# 2020-21 K-12 SCHOOL CALENDAR

**Immaculate Conception Elementary School, St. James Elementary School, St. Mary’s Elementary School, Regis Middle School & Regis High School**

## August

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- New Teacher Orientation
- All Staff Development

## September

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- First Day - Open House/Orientation
- First Full Day of School
- Elementary Early Release (1:30 p.m.)
- *Noon-8:00 p.m.

## October

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- NO SCHOOL - Parent/Teacher Conferences
- NO SCHOOL

## November

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- NO SCHOOL - Thanksgiving Break
- Last School Day for 12th Graders
- NO SCHOOL - Memorial Day \*End of School Year
- BHS Graduation
- Last School Day for 8th Graders

## December

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- NO SCHOOL - Christmas Break
- 1st Quarter | Sept. 1 - Dec. 30
- 2nd Quarter | Nov. 2 - Jan. 15
- 3rd Quarter | Jan. 19 - Mar. 19
- 4th Quarter | Mar. 22 - Jun. 3

## January

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- NO SCHOOL - Christmas Break
- Elementary Early Release (1:30 p.m.)

## February

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- Elementary Early Release (1:30 p.m.)
- 1st Quarter | Sept. 1 - Dec. 30
- 2nd Quarter | Nov. 2 - Jan. 15
- 3rd Quarter | Jan. 19 - Mar. 19
- 4th Quarter | Mar. 22 - Jun. 3

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MESSAGE FROM THE DEAN

Here at Regis Catholic Schools, we exist in a marvelous partnership. We are a collaboration of six area parishes that work together with Regis leadership and staff to govern and guide our schools. Pooling our time, talents, and treasure together, we have made many sacrifices in order to pass on the Catholic Faith to the next generation, to provide an outstanding education, and to form virtue in the hearts of our young people – all in a safe Christ-centered environment.

We are also in a marvelous partnership with you, the parents. Our Catholic Faith teaches us clearly that parents are the first and the most important teachers – not only in the Faith, but in everything about life. Following the principles of subsidiarity, we are here to assist you as parents, not replace you. We have highly talented teachers who will provide outstanding opportunities for learning to your children.

As your young child moves through our Catholic school system, I hope your family notices and appreciates the personal love and attention of our teachers, the formation in virtue, the outstanding preparation for the next level of academics, and an all-around wonderful preparation for life. I know these are the things that mattered most to me during my Catholic school days and that is why I am happy to be part of this partnership with you and with Regis Catholic Schools. Thank you for choosing us!

Fr. Derek Sakowski
Dean, Eau Claire Deanery

MESSAGE FROM THE PRESIDENT

Happy 2020-21 school year! Our entire Regis Catholic Schools staff is well prepared to welcome your child(ren) for another exciting year of engagement and learning in our faith environment.

We invite you to please keep and refer to this handbook throughout the year, as it is designed to answer commonly asked questions about the Regis Catholic Schools system and life at all of our campuses. The Table of Contents is clearly defined to assist in your navigation of the handbook.

Again, we are blessed that your family has entrusted us in preparing your child(ren) in our faith-based educational experience in the Catholic tradition.

Gratefully,

Kelly K. Mechelke
President, Regis Catholic Schools
The Regis campus 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’s 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’s, Monsignor Casper Dowd, began construction of the new high school building and gymnasium at St. Patrick’s. 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 of the Eau Claire Deanery or 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 7th and 8th grades on the second floor of the high school.

In November 2005, the recommendations from a Pastoral Study Committee were accepted by Bishop Jerome Listecki to move 6th grade from the Catholic elementary schools to the Regis campus.

In 2010, the C.A.S.E name was changed to Regis Catholic Schools and a new logo was adopted.
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 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 COLORS
Kelly Green & White
The Education Commission provides input and guidance on various topics and issues to the Regis Catholic Schools President, Dean, and supporting Pastors. Regular members of the Commission include the Regis Catholic Schools Dean, supporting Pastors, Regis Chaplain, President, school administrators, one representative from each of the supporting parishes, a representative from the Regis Catholic Schools Foundation, and the Diocesan Superintendent of Catholic Schools.

The Education Commission also has a number of other volunteer opportunities through various Standing Committees.

- Executive Committee
- Finance Committee
- Advancement Committee
- Teaching and Learning Committee
- Catholic Identity/Mission Integration
- Governance Committee

**Current Parish Representatives**

Angel Olson - St. Olaf camel526@hotmail.com
Ashley Wolterstorff - St. Mary’s awolterstorff@RegisCatholicSchools.com
Bill Spangler - Immaculate Conception (Chair) wspangler@uwalumni.com
Linda Schultz - St. James the Greater (Vice-Chair) linda1735@gmail.com
Linda Marx - Sacred Heart of Jesus - St. Patrick lkburns68@hotmail.com
Brian Hoeschen - Newman at UW-Eau Claire brian@hoeschens.com

Please reference the general Regis Catholic Schools system calendar, available at www.RegisCatholicSchools.com/parents-students/calendars/, to see the Education Commission’s scheduled meeting dates and times.

In addition to time and spiritual support, these parishes provide more than $1.5 million each year to our Catholic schools. One Pastor from the six supporting parishes is selected by the Diocesan Bishop to serve as the Pastoral Dean of Regis Catholic Schools. The Pastoral Dean works with the Regis Catholic Schools administration on school matters.
Regis Catholic Schools is led by the President. The President has two main areas of focus.

1. SYSTEM ADMINISTRATION AND COMPREHENSIVE ADVANCEMENT:
Under the direction of the President, the RCS Administrative Office provides for the financial management, financial advancement, enrollment management, communications, personnel administration, and general operations of Regis Catholic Schools.

2. EDUCATION ADMINISTRATION:
Each school is served by a principal and the early childhood programs are led by an administrator. The principals and the administrator work in collaboration under the direction of the President. They are responsible for the daily operation of their buildings and directly serve the staff, students, and parents of Regis Catholic Schools.

Education Commission
The Education Commission provides input and guidance on various topics and issues to the RCS President, Dean, and supporting Pastors. Regular members of the Commission include the RCS Dean, supporting Pastors, Regis Chaplain, President, school administrators, one representative from each of the supporting parishes, a representative from the Regis Catholic Schools Foundation, and the Diocesan Superintendent of Catholic Schools.

Finance Council
The Finance Council reviews financial statements and budgets, provides solutions to financial challenges and facility needs, and capitalizes on opportunities available to Regis Catholic Schools. Regular members of the Council include the RCS Dean, supporting Pastors, RCS President, RCS Controller, one representative from each of the supporting parishes, and a representative from the Regis Catholic Schools Foundation.

Regis Catholic Schools Foundation
The Regis Catholic Schools Foundation, Inc. is a tax exempt charitable corporation with the purpose of providing financial support to Regis Catholic Schools. The RCS Foundation is led by a Chairperson and a Board of Directors and is an independent organization. Today, Regis Catholic Schools and the RCS Foundation work together, with a sense of shared responsibility, to assure the viability, sustainability, and growth of Regis Catholic Schools. If your estate plan includes Regis and you want it held in an endowment trust, please learn more at www.RegisCatholicSchoolsFoundation.com.

OUR CORE VALUES...

Living FAITH
Maintain: Awareness that Regis Catholic Schools exists because Jesus exists.
Maintain: Visible presence of Catholic identity
Maintain: Charitable giving and volunteerism among students and staff
Improve: Collaboration between supporting parishes and school system
Improve: Each student’s and family’s discipleship

Accepting RESPONSIBILITY
Maintain: Student enrollment and retention efforts
Maintain: Strong staff development
Improve: Relentlessly explore comprehensive strategies for increased competitive recruitment and retention of staff

Promoting TEAMWORK
Maintain: Family engagement
Maintain: Strong child development program
Improve: Collaboration in promoting positive visibility with the public
Improve: Relationships and collaboration with alumni
Improve: Maximize partnership opportunities with other educational institutions

Achieving EXCELLENCE
Maintain: Passion for achieving high standards in academics and Catholic identity
Maintain: Current school safety plan goals and implementation
Improve: Educator and student awareness and training regarding social and emotional health

Inspiring LEADERSHIP
Maintain: Dedicated teachers in classrooms
Improve: Full stakeholder participation in maintaining balanced budgets
Improve: Administrative and teaching staff stability
Improve: Foster servant leadership in all staff members to create a strong community

...DRIVE OUR KEY INITIATIVES...

Strengthen STUDENT BODY
1. Faith Formation
   a. Grow each student’s and family’s personal relationship with Jesus Christ
   b. Strengthen relational youth ministry across supporting parishes and school system
2. Student Wellness
   a. Promote social and emotional health awareness in collaboration with parental advisory group and area professionals in collaboration with RCS staff to address the realities of mental illness
3. Instructional Technology
   a. Enhance online curriculum and assessments, distance learning, and dual-credit opportunities

Inspire TEACHERS & ADMINISTRATORS
1. Staff Compensation & Leadership
   a. Form task force to gather data and examine staff compensation and benefits
   b. Implement the performance-based teacher compensation pay scale
   c. Increase number of staff members involved in system leadership roles
2. Spiritual Formation
   a. Continue efforts to enhance spiritual and catechetical formation

Involve ALL CONSTITUENCIES
1. Parents & Staff
   a. Encourage involvement in helping to promote positive visibility with the public (i.e. share photos, good news, etc.)
2. Alumni
   a. Establish active and functioning Regis/St. Patrick’s alumni association
3. RCS Foundation
   a. Continue a positive relationship between RCS and the RCS Foundation as it continues generating third-source income
4. Community
   a. Recruit new Latino families
   b. Work with business leaders to explore new opportunities and partnerships

Manage THE FINANCES
1. Collaboration
   a. Continue to utilize current and create new partnership opportunities with other educational institutions and communicate them with stakeholders
2. Advancement
   a. Work to eliminate internal donor fatigue
   b. Coordinate and maximize fundraising seasons and projects
   c. Encourage involvement in promoting the Regis Legacy Society
3. Enrollment
   a. Sustain present enrollment levels
   b. Continue to place strong emphasis on strategies to grow kindergarten enrollment; Concentrate on transitions between grades 5 to 6 and 8 to 9

Facilities
1. Regularly implement and communicate Five Year Plan mandated by the Building & Grounds Committee

...TO ADVANCE OUR CENTRAL GOALS

CATHOLIC IDENTITY: Faithful Servants of Christ the King
Students are living our Core Values as practicing Catholics and committed Christians with a vocational awareness of their roles in society.

ACADEMICS: Lifelong Learners
Students are developing their God-given talents – body, mind, & soul – and are being equipped with educational tools and skills for future advancement as tomorrow’s leaders in Church and society.

FINANCIAL STRENGTH:
Faithful Stewards
Regis Catholic Schools is financially strong without fear of closing buildings or reducing sections. Tuition assistance is available when needed. Faculty and staff are compensated fairly. Classrooms and facilities have the updates they need.
Regis Catholic Schools makes every effort to communicate with families in a clear and concise manner. This includes, but is not limited to, emails via Constant Contact, Skylert, and Skyward, text messages, automated phone calls, and personal phone calls.

In addition to topic-specific communications, we send a system-wide weekly email newsletter each Monday. We encourage families to read this email, as it contains important information for families with students of all ages.

Please contact Meghan Kulig, Communications Director, at mkulig@RegisCatholicSchools.com or (715) 830-2273, ext. 1402 with any questions.

SKYLERT

Regis Catholic Schools uses the Skylert system to communicate with families and staff about emergency situations, weather delays and/or closures, and other important information via phone call, email, and/or SMS (text messages). This includes our families at the Regis and Genesis Child Development Centers.

In order to receive SMS (text) messages to the cell phone number(s) you have on file, you must opt-in via your phone.

You can opt-in to receiving SMS (text) messages anytime by sending Y or YES to short code 67587 or by using the customized QR code below.

Opt-In from your mobile phone now!

You only need to opt-in once during your time at Regis Catholic Schools. Our opt-in list carries over from year to year.

SMS stands for Short Message Service and is commonly referred to as a “text message”. Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as “short code” texting. This method is fast, secure, and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you’ve ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

EMERGENCY WEATHER INFORMATION + NOTIFICATIONS

Our schools will generally be closed when the public schools in the district where the school is located are closed due to inclement weather. Our child development centers will remain open unless specifically stated in the public closure announcement. Late starts or early releases due to inclement weather follow the same policy.

When a two-hour delay is announced, buses will run two hours after their normal schedule and each building will begin classes two hours after the normal start time.

Closure decisions are typically made by 6:30 a.m. and are announced via local TV and radio stations. We also send an email and SMS (text) message alert via Skylert and post closure information on our social media accounts.

If our schools are closed due to inclement weather, all athletic, after-school, and evening events will also be canceled.

It is possible that multiple schools or a single school within the Regis Catholic Schools system would need to 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, we will contact parents/guardians and Student Transit. This communication will happen via Skylert. If the Regis campus is closed for an issue or threat, the Regis Child Development Center will also close, as it is housed in the same building.

SCHOOL LEVEL COMMUNICATIONS

In addition to system-wide communications, parents and guardians can also expect regular communications from your child’s school.

This includes, but is not limited to, Skyward messages/alerts from your child’s teacher(s), weekly newsletters, and emails from the school’s administrative assistant.
Regis Catholic Schools uses social media to share photos, stories, announcements, and more from our schools on a regular basis.

facebook.com/RegisCatholicSchools
twitter.com/RegisCatholic
instagram.com/regiscatholicschools

Our official hashtags are #RegisPride and #GoRamblers.

We encourage our students, families, staff, and alumni to share photos with us for inclusion on our social media accounts. Simply send your submission to Meghan Kulig, Communications Director, at mkulig@RegisCatholicSchools.com.

We also encourage you to like, comment on, and share our posts to help celebrate all of the great things happening at our schools!

Visit www.RegisCatholicSchools.com/social-media-commenting-guidelines/ to view our Social Media Commenting Guidelines. Comments and/or posts on our social media accounts that do not follow these guidelines may be removed.

Regis Catholic Schools offers a special athletics website where students, families, alumni, and Ramblers fans can stay up-to-date with athletic schedules and news.

You can access this site directly at https://regiscatholic.rschoolteams.com/ or by clicking “Athletics & Booster Club” under the COMMUNITY tab at www.RegisCatholicSchools.com.

The Regis High School Booster Club offers a wide assortment of Regis Ramblers clothing and merchandise for students, families, alumni, and Ramblers fans. The Booster Club generally holds three clothing sales during each school year; Back-to-School Sale (Fall), Christmas Sale (Winter), and Spring Break Sale (Spring). Sale dates are advertised on the Regis Ramblers athletics website, on our Regis Catholic Schools social media accounts, and via email announcements to families.

Regis Ramblers gear is also available for purchase at home volleyball and basketball games or by appointment. If you are interested, please contact Scott Alexander by email at ScAlexander@fdic.gov or via text message at (715) 379-3027.

GO RAMBLERS!

All tuition arrangements for students attending Regis Catholic Schools are to be made through the Regis Catholic Schools Central Office. Any questions with reference to tuition are to be directed to Andy Gorniak, Enrollment & Tuition Coordinator, at agorniak@RegisCatholicSchools.com or (715) 830-2273, ext. 1400. Any outstanding fees or fines from the previous year must be resolved prior to the start of each new school year. No student will be allowed to participate in extracurricular activities or attend classes until all fines and fees have been resolved and a FACTS account created.

Regis Catholic Schools partners with FACTS Tuition Management Company to manage our annual tuition payment process. You can access FACTS at online.factsmgt.com/signin/3FDS3. FACTS allows for annual, semi-annual, quarterly, monthly, or weekly payment plans via automatic withdrawal from your checking, savings, or credit card. Many families find it much easier to manage a twelve-month payment plan, versus the whole tuition payment before the school year begins. 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.

1. Do I have to pay my full tuition bill before school starts?
   No. RCS has partnered with FACTS Tuition Management Company to handle all of our tuition payment processing. FACTS offers flexible payment plans including annual, semi-annual, quarterly, monthly, or weekly payment plans. Most all payment plans are automatic withdrawal through your checking or savings. All families must have their payment plan established before the start of school. You can access FACTS at https://online.factsmgt.com/signin/3FDS3.

2. Is there a fee to use FACTS?
   Annual plan fees range from $0-$50 depending on the plan you choose.

3. How do I sign up for a payment plan?
   In June, you will be sent an email and letter from FACTS that will include your unique information to access your tuition billing account online. You will be able to create your own user name and password and have 24/7 access to your account.

4. Can I pay by credit card?
   Yes. FACTS accepts MasterCard, Discover, Visa, and American Express. They will charge a fee of 2.75% on the amount charged.

5. Can I pay by check?
   Yes. If you pay your tuition in full before school starts, you can select the option to pay FACTS by check. This choice is available as the One Payment Plan on the July or August Invoice plan. You will be invoiced by FACTS and mail your check to FACTS.
Delinquent Tuition & Fees Policy

Regis Catholic Schools relies on the timely collection of tuition and fees in order to provide a 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 & 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 & Tuition Coordinator reminding the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the Enrollment & 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 20th 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 & 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.
- The family will receive an email from the Enrollment & Tuition Coordinator reminding the family 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.

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:

- The 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.

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. There is no refund on book fees, yearbook fees, or graduation fee.

St. Benedict Tuition Assistance Scholarship

The St. Benedict Tuition Assistance Scholarship is a scholarship based on financial need. We invite you to apply for the scholarship if you have financial need. To apply for the St. Benedict Tuition Assistance Scholarship, a family must complete and submit the FACTS Grant & Aid Application by mid-April each year. This application is kept confidential by FACTS.

Once the application process has been completed, Regis Catholic Schools will follow-up with all applicants by mid-July. This time span gives Regis Catholic Schools time to review results from the automated FACTS program and respond to all families that applied. Families we partner with by awarding them tuition scholarships are asked in return to do their best by supporting Regis Catholic Schools and Our Core Values. These families also have several opportunities to help Regis Catholic Schools in other ways by volunteering in our Scrip program, schools, fundraising events, or event concessions.

1. How do I apply?
Apply online at https://online.factsmgt.com/signin/3FDS3. Paper applications are also available at the Central Office and schools and include a return envelope to mail to FACTS Grant & Aid. Do not return applications to the schools or Central Office.

2. Is there an income limit or guideline to receive tuition assistance?
While there is no income limit to apply, funds are only available to families demonstrating a financial need. FACTS Grant & Aid will use the information you provide to them to determine how much your family may need depending on your family situation. All information is kept confidential.

3. Is there a fee to apply?
Yes. There is a $30 non-refundable fee due to FACTS Grant & Aid when you submit your application.
The Wisconsin Parental Choice Program will allow parents to receive a voucher to enroll their children in approved private and religious schools. Regis Catholic Schools has been a school of choice in the program since the 2013-14 school year.

1. What is a Tuition Voucher?
The Wisconsin Parental Choice Program (School Voucher Program) allows families within the income requirements to apply for a tuition voucher. If your child is selected by the state, your student would receive free tuition to attend Regis Catholic Schools.

2. What are the income limits to participate in the Wisconsin Parental Choice Program?
Income limits are available online at www.RegisCatholicSchools.com. Just click “Wisconsin Parental Choice Program” under the ADMISSIONS tab.

3. Is there a fee to apply?
No. There is no fee to apply.

4. What kind of financial information do I need to submit?
You will need to provide proof the family is at or below the Adjusted Gross Income limits and proof of residency. Either parent social security number or copies of your federal tax return will be required for income proof (see documentation guide for more details). All information is kept confidential.

Please note, restrictions exist for current Regis Catholic Schools students regarding entry points for the program since the 2013-14 school year.

• The current family definition is a family that has a child or children attending Regis Catholic Schools in grades K-11 during the current school year.
• Preschool is not eligible.
• The current family definition is a family that has a child or children attending Regis Catholic Schools in grades K-11 during the current school year.

Regis Catholic Schools will notify families by mid-July.

REFERRAL AND FUNDRAISING OPTIONS

TUITION REFERRAL BONUS

Referrals are very important to our schools and we thank you for sharing your experience at Regis Catholic Schools with others. We ask new families to complete our Referral Form to allow us to credit the Tuition Referral Bonus.

• The family new to Regis Catholic Schools must complete the form. (Only one referral discount will be applied for each family per school year.)
• Both the new family and the referring family will receive a $500 referral discount off of tuition for the corresponding school year if the new family has a student entering grades 1-12.
• If the new family has only one student and that student is entering kindergarten, the referring family will receive the $500 referral discount. The new family will not receive a referral discount as kindergarten is already discounted 50%. No further discounts for the new family will be applied in this case.
• The $500 tuition bonuses will be given as a tuition credit. There is no cash value.
• Preschool is not eligible.
• The current family definition is a family that has a child or children attending Regis Catholic Schools in grades K-11 during the current school year.

FAMILY FEE

Each family is assessed a family fee of $250. This fee can be satisfied through participation in our Regis Catholic Schools Scrip Program.

Family fee reports/bills are sent to current families in April of each year, with any required payments due in May.

REGIS CATHOLIC SCHOOLS SCRIP PROGRAM

Scrip fundraising is a program that enables our families to easily satisfy their annual family fee and help raise money for Regis Catholic Schools. Scrip is just another way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards.

Regis Catholic Schools buys gift certificates from local and national retailers at a discount and then sells them to you at face value. The profits are split 50-50 between you and Regis Catholic Schools. Many families budget their groceries, gas, clothing, dining, gifts, and travel with Scrip cards.

Scrip is the largest ongoing fundraiser for Regis Catholic Schools and helps us significantly with funding tuition assistance and other general needs.

How does it work?

We purchase gift cards and certificates from local and national vendors at a discounted rate and sell them to you for full face value.

Here’s an example...

Mrs. Smith needs groceries, so she buys a $100 Festival Foods gift card through the Regis Catholic Schools Scrip program, which we purchased from the vendor for 3% less than face value. When Mrs. Smith checks out at Festival Foods, she pays with her gift card instead of using a credit or debit card. It’s that easy! (Each retailer, both locally and nationally, has a different percentage discount.)

By using your existing household shopping budget to purchase Scrip, you don’t have to sell anything or incur any out-of-pocket expenses to satisfy your family fee or to help support Regis Catholic Schools.

By using your existing household shopping budget to purchase Scrip, you don’t have to sell anything or incur any out-of-pocket expenses to satisfy your family fee or to help support Regis Catholic Schools.
How are the profits distributed?

Families receive 50% of the profit from their Scrip purchases towards their annual family fee based on the normal Scrip profit percentage allowed by the merchant. Regis Catholic Schools receives the other 50%. (Using the previous example, the Smith family would earn $1.50 towards their family fee and Regis Catholic Schools would earn $1.50.) Purchasing Scrip is an easy way to reduce this fee without spending any extra money.

As an added incentive to use Scrip, after a family has satisfied their family fee, their 50% profit is applied to next year’s tuition at Regis Catholic Schools or to the cause of their choice at our schools.

What if I don’t want my credit to go towards my family fee?

If you choose, you can have the 50% profit you earn from Scrip purchases go towards the supporting parish of your choice. You can also choose to use that money to support a specific part of the Regis Catholic Schools system. Please contact the Regis Catholic Schools Scrip Coordinator at scrip@RegisCatholicSchools.com for more information or to make arrangements.

Who can purchase Scrip?

Anyone can purchase Scrip! Grandparents, aunts, uncles, friends of the family, or neighbors can all purchase Scrip and designate your family to receive the family fee credit. Please contact the Regis Catholic Schools Scrip Coordinator at scrip@RegisCatholicSchools.com for more information.

When is the Scrip year?

The Regis Catholic Schools Scrip year runs from April 1 to March 31. We do this to better coordinate with the school year and to allow us to bill any families who have not satisfied their family fee through Scrip purchases before summer break.

Which Scrip cards are normally kept in-stock at the Regis Catholic Schools Central Office?

To see a full list of the physical Scrip cards we normally keep in-stock at the Regis Catholic Schools Central Office, please download our Scrip Order Form, available at www.RegisCatholicSchools.com/parents-students/scrip/. Any retailer not listed on this order form, but available for order on www.ShopWithScrip.com, is considered a special order. Delivery of these cards will vary depending on the vendor and your order date.

**COVID-19 CLAUSE**

Due to the COVID-19 pandemic, Regis Catholic Schools has implemented a variety of specialized plans, policies, and procedures that are not reflected in this general Student + Parent Handbook. It is the responsibility of all of our parents/guardians to also read and understand our 2020-21 K-12 Parent & Guardian Information (COVID-19) guide. The most up-to-date version of this document is always available online at www.RegisCatholicSchools.com/coronavirus-information/.

The situation surrounding the COVID-19 pandemic continues to change quickly. All policies, procedures, and information are subject to change based on the advice of our local health department and/or the Diocese of La Crosse. Any and all changes are and will be effective immediately. It is important to keep in contact with your school and read all communications.

**CODE OF CONDUCT**

School rules for Regis Catholic School elementary schools include Our Core Values:

- **Faith** – We believe the Holy Spirit inspires all that we do. We embrace the Gospel of Jesus Christ and encourage a personal relationship with God the Father. We acknowledge the diversity of others and their beliefs.
- **Responsibility** – We lead through example and are accountable for our actions. We believe and promote our Catholic values. We affirm good judgment and trustworthy behavior.
- **Teamwork** – We communicate honestly, openly, and consistently. We build community by cooperating in the classroom and in all co-curricular activities. We work together to achieve common goals with all members of our school and parish community.
- **Excellence** – We respond to challenges and pursue continuous improvement. We nurture a love of learning that will last a lifetime. We strive for academic growth in all subject areas.
- **Leadership** – We prepare students for leadership and service in church and society. We celebrate integrity and seek fair choices. We honor the Regis Catholic Schools tradition.

Generally, negative behaviors will be dealt with by the use of verbal warnings, logical consequences, and/or the use of a Disciplinary Report. Disciplinary Reports are sent to the parents. 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. In 2007, the K-5 Respect Policy was updated to make it more K-5 friendly. (See Respect Policy within this 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.

**ELEMENTARY SCHOOL 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/Dismissal

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 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

ACADEMIC DISHONESTY

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 forgiving 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.
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. High school classes are included in the student’s GPA when taken as an eighth grader in middle school.

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/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 (15) 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 (15) 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. 55,100,2,20). 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 (15) 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 (15) 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. Dean of Students
3. Principal
4. Regis Catholic Schools President
5. Dean of Eau Claire Deanery
6. Diocese
ATTENDANCE & 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 a.m. Upon returning to school:

- Students are to report to the school office to obtain an admit slip before returning to class and to sign in indicating their name and time returning to school. Students who do not submit an appropriate excuse within three (3) school days of the absence will have the absence recorded as an unexcused absence with appropriate consequences.

- 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 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 a.m.

- Parents of elementary students must check at the school office before going to a classroom. When the parents or legal guardian leaves school, the student's parent(s) or 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 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.

- If the principal determines that an absence is not excused, 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 Sick 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.

Students who are returning to school from an illness should be free of running a high temperature for at least 24 hours.

Regis Catholic Schools follows the policy and recommendations of the Eau Claire City-County Health Department in determinations of who should be at school and when a student is allowed to return.
Anticipated Absences & 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 anticipated 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 vacations. 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's 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 is required to gather all missed assignments upon return to school. Students will be given the number of days they were absent plus one more day to complete those assignments. 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 absences include: illness, injury, or anticipated.

• Illness & Injury Absences - All work completed and submitted within the given time limit will be graded at 100% of the earned grade. Work not completed and submitted in the required time will be given a grade of 50% of the earned grade. Students will not be given credit for work turned in three or more days late.

• Anticipated Absences - Anticipated absence forms can be picked up in the office. After parents have signed the form, the student will give it to teachers for signatures and assignments. Teachers may give assignments before the absence or assign upon return. Regardless, the above policy is in effect upon student's return to school.

• In School Suspension - All assignments and homework are due as if the student is attending regular class. Work is sent to the student in the area they are serving their suspension.

Unexcused Absence Without Parental/Guardian Consent
If a student misses a class, classes, day, or days of school without parental/guardian consent the student will be responsible to make up all missed work and given a grade of 50% of the earned grade. The timeline will follow the homework formula.

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. Regis students may spend their lunch period in a designated area in front of the building. 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 one of our schools for a tour by an administrator or the appropriate designee. Out of town relatives and friends may visit with prior approval. Students from non-Regis Catholic 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
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.

BLOODBORNE PATHOGENS

Students who have cellular phones or smartwatches 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 can make the call using the school phone. They should come to the office to speak with the principal.

No radios, smartwatches, iPods, iPads, cellular phones, gaming systems, or other devices which can be used to play electronic games or music are not 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 Administration. 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, Instagram, Snapchat), 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 report 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.

CELL PHONES, ELECTRONIC DEVICES & CYBER BULLYING

CODE OF CONDUCT – PARENTS OF STUDENT ATHLETES

This policy was drafted by the policy committee of the Regis Catholic Schools Education 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, etc.)
- 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 Coaches

- 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 (715) 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 this handbook.

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 supervision, 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.

The following protocol has been created to protect students’ overall health and academics after a concussion has been diagnosed by a physician or athletic trainer. Concussion protocols related to athletics are found in the athletic handbook.

SIGNS OF A CONCUSSION: The signs and symptoms of a concussion can be subtle and may not be immediately apparent. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia, which may or may not follow a loss of consciousness, usually involves the loss of memory of the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or “seeing stars”
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue

Returning to the Learning Environment

1) The family must communicate with the administration if their son/daughter has been diagnosed with a concussion by a physician or athletic trainer.

2) The student will not return to school for partial or full days of school until cleared by a physician or athletic trainer. During this time, the student will not be responsible for making up any school work. This includes not making up homework, quizzes, tests, projects, etc. All missed work will not be assigned, handed in, graded, or assessed during this time. It will be a ‘no count’ in the teacher’s gradebook.

3) Students returning for partial days of school may do so with the permission of the physician or athletic trainer. Partial day attendance must be communicated to the administration of the building. No homework, quizzes, tests, reading, reading, projects, etc. will be assigned, handed-in, graded, or assessed at this time. It will be a ‘no count’ in the teacher’s gradebook.

CONCUSSION POLICY
4) Students returning for their initial full day(s) of school will not be required to make up any work that was assigned during the time they missed school. The student may begin to work on assignments or take notes as best they can tolerate. This work is not to be graded.

5) Students that have been cleared to return to the academic setting with no limitations may begin working on school work that is assigned at that time. Students will not be required to make up work that had been missed while they were away from school or in the re-entry phase of returning to the learning environment.

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)

DEFIBRILLATOR

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

DIRECTORY INFORMATION

Please inform the Regis Catholic Schools Central Office if you are changing addresses, email addresses, or telephone numbers. Please contact your school 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 will be available from the school office.

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.

DRESS CODE

General Guidelines:

1. Each student’s appearance must be appropriate to a Catholic school setting.
2. Clothing, hairstyle, make-up, and jewelry are not to be distracting or disruptive of the educational process.
3. All items worn to school must be clean. Worn, faded, frayed, or baggy clothing may not be worn.
4. Regis and Regis Catholic Schools logos are encouraged to be worn. Any size Regis or Regis Catholic Schools logo, screen print or embroidery is accepted.
5. Shirt/sweatshirt: Name brand clothing should be avoided. If you do have name brand, it should be no more than 2” screen print/embroidery.
6. Shirts must be buttoned.
7. Hairstyles must be of reasonable style and natural hair color. Mohawks are not allowed and boys’ hair must be off the collar.
8. Hats may not be worn indoors.
9. Earrings may be worn only in the ears, no body piercing. Due to safety, no large hoop or dangling earrings may be worn.

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<tr>
<th>Item</th>
<th>Style</th>
<th>Color</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Shirts</td>
<td>Button polo shirt with collar, turtleneck or mock turtleneck; Long or short sleeves; No stripes are acceptable; Writing or graphics should be smaller than 2” with the exception of Regis Catholic schools logos</td>
<td>Solid Colors: Light Blue, Navy Blue, White, Dark Green, Light Yellow</td>
<td>Shirts with buttons must be buttoned. Shirts must be tucked in. No tank tops, crop tops, or spaghetti straps. No denim shirts.</td>
</tr>
<tr>
<td>Sweatshirts</td>
<td>Long sleeved sweaters/ sweatshirts only</td>
<td>Solid Colors: Navy Blue, Gray or Regis Green</td>
<td>No stripes. Collared shirt must be worn under all sweaters and sweatshirts. Sweatshirts do not need to be tucked in.</td>
</tr>
<tr>
<td>Pants</td>
<td>Cotton, cotton-polyester or corduroy</td>
<td>Solid Colors: Navy Blue or Khaki</td>
<td>No bib overalls, denims, jeans, sweatpants, or wind pants. No stripes. Leggings are not pants and should only be worn under a skirt.</td>
</tr>
<tr>
<td>Shorts</td>
<td>Walking shorts no more than 3” above knee</td>
<td>Solid Colors: Navy Blue or Khaki</td>
<td>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.</td>
</tr>
<tr>
<td>Footwear</td>
<td>Socks, tights, or leggings (with skirts)</td>
<td>Solid School Colors</td>
<td>Coordinate with other clothing. Athletic shoes are recommended and must be worn for physical education classes. All shoes must be worn with socks and be close-toed with a back-strap for safety.</td>
</tr>
<tr>
<td>Skirts/Jumpers</td>
<td>Split skirts and skorts are acceptable.</td>
<td>Navy Blue, Plaid, Khaki</td>
<td></td>
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</tbody>
</table>

Footwear must be close-toed with a back-strap for safety.
Emergency School Closing
Regis Catholic Schools will generally be closed when the public schools in the district where the school is located are closed due to inclement weather. 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 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 Regis campus is closed for a threat, the Regis Child Development Center will also close.

Early Dismissal
Regis Catholic Schools will generally 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. Secondary schools will close at 1 p.m. and elementary schools will close at 1:30 p.m. 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 ensure the safety of all staff and students. Fire drills are held regularly and without warning throughout the school year. A fire drill evacuation chart is posted by each classroom door.

Hazardous Spills
Spills of toxic and hazardous materials represent an emergency situation. Spills can be a danger to life and health as well 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

Follow directives from emergency management personnel.

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 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 Regis Catholic Schools 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.

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook and/or student behavior that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules regulations and consequences for similar incidents. Matter omitted from the list should not be interpreted as limitations on the scope of the school’s authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students. The policies and regulations within this handbook apply for all school sponsored activities, including those held before or after school and those held away from the Regis campus.

Emergency Procedures
Follow directives from emergency management personnel.

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.

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1. Evacuate the area
2. Dial 911 and report the emergency

Follow directives from emergency management personnel.

Regis Catholic Schools is committed to important principles:

• Ensuring that the number of students in each classroom is at levels appropriate for the grade level and system goals for instruction.
• Being responsible stewards of the system’s financial resources.
• Showing sensitivity to the needs of students and families.

Sometimes, enrollment is particularly low or particularly high in one or more sections or grade levels, and Regis Catholic Schools has to address the situation reasonably and responsibly, doing our best to be faithful to our principles. Ultimately, the Regis Catholic Schools President, under the guidance of the Dean, has to make the final decision after careful consultation with the Regis Catholic Schools Principals and the pastors of the supporting parishes.

The following guidelines will help the President as he/she assesses and makes these decisions:
A. For Grades K-2:
1. At this developmental level, combining the class section with an adjacent grade level should be avoided – even if the enrollment is low in one or more of those sections.
2. When possible, Kindergarten sections should be kept at 22 or fewer students. But, up to 25 should be accommodated if the alternative is to turn students away or to send them to a different building.
3. If the same grade level within the same building has a total enrollment of 22 or fewer students, they should be combined into one section rather than two, and staff reduced and/or reassigned accordingly.
4. If an entire grade level in a single building has eight (8) or fewer students, Regis Catholic Schools will give serious consideration to sending those students to the other elementary buildings, and reducing/reassigning staff accordingly.

B. For Grades 3-5:
1. If the same grade level within the same building has a total enrollment of 25 or fewer students, they should be combined into one section rather than two, and staff reduced and/or reassigned accordingly.
2. If an entire grade level within the same building has eight (8) or fewer students, Regis Catholic Schools will give serious consideration to combining with an adjacent grade in the same building - not to exceed a combined total of 18. If the total would exceed 18, Regis Catholic Schools will consider sending those students to the other elementary buildings. Staff would be reduced/reassigned accordingly.

Whenever possible, all such decisions at any grade level should be made prior to the end of the previous year.

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. Field trips are discouraged the last two weeks of the school year. 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 detentions, 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.

FOOD SERVICE PROGRAM

All Regis Catholic Schools are part of the same hot lunch program. Lunch menus will be distributed monthly. The cost of lunch is $2.75 per child per day for elementary students. An adult meal (at all Regis Catholic Schools for teachers, visitors, etc.) is $3.75. 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. Grab-and-Go morning breakfast, offered before the start of the day, is $1.75 for students and $2.50 for adults.

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.

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. Regis Catholic Schools 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 $25 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. 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 Culbert, RCS Food Service Director, by phone at (715) 832-4623 or by email at tculbert@RegisCatholicSchools.com.

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.

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 by the 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, unwanted 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 - Regis Catholic Schools is 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 who 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 & 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 - Defined as the use of information and communication technologies such as e-mail, cell phone, 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 (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 blog;
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, gender, 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;
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 the 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.

Regis Catholic Schools has a no nit policy.

Students with nits or lice may be removed from school until they have received the proper treatment in accordance with Regis Catholic School policies.

1. Parents are to call the school if their child has head lice.
2. When head lice or nits are found on a student while in school, the parent will be notified to pick up their child.
3. Recommendations for treatment will be offered by school staff from the Eau Claire County Health Department.
4. The student may return to school after treatment. However, before returning to the classroom the student will have their head checked by trained school personnel or volunteers. If more nits are found the student will be asked to go home for another treatment.
5. Head checks will be completed on all the students if lice have been identified in a particular classroom.
6. Future head lice checks will be determined by administration.
7. Cleaning the school environment will be thorough. Rooms will be vacuumed where lice and nits have been identified and cloth articles will be placed in sealed plastic bags for ten days.
8. All parents in the classrooms where lice have been identified will be informed through email communication.

HEAD LICE GUIDELINES

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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.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Information Technology is defined as “technology involving the development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data” (Information technology. (n.d.). Retrieved from https://www.merriam-webster.com/dictionary/information technology). Systems and software include, but are not limited to, e-mail, Google Apps (Mail, Drive, Docs, Sheets, Sites), social media, Android apps, and Apple apps. The main way to use Information Technology is through a device access to an Internet connection. The Internet is a vast, global network linking universities, schools, businesses, and other sites. Through the Internet, one can communicate with people all over the world from prominent scientists, to world leaders, to a friend at another school. However, with such great potential for education also comes a potential for abuse. It is the purpose of this policy to set guidelines so that all who use Information Technology do so in a manner appropriate to the educational philosophy of the Regis Catholic Schools system.

In order for a student to use any Information Technology at any Regis Catholic Schools school, they must agree to these guidelines.

I. Educational Purpose - Use Information Technology only for school activities.
   A. Computing devices and the Internet connection have been established for a limited educational purpose, which includes classroom activities, career development, and limited high-quality self-discovery activities.
   B. Regis Catholic Schools has the responsibility to place reasonable restrictions on the material you access or post through the system. These restrictions are in the form of technology filters and classroom supervision.
   C. The technology will be used as a resource for school-related activities. Technology will not be used to disrupt the learning environment.

II. Personal Responsibility - What you do using Information Technology may not be a secret.
   A. Routine maintenance, monitoring of the network, or device updates may lead to an individual search of data, or if there is reasonable suspicion that you have violated this policy or the law.
   B. Users should keep in mind that when they use a computing device or the Internet, they are entering a global community, and any actions taken by them will reflect upon the school as a whole, and therefore all users will behave in an ethical and legal manner.
   C. Whenever you use a computer network:
      1. You leave electronic footprints, so the odds of getting caught doing something illegal or immoral are at least as good as they are in the real world. Your use of the Internet can be a mirror that will show you what kind of a person you are.
      2. There is always one person who will know whether what you have done is right or wrong and that person is you.

III. Responsible Use
   A. Personal Safety Issues - Do not give out personal information about yourself or others.
1. Users will not post personal contact information that reveals your location such as an address or telephone number. Students will not reveal another’s name, address, or telephone number, nor will they transmit or use pictures of others without their consent.

2. Users will not agree to meet with someone you have met online without your parent’s approval.

3. Users will promptly tell your teacher or an administrator about any message you receive that is inappropriate or makes you feel uncomfortable.

4. If you accidentally see something inappropriate, immediately tell your teacher or principal.

5. The Regis Catholic Schools system fully expects that you will follow your parent’s instructions as to material that they think would be inappropriate for you to access.

B. Netiquette - How you should behave on the Internet or on any technological device.

1. Users will be polite and use appropriate language in any digital communication as determined by the principal or school administration.

2. Hate mail, harassment, discriminatory remarks, obscene or profane material, bullying, and other antisocial behaviors are unacceptable either at school or at home.

3. Users will represent the school community positively in all online activities. What is posted on social media or sent to someone through apps should not reflect negatively on other students, teachers, or the school system.

C. System Security - Do not go where you are not supposed to go.

1. Users will not attempt to gain unauthorized access to any other computer system through the Internet connection or go beyond your authorized access. Do not go looking for security problems, because this may be considered an illegal attempt to gain access. Immediately notify a teacher or principal if you notice a possible security problem.

2. Users will not make deliberate attempts to disrupt the computer system or destroy data.

3. Users will not attempt to by-pass the security restrictions that are in place to protect network integrity, including any Internet filtering mechanism.

D. Respecting Resource Limits - Share the technology with others.

1. School devices and the Internet connection may be limited in availability. Please respect those limits and allow others access as needed.

E. Plagiarism and Copyright Infringement - Do not copy without giving proper credit.

1. All information accessible via the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.

2. Users will not participate in the transferring or storing of illegal materials through use of the network because, in some cases, the transfer or storing of such materials may result in legal action being taken.

IV. Penalties for Violation of the Information Technology Acceptable Use Policy

Possible violations of this Information Technology Acceptable Use Policy will be investigated by the building principal, guidance counselor, dean of students, classroom teacher, technology coordinator, or system administrator as needed. If a violation is found, the building principal or system administrator will determine any penalties in accordance with this handbook and any prior violations of this, or any other, policy. 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.

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) who are enrolled at Regis Catholic Schools.

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.

Students at 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)

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. Backdrops 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.

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 electronic 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.

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) who are enrolled at Regis Catholic Schools.
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 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 music is 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 feel left out. Invitations to parties held outside of school must be mailed out from home and not distributed in the classroom to avoid hurt feelings.

PEANUT SAFETY GUIDELINES

1. Identity 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 will need to become familiar with the concept of “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 sit at the designated table and can eat with others not eating peanuts.
8. During field trips, the epi-pen needs to be present.
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.

RAFFLE POLICY

The Regis Catholic Schools 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. 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.

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.

2) 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.

3) 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 canceled, 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 used 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. An example of the Respect Plan is in the APPENDIX.

Regis elementary schools strive to never 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 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
Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. 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. We encourage you, as parents, to discuss this plan with your children and the important role is has in our schools.

SACRAMENTAL PREPARATION & 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 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 p.m. on Wednesdays
3) Forbidding practices and meetings on Sundays

Students in second grade 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 child’s 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.

SNOWBALL THROWING

Snowball throwing is not allowed on school property. The playground supervisor determines loss of privileges.

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 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.

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 & RELIGION ASSESSMENT

The Forward Exam 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 for fifth grade. 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)

   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. This also includes e-cigarettes and vaping devices. 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 to the office prior to attending the next school day. We encourage parents to consider this fine the sole responsibility of the students. Detention and additional fines can also be levied for repeat offenders.

Relationship to Other Student Conduct Codes continued...

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 area public school students. Questions or concerns about student eligibility for busing in the Eau Claire Area School District should be directed to Student Transit. 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 Area 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.
Driving to School Events: The school does not encourage the use of student drivers for travel to school events. Students who plan to drive and transport other students are to protect themselves by obtaining the written permission of the parents/guardians of the students who will be riding with them. There may be special circumstances when the school may require having such permission forms on file in the high school office.

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. Teams are asked to adhere to the Regis Athletic Travel Team Policy.

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.” Do not schedule games/tournaments the same weekend as Regis Catholic Schools games/tournaments for the same age group and gender.

3. Do not use Regis Catholic Schools uniforms, balls, or equipment.

4. While you do not 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 seventh grade students may be average when playing with students from other grades.

TRAVEL TEAMS - GUIDELINES

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 our Regis Catholic Schools programs. Volunteers will be required to meet Diocesan requirements, which will include a background check, acknowledgment 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 online and approved by the diocese prior to being able to work as a volunteer. You may access these forms at www.RegisCatholicSchools.com. On the home page, click “Quick Links” at the top of the page and then click “Safe Environment”. You need to fill out the Confidential Employee and Volunteer Questionnaire once a year.

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.

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 prior to stopping at the school office. Regis students may have visitors during the school day only with permission of the building principal or dean of students. Please contact the school office, principal, or dean of students at least 24 hours ahead of the request to bring a visitor.

- A written request is made 24 hours prior to the time the visitor is to be in the building 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 receives permission from the classroom teacher and/or administration.
- The visitor and/or parent 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 or student shadowing may be assigned a student for the day.

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 making a referral for possible expulsion.
Regis Catholic Schools is committed to providing the best educational environment for its students as we support them as they strive for excellence. The system 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 system 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.
   c. In order to foster a healthy nutritional environment, food-related fundraisers are not permitted. (In the 2011/2012 school year, any contracts with companies that have been established before the wellness policy was adopted will be honored.)

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

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.
Prayer for Healing Victims of Abuse

God of endless love, ever caring, ever strong, always present, always just:
You gave your only Son to save us by the blood of his cross.

Gentle Jesus, shepherd of peace, join to your own suffering the pain of all who have been hurt in body, mind, and spirit by those who betrayed the trust placed in them.

Hear our cries as we agonize over the harm done to our brothers and sisters.
Breathe wisdom into our prayers, soothe restless hearts with hope, steady shaken spirits with faith:
Show us the way to justice and wholeness, enlightened by truth and enfolded in your mercy.

Holy Spirit, comforter of hearts, heal your people’s wounds and transform our brokenness.
Grant us courage and wisdom, humility and grace, so that we may act with justice and find peace in you.
We ask this through Christ, our Lord. Amen.

Diocese of La Crosse Safe Environment

The Diocese of La Crosse works to ensure a safe environment for all minors and vulnerable persons.

Please visit https://diolc.org/safe-environment/ to review the Green Book (Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse), the Red Book (On Sexual Misconduct For the Diocese of La Crosse), and important training videos.
(EXAMPLE)
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: ______________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

__________________________________________
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.