

Private School Choice Program Disclosure of Information

Regis Catholic Schools
2728 Mall Dr., Ste 200
Eau Claire, WI 54701

Regis Middle/ High School
2100 Fenwick Ave.
Eau Claire, WI 54701

Immaculate Conception Elementary School
1703 Sherwin Ave.
Eau Claire, WI 54701

St. James Elementary School
2502 11th St.
Eau Claire, WI 54703

St. Mary's Elementary School
1828 Lynn Ave.
Altoona, WI 54720

School Contacts

Directions: Add or remove more lines below as needed.

1. Paul Pedersen, (715) 830-2273, ppedersen@regiscatholicschools.com
2. Kayla Bahnub, (715) 830-2273, kbahnub@regiscatholicschools.com
3. Emily Brissette, (715) 830-2276, ebrissette@regiscatholicschools.com
4. Hannah Miller, (715) 830-2277, hmillier@regiscatholicschools.com
5. Carisa Smiskey, (715) 830-2278, csmiskey@regiscatholicschools.com

School Organization Structure

Regis Catholic Schools is not-for-profit organization.

School Governing Board Members

Directions: Add or remove more lines below as needed.

1. Fr. James Kurzynski, Dean
2. Paul Pedersen, President & Interim Principal
3. Rebecca Semling, Chair, St. Olaf
4. Michael Brahmer, St. James
5. Anne Hendricksen, Sacred Heart/ St. Patrick's
6. Nicole Berschback, The Newman Parish
7. Angie Stombaugh, Immaculate Conception
8. Jeremy Bergeron, St. Mary's

Application Appeal Process

Appeals and Grievance Procedures for Parents and Guardians

Grievance:

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

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish council, has

responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

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

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

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

The following is the chain of authority to be followed in resolving the application appeal process:

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

Appeals:

Appeals are limited to students wishing to enter or continue attending Regis Catholic Schools.

RCS will notify all students applying to attend our schools in writing, through letter or email if they are not accepted into our school system. A written appeal must be filed with the RCS President within 10 working days of the date of the letter notifying the parents that the student has not been accepted into Regis Catholic Schools. The right to appeal will be waived if the written appeal is not received in a timely manner. The written appeal must include the following information:

1. Grounds on which the appeal is based.
2. Argument supporting the appeal.

3. Any documentation, such as letters of support from people familiar and knowledgeable to the situation, which would support the decision being overturned.

The RCS President will review the written appeal and will consult with the RCS Dean. If the appeal is justified, a meeting with the President, Dean, Principal, and parents/guardians will be called to discuss the issue in person. If the matter is still unresolved at this point, communication can be made with the diocesan director of schools at the Diocese of La Crosse.

Suspension and Expulsion Policy

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

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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 the Office for Catholic Schools. (Diocesan Policy) Any of the following may be, but are not limited to, cause for expulsion:

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

All appeals will follow the outlined procedures above.

Transfer of Credits Policy

All transfer students must meet our Regis Catholic Schools academic and behavior standards. The principal will recommend the academic standing for each transfer or home school student. Home school students will be placed in the grade where their age chronologically fits unless evidence is shown via standardized tests or some other objective instrument that the student should be advanced a grade or should begin instruction at a lower grade. Credits will be awarded as such at the high school level, with the graduation requirement of religion courses being waived for any year not in attendance at a Catholic school.

High School Diploma Policy

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 and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. (Diocesan Policy) Regis High School does not have early graduation. All students have a required four-year course of study. The Regis Catholic Schools President and Regis High School Principal will review any exceptions to the policy. Regis High School grade point average is computed using the following scale:

A = 4.0000 A- = 3.6667

B+ = 3.3333 B = 3.0000 B- = 2.6667

C+ = 2.3333 C = 2.0000 C- = 1.6667

D = 1.0000 D- = 0.6667 D+ = 1.3333

F, P, or W = 0.0000

Each teacher is responsible for supplying the students with the grading system used in his/her classes. The basic grading system that is to be used in academic classes is listed below. Other classes may revise their grading system from the basic system. The basic system is:

93-100 90-92 87-89 A A

B+ 83-86 80-82 77-79 B B

C+ 73-76 70-72 63-66 C C

D 60-62 67-69 DD+

Below 60 F P -

Passing grade for students not able to achieve a passing grade in the subject but who are giving maximum effort. No honor points are awarded for computation of the GPA. A 'P' is also used for students who are Teaching Assistants (TA), completion of summer school for credit recovery, and circumstances determined by the administration.

I - Grade of Incomplete: If an incomplete is received in a course, a student has two weeks (14 calendar days) to complete the required work. The teacher will notify all students receiving incompletes as soon as possible. Failure

to complete the required work within the time period can result in all work not done to be recorded as grades of zero (0).

Repeat Policy: A Regis course in which a grade of C- or lower was initially earned may be repeated once for a new grade which will replace the original grade in calculating grade point averages. In all cases, both initial grades and repeated grades will appear on the student's official transcript.

Exception: If a student fails a class the first time taken and fulfills the course by way of summer school credit recovery (conducted by local public school district) and a grade is not offered, a 'P' is assigned to the work. Credit will be earned towards graduation. The grade point average will use the value of 0.000 towards the overall GPA, as a 'P' carries the same value.

Seniors Failing a Semester in a Year Long Required Class: Seniors failing a semester of a required class, or class needed for graduation, will be afforded the opportunity to use the percentage points earned above 60% in one semester as a way to average out a failed semester of work to earn credit if the total of both is above 60% for the

year. This is for the purpose of earning credit needed to graduate. The actual grade will appear as earned per semester and utilized for overall GPA calculation.

Regis High School Graduation Requirements

Language Arts 4.0 credits

Physical Education 1.5 credits

Religion*4.0

Math 3.0 Credits

Science 3.0 credits

Fine Arts 1.0 Credits Successful completion of 1 credit of art or music

Health 0.5 Credits

Business 0.5 Credit

Social Studies 3.5 credits

Foreign Language 2 credits

Elective 3.0 credits

Total Required 26 credits

Must Pass Civics Exam

*Wisconsin Parental Choice Program parents may opt their student out of the religion requirement. Students would be required to fulfill this requirement with philosophy and world religion courses.

Service Learning Hours: Freshmen 25, Sophomores 25, Juniors 25, Seniors 25

Non-Harassment Policy

Directions: The school's non-harassment policy should cover:

- The policy used by the school
- The procedures for reporting and obtaining relief from harassment that may occur to students.
- The information for reporting harassment should include to whom the student or parent reports the harassment.
- The information regarding obtaining relief from the harassment should include potential actions taken and who is responsible for enforcing these actions.

DPI is not requesting the school's non-harassment policy provided to your employees.

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

Sexual Harassment will be dealt with in the most serious manner. Sexual harassment is unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the 47deliberate, 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; 4849
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, or disability sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

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

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

Harassment, Intimidation, or Bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance that takes place on or immediately adjacent to school grounds, at any

school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

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

Staff includes all school employees.

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

Privacy & Confidentiality

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

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

Procedures for Addressing Aggressive Behavior

Each case will be handled on an individual basis. The principal and school counselor will be made aware of the situation and will determine the most appropriate consequence depending on the severity of the case. An Elementary RCS Respect Plan will be sent home. The principal, school counselor, or teacher will call parents if they have not signed and returned the first Respect Plan.

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

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

Visitor Policy

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.

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- 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.

**Annual Certification of Racial Nondiscrimination
for a Private School Exempt From Federal Income Tax**

(for use by organizations that do not file Form 990 or Form 990-EZ)

► Go to www.irs.gov/Form5578 for the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**
For IRS Use Only

For the period beginning July 1, 20 24 and ending June 30, 20 25

1a Name of organization that operates, supervises, and/or controls school(s). <u>REGIS CATHOLIC SCHOOLS, INC.</u>		1b Employer identification number <u>39-0808516</u>	
Address (number and street or P.O. box no., if mail is not delivered to street address) <u>2728 MALL DRIVE</u>		Room/suite	
City or town, state, and ZIP + 4 (If foreign address, list city or town, state or province, and country. Include postal code.) <u>EAU CLAIRE WI 54701</u>			
2a Name of central organization holding group exemption letter covering the school(s). (If same as 1a above, write "Same" and complete 2c.) If the organization in 1a holds an individual exemption letter, write "Not Applicable." <u>SAME</u>		2b Employer identification number	
Address (number and street or P.O. box no., if mail is not delivered to street address)		Room/suite	
City or town, state, and ZIP + 4 (If foreign address, list city or town, state or province, and country. Include postal code.)		2c Group exemption number (see instructions under <i>Definitions</i>) <u>NOT APPLICABLE</u>	
3a Name of school. (If more than one school, write "See Attached" and attach a list of the names, complete addresses, including postal codes, and employer identification numbers of the schools.) If same as 1a, write "Same." <u>SEE ATTACHED</u>		3b Employer identification number, if any <u>SAME</u>	
Address (number and street or P.O. box no., if mail is not delivered to street address)		Room/suite	
City or town, state, and ZIP + 4 (If foreign address, list city or town, state or province, and country. Include postal code.)			

Under penalties of perjury, I hereby certify that I am authorized to take official action on behalf of the above school(s) and that to the best of my knowledge and belief the school(s) has (have) satisfied the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, for the period covered by this certification.

	<u>PAUL PEDERSEN, PRESIDENT</u>	<u>11/7/25</u>
(Signature)	(Type or print name and title.)	(Date)

For Paperwork Reduction Act Notice, see instructions.

Cat. No. 42658A

Form **5578** (Rev. 11-2019)