, it should be brought to the office for safekeeping. The school is not responsible for lost or stolen articles.

## **Photo/Video Release**

Students may be photographed or videotaped for class projects or for marketing materials. Each parent that does not want his/her child's photograph used in such a manner needs to make their wishes known on the RCS Acknowledgement and Consent form, indicating that they do not give consent to use their child's photograph. Only video or still images are used and students are not identified by first and last name.

## **Physical Education Uniforms**

Each school will establish the dress code for physical education classes. Generally, children in grades K-4 will not be required to change for physical education class. Children in Grade 5 will change to solid colored shorts and T-shirts. The instructor may adjust requirements depending upon class activities.

- No spandex-lycra or jean shorts.
- T-shirts must have sleeves, can be any color and cannot have writing.
- Small company logos less than two inches square are permitted. (NIKE)
- Tennis shoes with non-marking soles and socks are required.

- Winter wear will be solid colored sweatshirts and sweatpants.

## Pictures

Individual and class pictures are offered during the school year, usually in the fall. Parents can elect to purchase the offered packages or can decline the offer. All children will have their pictures taken, even if parents elect not to purchase any of the offered packages. Information will be sent home prior to the date that pictures are taken.

## Raffle Policy

The Development Office will hold all raffle licenses and be responsible for the renewals and any reporting as required by the State of Wisconsin. This is for ALL raffles conducted by any Regis Catholic Schools' recognized clubs or offices that are affiliated, representative or supportive of Regis Catholic Schools and/or its students. A few examples would be, but are not limited to, the Music Booster Club, Athletic Booster Club, Drama Club, Environmental Club and the Development Office. This document also includes special interest groups such as parent groups in charge of student functions like the senior lock-in or any sports team that may want to hold a raffle in order to raise money for their own interest.

In order to be assured that Regis Catholic Schools is in accordance with the state laws and its requirements, all raffles should be approved by the Development Office. This should not be perceived as the Development Office trying to control all the raffles at Regis Catholic Schools, but rather that the Development Office should be used as a resource or as a reference concerning the legality of a raffle. Raffles may also be subject to Regis Catholic Schools' approval based on our identity and our Catholic values.

It is not the Development Office's responsibility to collect, count or track individual raffle proceeds. Besides the initial approval, the Development Office will need to know the following information for the required reporting to the State of Wisconsin Division of Gaming:

- A) Raffle Date (Month/Day/Year)
- B) Gross Receipts (Sales)
- C) Expenses (Prizes)
- D) Net Profits

As a State-licensed organization, Regis Catholic Schools is entitled to 200 raffles a year. It is highly unlikely that Regis Catholic Schools will ever approach that limit. The Development Office will hold both A & B Wisconsin raffle licenses, which are described as follows:

### **Class A Raffle License**

The license type required to conduct a raffle in which some or all of the tickets for that raffle are sold on days other than the same day as the raffle drawing. Examples include the Picnic in the Park Raffle and the Alumni Raffle.

**Note:** All Class A raffles are required to archive all the sold ticket stubs for one year after the drawing. The stubs shall be turned in to the Development Office for archiving.

### **Class B Raffle License**

The license type required to conduct a raffle in which all of the tickets for that raffle are sold on the same day as the raffle drawing. Examples would be bucket raffles or a ticket sold for a chance to shoot free throws at a basketball game.

If there are any questions regarding raffles at Regis Catholic Schools,, please contact the Regis Catholic Schools' Development Office at 715-830-2273, Ext. 17.

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More detailed Wisconsin State raffle requirements taken from the Department of Gaming document **BINGO AND RAFFLE CONTROL 563.03** follow.

### **563.93 The Conduct of Raffles Under a Class A License:**

All of the following shall apply to the conduct of a raffle under a Class A license:

- (1) All raffle tickets and all calendars shall be identical in form and include:
  - (a) The number of the license issued by the department.
  - (b) The name and address of the sponsoring organization.
  - (c) The price of the ticket or calendar and the discounted price, if any, applicable to multiple ticket or calendar purchases
  - (d) A place for the purchaser to enter his or her name and address.
  - (e) The date, time and place of the drawing or drawings.
  - (f) A list of each prize to be awarded which has a retail value of \$500 or more.
- (1s) Each raffle ticket and each calendar sold by an organization shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing.

- (2) No raffle ticket may exceed \$100 in cost.
- (2m) No calendar may exceed \$10 in cost for each month covered by the calendar.
- (3) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class A license.
- (4) Tickets for a proposed raffle may not be offered for sale more than 270 days before the raffle drawing.
- (5) All raffle drawings shall be held in public.
- (6) All prizes shall be awarded. The purchaser of a ticket or calendar need not be present at the drawing to win a prize.
- (7) If a raffle drawing is cancelled, the organization shall refund the receipts to the ticket or calendar purchasers.
- (8) The organization that holds a raffle drawing shall furnish a list of prize winners to each ticket or calendar holder who provides the organization with a self-addressed, stamped envelope and requests the list.
- (9) If a person who holds a Class A license sells equal shares of a single ticket to one or more purchasers, the person shall, prior to the raffle drawing for which the shares were sold, purchase any shares of the ticket that have not been sold.

#### **563.935 The Conduct of Raffles Under a Class B License.**

All of the following shall apply to the conduct of a raffle under a Class B license:

- (1) All raffle tickets shall be identical in form.
- (2) The tickets need not be numbered consecutively.
- (3) No raffle ticket may exceed \$10 in cost.
- (4) No person may sell a raffle ticket unless authorized by an organization with a Class B license.
- (5) All raffle drawings shall be held in public.
- (6) (a) Except as provided in par. (b), the purchaser of a ticket must be present at the drawing to win a prize, unless the purchaser gives the ticket to another person who may claim the prize on behalf of the purchaser, but only if that other person is present at the drawing. If the purchaser of the ticket gives the ticket to another person to claim a prize on behalf of the purchaser, the organization conducting the raffle and the department shall not be held responsible or liable in any dispute regarding the ownership of the ticket.
- (b) Any organization conducting a raffle may, according to procedures determined by the organization, allow the purchaser of a ticket not to be present at the drawing to win a prize.
- (7) All prizes shall be awarded.
- (8) The time of the drawing and the prizes to be awarded, the prize amount or the methodology use to determine the prize amount shall be posted or announced before the drawing.
- (9) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

#### **563.94 Profits.**

All profits from raffles shall be used by the organization conducting the raffles to further the organization's purpose for existence and no salaries, fees or profit shall be paid to any other organization or individual in connection with the operation of a raffle.

### **Respect Plan**

Our Core Values are the hallmark and guiding principles of our schools. Faith, Responsibility, Teamwork, Excellence and Leadership are examples of our commitment to each individual at our Regis Catholic Schools. The Respect Plan at our elementary schools strives to consistently reinforce our five core values through example and discussion. The written document of the Respect Plan is in the APPENDIX.

Regis Elementary Schools strives never to degrade or diminish any member of our school community by our conduct or attitudes. We benefit from each other. Our faith also provides guidance, direction and purpose for how well we treat ourselves and others. We believe working together provides a great opportunity.

We believe working together provides a great opportunity for our families and schools to create empowerment in our children, increase awareness of bullying and disrespect and develop an atmosphere where we will stand united in the fight for a truly respectful Catholic School environment. We also believe that everybody should enjoy our school equally. As a Catholic School system, we value our faith that is Christ-centered and an ideal means to practice important character traits such as: **working hard, teaching and learning, cooperation, telling the truth, respecting the rights and property of others, being kind, helping others, self control, courtesy and accepting responsibility for our actions.**

In the best school communities safety and respect are key components to a successful home and school partnership. Our Regis Catholic Schools' Respect Plan provides a progressive approach to teaching our students how to advocate for themselves and others. We believe it is everyone's responsibility to treat all people (teachers, school children, parents, siblings, administrators, staff and visitors) with reverence and respect. We ask that all people who enter our school buildings help to create an environment where people can feel safe and at peace.

#### **Our Respect Plan at Work**

We define bullying as any behaviors or actions that interfere with an individual's performance or creates an unsafe, intimidating or offensive environment. Bullying causes pain and stress to others and is never justified or excusable as "kids being kids" or "just teasing".

At our Regis Catholic Schools' elementary schools we feel the issue of respect for all students is very important. If a student feels unsafe, we will respond immediately. We want all students to feel comfortable reporting problems to any teacher, counselor or administrator and we know in some situations reporting bullying can be difficult.

A staff member witnessing or receiving a complaint of severe inappropriate behavior will provide a written report of the occurrence using the "Respect Plan Report". The report will include a specific statement of the behavior, including time, date and location. A copy of the report will be provided to the parent, homeroom teacher, counselor and administrator. A Parent must return a signed copy of the report back to school.

Consequences for inappropriate behavior will be based on the severity of the situation and if repeated behaviors have occurred. The Respect Plan will list the loss of privileges, or in severe cases, suspension.

Acts of misconduct by a student will be recorded in the student's behavior file. The record will include a description of the complaint and follow-up disciplinary action taken.

The purpose of the Respect Plan is to provide a safe environment for your children. Questions or concerns about this plan should be brought to your child's teacher, counselor or administrator for further clarification. This plan is also in our student handbook and will be included in classroom lessons as part of the Diocesan Safe Environment Plan. We encourage you, as parents, to discuss this plan with your children and the important role it has in our schools.

### **Sacramental Preparation and Parish Relations**

Catholic Schools are an extension of parish life and not a replacement for it. It is important to do everything possible to honor this, especially for the sake of parish sacramental programs and youth ministry events that serve Catholic School students as well as Public School students. Wednesday evening is considered "parish night" in this community. Since parishes schedule youth activities after school and after dinner, school activities should not take place. It is understood that some senior high school activities cannot be avoided that evening, but care should be taken to avoid conflict with church activities.

The Pastors of the Regis Catholic Schools Deanery kindly ask your help by:

- 1) not scheduling games, events and extra-curricular meetings on Wednesday nights;
- 2) concluding practices and meetings by 5:00 pm on Wednesdays;
- 3) forbidding practices and meetings on Sundays.

Students in Grade 2 will prepare for the Sacraments of Reconciliation and Eucharist. The Sacraments of First Reconciliation and First Eucharist are received through the parish where the parents are registered regardless of where the child attends school. Sacramental preparation for second graders will take place at the school the child is attending regardless of the parish where the parents are registered. Parents must comply with the requirements of the formation program required by their home parish. Questions about second grade child preparation can be directed to the classroom teacher. Questions about parent formation can be directed to the building administrator or pastor. Exceptions to any of the requirements for parent formation or child preparation must be addressed to the priest of the parish where the parents are registered. Parents seeking sacramental preparation for a child not in second grade should contact the parish priest. Confirmation preparedness is a parish responsibility and must require service hours. These hours can also be used to meet Regis Catholic Schools' service requirements.

### **Safety Patrol**

Students in fifth grade are invited, but not required, to participate in the safety patrol program. Student safety patrol is maintained and supervised by a teacher. All students are required to cooperate with the student safety patrol.

### **Snowball Throwing**

Snowball throwing is not allowed on school property. Playground Supervisor determines loss of privileges.

### **Special Needs Programs for Non-Public Students**

Individuals with Disabilities Act, IDEA, define the legal rights of private school students to publicly funded special education services. It states that a private school does not have the same legal rights to special education services as special education students in public school. However, public school districts are given small amounts of money each year by the federal government to fund Instructional Educational Plans (IEP) for special needs students who attend private schools through 5<sup>th</sup> grade. IDEA does state that public school districts must do the following, however, no services or consultations are provided after 5<sup>th</sup> grade.

- Evaluate a private school student for special education if a referral has been made by the parents or teachers.
- Determine if the student is eligible for special education.
- Develop an appropriate ISP or IEP (Instructional Educational Plan) for the child's school.
- Consult with parents and the student's teacher when developing an ISP or IEP.

The Regis Catholic Schools system has a Pupil Services Director to assist in evaluating students before a referral to the public school is made and to help us maintain students with diverse learning needs. The public school has an obligation under the Individual with Disabilities Act to provide equitable services to students identified as having a disability and requiring special education but not within the private schools. Parents are not entitled to direct services if their child attends a private school and are not entitled to the same legal protections and rights as a student in the public school. While these things are the law, understand the Regis System is committed to meeting the needs of all children and use the Pupil Services Director to assist us in meeting our students' needs. If you have concerns about your child's learning please contact your child's teacher or the building principal.

## **Sportsmanship**

The ideals of good sportsmanship, Catholic values, ethical behavior and personal integrity should permeate our schools. The value of good citizenship and high behavioral standards apply equally to all school activities. In practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity, respect and Christian concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the Diocese as a concrete measure of the understanding and commitment to fair play, personal Christian values, ethical behavior, respect for others and personal integrity. Students are to conduct themselves in such a manner as to reflect positively on themselves, our Catholic schools and the school community. Therefore, at WIAA games or contests, Regis students will not be allowed to wear costumes, outfits, etc.

Students at school-sponsored activities, whether at one of our Catholic schools or at another school, are under the guidelines of the student handbook and are subject to disciplinary action for inappropriate behavior or violations of school rules. All student athletes and their parents are required to sign the sportsmanship oath prior to participating in high school athletics.

## **Standardized Tests and Religion Assessment**

The IOWA Basic standardized test is administered annually to students in selected grades. All students in these grades are required to take the tests. The Diocese of La Crosse has implemented a required religion competency and assessment of attitude program. Students will complete the religion assessment as directed by the Diocese.

## **Substance Abuse**

"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)(Evangelium Vitae, Introduction, Section 3; paragraph 1).

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. The mission of each Catholic School is to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety and welfare of all pupils in our schools. The Diocese has a paramount obligation of protecting its students from the danger of drugs and alcohol. As Catholic Institutions, our schools must provide an environment and opportunities for redemption, rehabilitation and reform for those students who abuse drugs and alcohol. (Diocesan Policy)

Recognizing the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse; the need to articulate strong, clear and consistent policies and procedures in this area; its obligation to set the moral and ethical standards we expect from our schools and pupils; The Diocese of La Crosse adopts the following Drug and Alcohol Policy for all of our Diocesan Schools:

### **Definitions**

Substance abuse includes, but is not limited to, alcohol, non-prescription drugs, prescription drugs without proper authorization and those substances that are commonly associated with being illegal. The possession of drug

paraphernalia or other such material is also not allowed. The school reserves the right to take whatever legal or disciplinary action it deems appropriate for the off-campus purchase, possession, use or sale of any of the above named items by a member of the student body.

1. The phrase “**drugs or alcohol**” includes, but is not limited to:
  - a. Illegal drugs
  - b. Alcohol
  - c. Illicit drugs (legal drugs used for an illegal or improper purpose) and
  - d. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol)
2. The term “**expulsion**” is the termination of a pupil as a student from the school permanently (no opportunity for reinstatement).
3. The term “**dismissal**” is the termination of a pupil as a student from the school less than permanently (indefinite or for a given term).
4. The term “**suspension**” is temporary removal of a pupil from school, either as a punishment or as a precautionary measure during investigation and/or assessment.

### **Prohibitions**

1. No student may distribute, offer and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 2000 feet of school property, at or en route to school-sponsored or approved activities, functions or events, or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activity functions, or events or on school buses, rental vehicles, or school-sanctioned vehicles.
3. No student may be under the influence, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or school-sanctioned vehicles. (Diocesan Policy)

### **Required Minimum Sanctions**

1. For students who have violated Category 1 Prohibitions-dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions-suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions-suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions including suspension, dismissal or expulsion. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanction to apply, at least the following factors shall be considered:

- Nature of the substance
- Amount of the substance
- Age of the student
- Degree of risk posed to other students
- Cooperation or lack of cooperation of the student
- Student’s prior record

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictates. The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

### **Investigative and/or Remedial Measures**

1. The student and parents/guardian shall meet with school authorities.
2. The student shall be suspended pending the completion of the investigation and may be suspended during the assessment.
3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
4. The student and his/her parents/guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
6. For students suspended or dismissed, before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - a. If requested, the student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - b. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
  - c. They must refrain from any future drug or alcohol offense.



- d. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
- e. The student must cooperate with local school authorities.
- f. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing if and when deemed necessary by the Diocese.

### **Reporting Requirements**

1. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be victims of abuse; therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be victims of abuse. Abuse situations must be reported to Human Services.

### **Consultative Requirement**

Drug and alcohol offenses are serious matters. They involve complicated and at times, contradictory and conflicting interest. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office of Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

### **Relationship to other Student Conduct Codes**

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, but not replace, those student conduct standards and procedures. (Diocesan Policy)

### **Smoking**

Regis Catholic Schools has the responsibility to discourage any practice that is dangerous to the health of a student. Smoking or tobacco chewing is not permitted on any school campus, at any school activity or on any school bus. Possession of smoking materials, tobacco products or cigarette lighters by students is not allowed in the school building or on school grounds or at school events. Students in possession of tobacco products will be required to surrender them for confiscation. There will be a \$25 fine paid within 24 hours of school time. We encourage parents to consider this fine the sole responsibility of the students. Detention and additional fines can also be levied for repeat offenders.

### **Teachers' Lounge, Teachers' Work Room and Mailroom**

The teachers' lounge, workroom, desk and/or mailroom are off-limits to all students at all times.

### **Telephone and Message Board**

The school secretary will take messages for teachers and students. Teachers will return the call at their earliest convenience. Students may use the telephone with permission. Students may be allowed to call home for forgotten assignments, lunches or supplies.

### **Textbooks**

Textbooks belong to Regis Catholic Schools and are expected to be used by other students for several years. Each student is to have a book bag to protect books when taken home. Textbooks that are allowed to go home are to be covered. Lost or damaged textbooks will need to be replaced at current cost by parents. All textbooks must be turned in for students to take final exams. Any assessed damage to textbooks must be paid before students are allowed to begin classes for the next school year. Diplomas will be withheld for any senior that has damage to textbooks.

### **Threats**

Regis Catholic Schools has no tolerance for threats of violence. Any student who would make any kind of threat of this type toward an individual or the school will face the possibility of suspension, dismissal or expulsion. If you overhear a threat or have a threat made directly to you, please notify the Principal or another school official immediately.

## Transportation and Parking

**Alternate Transportation:** Elementary students who will not be using their regular form of transportation must provide a written permission slip signed by their parent/guardian before any change will be approved.

**Bicycles:** Students who ride bicycles to schools must place them in the bike racks and should lock the bike to the rack. For safety reasons, bicycles are not to be ridden on school grounds. No skateboards, roller blades or similar items are allowed in school, on the playground or school parking lots. The school is not responsible for any lost or stolen bicycles.

**Bus:** Students receive free transportation to school using the same rules of eligibility that apply to public school students. Questions or concerns about student eligibility for bussing in the Eau Claire School District should be directed to Student Transit (839-5116). In Altoona, contact Alice Mayer (839-6082). Student Transit notifies families of bus routes and pick-up times. Riding the bus is a privilege. Students are subject to conduct mandated by the bus driver. Repeated violations of bus conduct rules can result in temporary or permanent removal from the bus. Student passengers will not get on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request countersigned by the school administrator. Regis Catholic Schools will comply with all bus regulations imposed by Student Transit and Eau Claire and Altoona Public Schools. A full copy of the guidelines is available from Student Transit. Schools may implement consequences for bus-related incidents.

**Cars:** Extreme caution should be used when driving near schools or around school buses.

**Pedestrians:** Those children who walk to and from school will report to their classroom or a designated area upon arrival. The school is not responsible for a child until that child enters school grounds.

## Travel Teams – Guidelines For

Regis Catholic Schools does not encourage or sponsor “select” travel teams; however, we recognize that travel teams are common in youth sports. Oftentimes, the teams are associated with our school by the organizing body, fans in attendance, media, etc. Therefore, we present the following suggestions for parents who may be organizing these teams or have children participating in a non-school travel team.

1. Suggestions for Organization:
  - a. Hold a meeting for all who are age-eligible and interested.
  - b. Present clear expectations regarding playing time, player selection plan, role of parents, etc.
  - c. Consider having a manager who is not the coach.
  - d. Collect entry fees, enrollment fees, uniform costs, etc. up front.
  - e. Use a coach who will not be coaching the athletes in the same sport for a school team.
2. Schedule your games during the “off season.” Don’t schedule games/tournaments the same weekend as Regis Catholic Schools’ games/tournaments for the same age group and gender.
3. Don’t use Regis Catholic Schools’ uniforms, balls or equipment.
4. While you don’t officially represent Regis Catholic Schools or Regis, all your actions as parents, players or coaches will be linked to Regis Catholic Schools/Regis.
5. Gym time at the parish or public school district buildings for travel teams is not scheduled by Regis Catholic Schools. If you contact an outside agency for practice time, make it clear when asking for gym time that you are a travel team – not a Regis Catholic Schools’ team. Expect to pay for practice time at the parish gyms – we do for our school teams.
6. If you are coaching a Regis Catholic Schools’ school team, you may have access to gyms for your school team – do not abuse this access by scheduling practice for your travel team. Our pastors have been very firm about this.
7. We understand that all the players on your team may be students from our Catholic schools and that you may want to share your accomplishments through our school newsletters, announcements, etc. Please understand that we have many students involved in many community activities and out-of-school teams and that it may not be possible or appropriate to recognize a select group.
8. Have fun and enjoy this time – but realize that your investment of time and money into the program does not guarantee success at the high school level. All student athletes develop differently. High school teams have athletes from all grades. A student who may be a star when playing against and with other 7<sup>th</sup> grade students may be average when playing with students from other grades.

## Tuition and Fees

All tuition arrangements for students attending the Regis Catholic Schools are to be made through the Regis Catholic Schools’ Central Office, 2728 Mall Drive, Eau Claire, WI 54701. Any questions with reference to tuition are to be directed to the Enrollment & Tuition Assistant (715-830-2273, ext. 3) or the Controller (715-830-2273, ext 8). Any outstanding fee/fines from the prior school year needs to be resolved prior to the start of each school year. No student will be allowed to participate in extra-curricular activities or attend class until all fines and fees have been resolved and a FACTS account created.

### **Tuition Assistance (St. Benedict Tuition Scholarship)**

Families seeking tuition assistance for the next school year need to complete a FACTS Grant and Aid assessment application (generally by April 30). The application can be found by going to [www.factstuitionaid.com](http://www.factstuitionaid.com). Regis Catholic Schools uses an external agency to help determine the amount of tuition a family should be able to pay. Any family requesting tuition assistance is required to submit a FACTS Grant & Aid Assessment application and to apply for Free and Reduced Lunch (forms available at each Regis Catholic Schools' school office). Families may also consider contacting their pastor for the possibility of additional financial assistance.

### **Tuition Management Program**

Regis Catholic Schools utilizes the FACTS Tuition Management Company to manage the collection of tuition and fees. The FACTS Tuition and Management Company allows families anytime access so they can confirm their account balance, review transaction history, receive payment reminders, and set up automatic payments via credit card or automatic bank draft. Families can choose their own payment options, including the payment date (the 5th or 20th of each month), the number of payments (1 month through 12 months) and the method of payment (credit card or ACH).

All families are required to create their online FACTS Tuition account to view and pay their tuition balance. Families who pay their entire tuition and fees prior to July 20 by cash, check or debit card will receive a \$50 discount. The FACTS payment plan provides a benefit for families by budgeting timely tuition payments. See the FACTS Payment Plan information for more information.

### **Delinquent Tuition and Fees Policy**

#### **Non-Payment of Tuition**

Regis Catholic Schools relies on the timely collection of tuition and fees in order to provide quality Catholic education to our students. Therefore, when tuition payments are not made in a timely manner and accounts become delinquent, the general school finances are adversely affected. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Tuition and Enrollment Coordinator or Controller as soon as possible to make alternate payment arrangements.

When payments are not made according to the previously selected payment plan option, the following steps will occur:

#### **1. 30 days past due**

The family is considered past due when the account is 30 days beyond the scheduled payment due date.

The following action will be taken:

- A late payment fee in the amount of \$25 will be assessed to the account.
- The family will receive an email from the Enrollment and Tuition Coordinator reminding the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the Enrollment and Tuition Coordinator or Controller to correct the situation or make an acceptable alternate plan for payment.
- FACTS will attempt payment on the alternate payment date (either the 5th or 20<sup>th</sup> of the month).

#### **2. 60 days past due**

When the family tuition account is considered to be 60 days past the scheduled payment date under the previously selected payment plan option, the following steps will occur:

- An additional late payment fee in the amount of \$25 will be assessed to the account
- The family will receive a written notification that their account is past due, along with a copy of this policy.
- It is the responsibility of the family to contact the Enrollment and Tuition Coordinator or Controller to correct the situation or make an acceptable alternate plan for payment.
- The family's pastor will be informed of the account balance and activity.

#### **3. 90 days past due**

When the family tuition account is considered to be 90 days past the scheduled payment date under the previously selected payment plan option, the following steps will occur:

- An additional late payment fee in the amount of \$25 will be assessed to the account.
- The family will receive a written notification that their account is past due, along with a copy of this policy.

- The family's pastor will be informed of the account balance and activity.
- Students will not be eligible to participate in extra-curricular activities. Athletic director, coaches and club advisors will be informed of ineligibility but not the cause.
- Students will not be permitted to participate in extra-curricular activities for the remaining academic school year until the balance is paid in full or an acceptable alternate payment plan has been received and approved.
- Report cards and transcripts will be withheld until the balance is paid in full or an acceptable alternate payment plan has been received. School office personnel will be informed not to release these records.

#### **Families with Senior (Grade 12) Students:**

The tuition and fees for senior students must be current by May 15th. Senior students with past due balances will not be permitted to receive a diploma or transcripts until their balance is paid in full or acceptable payment arrangements have been made.

#### **End of school year balances:**

It is the expectation of Regis Catholic Schools to have all tuition and fees paid in full no later than June 30. The following steps will be taken for those families with unpaid balances who have no acceptable alternate payment plan on file:

- Family will receive written notification that their account is past due, along with a copy of this policy.
- Report cards and transcripts will be withheld until the balance is paid in full or an alternate payment plan has been received and approved.
- Students will not be permitted to participate in extra-curricular activities or attend class in the fall until the balance is paid in full or an alternate payment plan has been received and approved.
- Families not returning to Regis Catholic Schools for the next academic school year will have their account turned over to a collection agency.

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)

#### **Tuition Reimbursement (Student Withdrawal)**

Our operating budget is determined, in part, by the tuition paid for enrolled students. In the case of a student's early withdrawal – whether initiated by the family or by the Regis Catholic Schools' Administration – tuition will be charged through the end of the academic quarter in which the student is enrolled. The Regis Catholic Schools' president may grant exceptions when the cause for withdrawal is not within the family's control. There is no refund on book fees, yearbook fees or graduation fee.

#### **Fees**

Each family is assessed a family fee of \$250. This fee can be earned through participation in the \$crip Program. **\$crip** is a systematic sale of gift cards to families, which can be used for gas, groceries, retail stores, fast food and many other needs. Retailers that participate in the \$crip program agree to sell gift certificates to Regis Catholic Schools at a discount. Families purchase the cards for full face value. The difference between what Regis Catholic Schools pays for the certificates and the full face value is the revenue that is generated for the school and for families to offset their Family Fee or tuition costs. Families can monitor their credits earned online at the Regis Catholic Schools' website (**\$crip** link) so they can be aware of how much of their obligation remains to be met. The SCRIP fundraising year runs April 1 – March 31. Family fees not met by March 31 annually will be billed in April for payment due.

## **Vandalism**

Vandalism of any kind will not be tolerated on or off our Catholic school grounds and buildings or at any other site where school-sponsored activities are taking place. Any person vandalizing the school property or other public or private property will pay restitution and/or face criminal charges and may face disciplinary action that could include suspension, dismissal or expulsion. A Respect Plan will be written for vandalism.

## **Visitors**

All guests must stop at the school office and check in before visiting anyone in the school. Parents are not to go to a child's classroom until signing into the school office. Regis students may have visitors during the school day only under the following conditions:

- A written request is made 24 hours prior to the time the visitor is to be on campus and the student is age appropriate. The request is to include the student's name, grade level and school presently attending, along with the parent/guardian's name, address and a phone number where they can be contacted during the day.
- The visitor has a signed note from his/her respective school (if applicable) that gives its permission to have the student miss school to visit one or more of our Regis Catholic Schools' buildings.
- The visitor receives permission to be on campus.
- The visitor signs in and out at the office. Visitors not meeting these conditions are in violation of city ordinances and will be asked to leave the building.
- The visitor must be accompanied by a student from Regis and obtain a pass from the office to show teachers.

## **Volunteer Services**

Many opportunities will be available to volunteer your services in our school programs. A volunteer list will be sent home by each school. The Development Office, Home and School Association, Booster Clubs and Scrip Sales will also be looking for volunteers. We would appreciate your assistance in any of the services. Remember, the more you get involved, the more interest and appreciation you will have for Regis Catholic Schools' programs. Volunteers will be required to meet Diocesan requirements, which will include a background check, acknowledgement of receipt of and having read the two Diocesan books on Sexual Abuse, viewing of the Safe Environment Video and completion of the Confidential Employee and Volunteer Questionnaire. Parents who wish to volunteer at any Regis Catholic Schools' school need to complete the necessary paperwork for the Regis Catholic Schools' office **prior** to being able to work as a volunteer. These papers are available at elementary school offices and at the Regis Catholic Schools' Central Office and must be completed each year you volunteer.

## **Weapons**

A weapon is defined as any object that can be reasonably viewed as an item that could cause physical harm to another individual. No one may have any kind of weapon on school grounds or at any school sponsored activity. No one may use any article as a weapon to threaten or injure another person.

Items that could be considered as dangerous weapons include but are not limited to guns, any type of knives, explosives (including fireworks), bows and arrows, tools such as screwdrivers or hammers, or any other device that can be used to threaten or physically attack another person. Immediate action includes the notification of the proper authorities, immediate suspension from school, and a making a referral for possible expulsion.

## **Wellness Policy on Nutrition and Physical Activity**

Regis Catholic Schools is committed to providing the best educational environment for its students as we support them as they strive for excellence. The district realizes this includes an environment that stresses the importance of proper nutrition and a physically active lifestyle. In order to achieve this healthful environment, the district commits to the following:

1. Goals for nutrition education and physical activity
  - a. All nutrition education, physical activity and physical education programs shall comply with federal and state standards. These programs will be available to all students.
  - b. In order to foster habits of participating in physical activity, each school in the district will offer fitness related events and activities over the course of the school year that fall outside of the regular school day's schedule and classes.
  - c. As appropriate for the subject matter and age of the students, the school cafeterias will be available to aid in nutrition education and serve as an additional resource for staff and students.
2. Nutritional guidelines to promote student health

- a. The district will ensure all reimbursable meals meet or exceed the guidelines of the Federal School Lunch Programs as issued by the U.S. Secretary of Agriculture.
  - b. The district will follow all other requirements regarding reimbursable meals in order to comply with the Federal School Lunch Program, including, but not limited to, audits by the Department of Instruction and policies regarding Foods of Minimal Nutritional Value and Competitive Foods.
3. Implementation
- a. In order for proper implementation of the policy, and to ensure Regis Catholic Schools is meeting the goals and objectives set forth in this policy, the staff will implement the areas of the policy that are relevant to their position, such as nutrition, parent, staff and student education or physical activity. The overall implementation will be overseen by each of the building principals.
4. Wellness committee
- a. The superintendent, or designee, will annually evaluate the effectiveness of the policy and its rules and lead the wellness committee meetings. Additional meetings may be scheduled as deemed necessary by the committee.
  - b. The wellness committee will consist of a cross-section of the Regis Catholic Schools population, with the inclusion of: central office administration, building administrators, food service staff, teachers and staff (especially physical education and health teachers,) school nurses, parents and students.
  - c. The wellness committee will aid the superintendent, or designee, in monitoring implementation, evaluating progress, serving as a resource to the district and revising the policy as appropriate to maximize its effectiveness in accomplishing our goal of providing a healthful school environment.

References: Child Nutrition and WIC Reauthorization Act of 2004, Section 204

### **Withdrawal and Records Policy**

If your family will be relocating or you will be transferring your child to another school, you must complete a Withdrawal Form. Forms are available at each school. Records are transferred directly to the school. Records are not released until all parties have signed the withdrawal form and all financial obligations have been met.

### **Work Permits**

Due to current incidents of identify theft, the need to keep better track of which minors are not eligible to receive work permits due to school performance or truancy issues, and through the use of technology to assist permit officers in making decisions on whether certain types of work are safe for minors, the Department of Workforce Development has upgraded its system of issuing work permits to be computer-based. The computer checks the name and social security number of the minor against a list of minors who are ineligible to receive a child work permit (primarily for truancy or poor school performance). If the minor is not eligible to receive a work permit, a message will be received that no permit officer in Wisconsin will be able to issue the minor a permit. The program also checks the minor's age, type of schooling, type of employer, whether a parent owns the business and type of work to be performed to determine if the work to be performed is appropriate for a minor of that age. NOTE: Students wishing to obtain work permits should do so in sufficient time. Call the office to make sure someone is there that can issue the permit. Bring with you your social security number, a letter from your parents stating that they approve of you working for a given employer and a letter from your employer showing that you have been accepted for a position with them. There is a \$10 fee for issuance of the permit.



# APPENDIX

## **REVISED CHILD SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE**

### **ON THE PROMULGATION OF THE REVISED SEXUAL MISCONDUCT POLICY & PROCEDURES FOR THE DIOCESE OF LA CROSSE**

#### **REQUIRED READING**



# **Sexual Misconduct Procedures**

A Pastoral Letter to Christ's Faithful  
of The Diocese of La Crosse

The Most Reverend Raymond L. Burke  
Bishop of La Crosse

October 18, 1997  
Feast of Saint Luke, Evangelist

## **On the Promulgation of The Revised Sexual Misconduct Policy and Procedures For the Diocese of La Crosse**

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

The Church is our second home. Each of our individual homes is meant to be a small Church which finds its spiritual birth and growth in the larger Church, our parish. Our participation in the life of the Church is, therefore, our greatest treasure after the gift of life itself. It is sacred to us, for it unites our individual lives to God, the source of all life, and to one another, the family of God's children.

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as He shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the highest standard of moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

Sexual misconduct, because it is a violation of a person in his or her intimate being, always inflicts a most severe wound in the victim. When the act of sexual misconduct is carried out in the context of the Church's work, the wound is even more severe, for it touches upon the victim's faith in God and in His love for us. For that reason the Church, together with society in general, has become increasingly aware of the nature and gravity of acts of sexual misconduct, and desires to address such acts committed by agents of the Church with all of the spiritual remedies at her disposal.

The revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse indicate the practical ways by which our Diocese will continue to address the situation of sexual misconduct by those who serve God's people in the name of the Church. First of all, they mandate ongoing education for all agents of the Church regarding proper conduct, especially in the delicate area of human sexuality. In the sad case of an act of sexual misconduct, they aim to do what is just for all involved: the victim, the perpetrator and the whole body of the Church. What is more, they aim to bring the love of God to those who suffer the terrible wound inflicted by acts of sexual misconduct.

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to invite all who have suffered the severe wound inflicted by sexual misconduct on the part of an agent of the Church to seek the healing and reconciliation which our Lord Jesus Christ alone can provide. The holy Gospels attest to the healing power of our Lord Jesus Christ. I invite you to place your trust in the Lord and in the grace of healing which He continues to pour out for us in the Church.

Saint Luke, whose feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and Procedures will be a fit instrument to assist in healing the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all in the Church.

Invoking God's blessing upon you and your homes, I remain

Yours sincerely in Christ

(Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

**Decree**  
**Promulgating the Revised**  
**Sexual Misconduct Policy and Procedures**  
**for the Diocese of La Crosse**

The Diocese of La Crosse has had, for a number of years, a policy and procedures to respond to allegations of sexual misconduct on the part of Diocesan employees and agents. In order that the policy and procedures might respond more fully and effectively to such allegations, in the light of up-to-date knowledge in the matter and the Church's experience, it has been necessary to undertake their revision. For this reason a committee was convened and, as a result of its work, this revision of the Sexual Misconduct Policy and Procedures for the Diocese of La Crosse has been formulated.

I hereby decree that the *Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse* is to be published and to become effective today.

Given at La Crosse this eighteenth day of October in the year of Our Lord 1997, the Feast of Saint Luke, Evangelist.

Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

Sr. Marlene Weisenbeck, F.S.P.A.  
*Chancellor*

**Sexual Misconduct Policy**

1. Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.
2. No person shall be subjected to sexual misconduct by any Diocesan agent, including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.
3. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

**Sexual Misconduct Procedures**

• **PURPOSE**

1. **To convey the message** by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, pastoral response to all involved.
2. **To provide a prompt, compassionate and appropriate response** to reporters of sexual misconduct.
3. **To respect the canonical and civil rights** of the parties involved.
4. **To provide a confidential procedure to gather all relevant facts** which respects the privacy of the reporter and of the accused.
5. **To provide a mechanism**, when appropriate, to make available competent and supportive professional resources to victims, perpetrators and the accused.
6. **To provide and develop a climate and opportunities** for remediation, reconciliation and forgiveness.
7. **To provide a process** which seeks to restore trust.

• **PROCEDURE**

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.
5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The investigative protocol shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including a written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.
9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.
10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.
11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.
12. The following will apply if the accusation is sufficiently confirmed:
  - a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.
  - b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable

risk of reoffense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.

e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives.

13. When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

### **Sexual Misconduct Policy and Procedures**

- **SCOPE**

1. These Sexual Misconduct Policy and Procedures govern all Diocesan agents, including clergy, consecrated persons, employees and volunteers, while they are performing the work of the Diocese.

2. The Sexual Misconduct Policy and Procedures are not intended to cover other moral transgressions or matters involving violations of the Code of Canon Law.

**Revised**  
**Child Sexual Abuse Policy and Procedures of the**  
**Diocese of La Crosse**

A Pastoral Letter to Christ's Faithful  
of

The Diocese of La Crosse

On the Promulgation of the  
Revised Child Sexual Abuse Policy and Procedures  
of the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the *Revised Sexual Misconduct Policy and Procedures*, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegations of sexual misconduct on the part of any agent of the Diocese. They have been applied with special attention to the care and protection of children who may have been victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the *Charter for the Protection of Children and Young People* to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, which required the review and approval of the Holy See. In accord with the requirements of the *Charter*, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

Once the Holy See had completed the review of the *Charter* and the *Essential Norms*, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregation for Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nation.

Now that the revised *Charter* and the *Essential Norms* have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Cases of child sexual abuse by other Church personnel will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, reconciliation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the *Revised Child Sexual Abuse Policy and Procedures* be the occasion for all in the Church to make reparation for the

crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the *Revised Child Sexual Abuse Policy and Procedures* for the good of all in the Church.

I invoke God's blessings upon you and your homes.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

Benedict T. Nguyen  
*Chancellor*

**DECREE**  
**PROMULGATING THE REVISED**  
**CHILD SEXUAL ABUSE POLICY AND PROCEDURES**  
**OF THE DIOCESE OF LA CROSSE**

The Diocese of La Crosse has been following the *Revised Sexual Misconduct Policy and Procedures*, promulgated on October 18, 1997, which have applied also to cases of allegations of sexual abuse of children by a priest or deacon.

At its General Meeting in June of 2002, the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. The *Charter for the Protection of Children and Young People* required that the Diocese of La Crosse have specific policy and procedures to be followed in cases of child sexual abuse by priests and deacons, in order to address more effectively the grievous crime involved in such cases. In accord with the mandate of the *Charter*, I, with the assistance of a special committee, prepared and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

At its General Meeting in November of 2002, the United States Conference of Catholic Bishops approved a revision of the *Charter* and the *Essential Norms*. On December 8, 2002, the Congregation for Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular law for the Church in the United States of America.

Both the revised *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* required some revision of the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Therefore, once again with the assistance of a special committee, I have prepared a revision of the special policy and procedures to be employed in the Diocese of La Crosse in cases of allegation of child sexual abuse by a priest or deacon. Allegations of child sexual abuse by other personnel of the Church will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

I hereby promulgate the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*, including the *Norms Governing the Diocese of La Crosse Child Sexual Abuse Review Board*, effective today.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke  
*Bishop of La Crosse*

Benedict T. Nguyen  
*Chancellor*

**Revised**  
**Child Sexual Abuse Policy and Procedures**  
**of the Diocese of La Crosse**

• **SCOPE**

1. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse governs priests and deacons, while they are performing the work of the Diocese, with the permission of the Diocesan Bishop.
2. They are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

• **DEFINITIONS**

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behavior by which an adult uses a child as an object of sexual gratification.

• **POLICY**

1. Sexual abuse of a child is a crime and “an appalling sin in the eyes of God.” (cf. *Address of Pope John Paul II to the Cardinals of the United States*, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

• **PROCEDURES**

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall be notified.

The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.

5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.

9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and communications shall be confidential.
10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.
11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.
12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.
13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.
  - A. The Congregation for the Doctrine of the Faith shall be notified.
  - B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.
  - C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.
  - D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.
  - F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.
14. In any case involving canonical penalties, the processes provided for in canon law must be observed.
15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

## Norms

### Governing the Diocese of La Crosse Child Sexual Abuse and Review Board

1. Composition and Appointment.  
The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.
2. Qualifications.  
No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.
3. Term.  
The term for each Review Board member shall be five (5) years, which can be renewed.
4. Purpose.  
The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:
  - A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;



- B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
  - C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.
- 5. Confidentiality.

All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.
- 6. Norms Governing the Assessment of Allegations.
  - A. Issue: "Is the allegation true?"
  - B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
  - C. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.
  - D. Representation:
    - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
    - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
    - (3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.
    - (4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.
- 7. Record.

There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.
- 8. Rules of Evidence.

Adherence to the application of the strict rules of evidence shall not be required.
- 9. Discovery.

There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.
- 10. Nature of the Proceeding.

Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

# Elementary Respect Plan Report



## Regis Catholic Schools

**Student:**

**Date of Report:**

**Date & Time of Incident:**

**Reporting Teacher :**

**CORE VALUE not followed:**

☐ Faith      ☐ Responsibility      ☐ Teamwork      ☐ Excellence      ☐ Leadership

**What Happened:**

**Student's Response:**

**Plan of Action or Consequence:**

**Reporting Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Classroom Teacher's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please sign and send the **Respect Report** back to school the next day of the date of the report.  
Return by (date) \_\_\_\_\_.*

**Parent's Comments:**

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**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **MISSION STATEMENT**

We are united by our core values of *Living Faith, Accepting Responsibility, Promoting Teamwork, Achieving Excellence, and Inspiring Leadership.*



