



**REGIS**  
Catholic Schools

**2024-25**  
**Middle & High School**  
**Student + Parent Handbook**



**REGIS MIDDLE SCHOOL**  
2100 Fenwick Avenue | Eau Claire  
(715) 830-2272

**REGIS HIGH SCHOOL**  
2100 Fenwick Avenue | Eau Claire  
(715) 830-2271



[RegisCatholicSchools.com](http://RegisCatholicSchools.com)



# 2024-25 SCHOOL CALENDAR

K-12 + Full Day 4K - St. James Elementary School

AUGUST 2024						
S	M	T	W	Th	F	S
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 20-22 New Teacher Orientation
- 26-30 All Staff Development

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 No School (Labor Day)
- 3 First Day (Open Houses & Orientations)
- 4 First Full Day of School

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 16 Elementary Early Release (1:30 p.m.)
- 17 No School (Staff Development & Parent/Teacher Conferences)
- 18 No School
- 25 No School (Diocesan Regionals)

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 End of 1st Quarter
- 27-29 No School (Thanksgiving Break)

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 23-27, 30-31 No School (Christmas Break)

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 No School (Christmas Break)
- 16 RMS/RHS Early Release (Finals) (11:55 a.m.)
- 17 End of 2nd Quarter + RMS/RHS Early Release (Finals) (11:55 a.m.) + Elementary Early Release (1:30 p.m.)
- 20 No School (Staff Development)
- 26-31 Catholic Schools Week 2025

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 1 Catholic Schools Week 2025
- 26 Elementary Early Release (1:30 p.m.)
- 27 No School (Staff Development & Parent/Teacher Conferences)
- 28 No School

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 17-21 No School (Spring Break)
- 28 End of 3rd Quarter

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 No School (Diocesan Regionals)
- 18 No School (Good Friday)
- 21 No School (Easter Monday)
- 30 Elementary Early Release (1:30 p.m.)

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 23 Last Day for 12th Grade Students
- 26 No School (Memorial Day)
- 28 Regis High School Graduation
- 30 Last Day for 8th Grade Students
- 2 8th Grade Promotion

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7

- 4 RMS/RHS Early Release (Finals) (11:55 a.m.)
- 5 Last Day of School for Students + RMS/RHS Early Release (Finals) (11:55 a.m.)
- 6 Last Day for Staff

APPROVED | February 1, 2024

## Learning Today, Leading Tomorrow

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

#WEAREREGIS | #RAMBLERNATION

RegisCatholicSchools.com

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## MESSAGE FROM THE DEAN

Introite Regis Domum. These three Latin words frame the crucifix in the Bishop Paul Chapel at Regis Middle and High School. Translated, they proclaim, "Enter the home of the King." Jesus Christ is the reason our school exists and is at the center of Regis' mission to educate, form, inspire, and equip the young people who walk our halls at all grade levels. This process of education and formation is a sacred partnership between God, our school staff, and you, the families of Regis Catholic Schools, who entrust your most precious gift to our care - your children.

Contained in this handbook is the framework that governs our school day and activities to help further the mission of our school system. Please take time to review these items, ask questions if there is something that is unclear, and share them with your child.

Please say a prayer that God blesses this coming school year. Let us place this year in the protective hands of Jesus Christ. And may the Holy Spirit inspire all of us to have a grace-filled school year.

Thank you for being a part of the Regis Catholic Schools family. Thank you for entrusting your child to our care. And thank you for choosing us!



Fr. James Kurzynski  
Dean, Eau Claire Deanery

## MESSAGE FROM THE PRESIDENT

Welcome to the 2024-25 school year. It is with excitement and anticipation that we embrace the start of a new school year. Our Regis Catholic Schools administration has worked throughout the summer putting into place everything needed to foster an excellent academic and faith filled experience for our students.

I invite you to please keep this handbook close to you for reference throughout this school year. Many times, situations arise and this resource is likely to help answer your questions. The Table of Contents is clearly defined to assist your navigation of the handbook.

I also encourage you to pay special attention to the section titled Administrative Recourse. The Diocese of La Crosse has implemented this process for all of its schools to use. Essentially, there is a prescribed order or procedure when a concern arises within our schools. This process always begins with affected individuals 'to contact the person in question with the grievance and seek reconciliation with the person'. Please note the focus is on seeking reconciliation with the person or situation. It is an opportunity to discuss concerns and take ownership for any issues needing to be satisfied.

On behalf of our pastors, teachers, and school administration, we are privileged that you have entrusted us leading your child(ren) in our faith-based education experience in the Catholic tradition.



Paul Pedersen '89  
President, Regis Catholic Schools



## HISTORY OF CATHOLIC EDUCATION IN EAU CLAIRE & ALTOONA

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 Listeki 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.





## OUR MISSION

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

## OUR VISION

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

## OUR CORE VALUES

### LIVING 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

### ACCEPTING 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

### PROMOTING 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

### ACHIEVING 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

### INSPIRING 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...

**Learning Today,  
Leading Tomorrow**



## OUR FACILITIES



**REGIS**  
Catholic Schools

Central Office  
2728 Mall Drive, Ste 200 | Eau Claire  
(715) 830-2273

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**GENESIS**  
Child Development Center

418 North Dewey Street | Eau Claire  
(715) 830-2275



**REGIS**  
Child Development

2114 Fenwick Avenue | Eau Claire  
(715) 830-2274

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**IMMACULATE CONCEPTION**  
Elementary School

1703 Sherwin Avenue | Eau Claire  
(715) 830-2276



**ST. JAMES**  
Elementary School

2502 11th Street | Eau Claire  
(715) 830-2277



**ST. MARY'S**  
Elementary School

1828 Lynn Avenue | Altoona  
(715) 830-2278

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**REGIS**  
Middle School

2100 Fenwick Avenue | Eau Claire  
(715) 830-2272



**REGIS**  
High School

2100 Fenwick Avenue | Eau Claire  
(715) 830-2271

## PEACE THEME

### **PRAYER OF PEACE – ST. FRANCIS OF ASSISI**

Lord, make me an instrument of your peace  
Where there is hatred, let me sow love  
Where there is doubt, faith  
Where there is despair, hope  
Where there is darkness, light  
And where there is sadness, joy.  
O Divine Master,  
grant that I may not so much  
Seek to be consoled as to console  
To be understood, as to understand  
To be loved, as to love  
For it is in giving that we receive  
It is in pardoning that we are pardoned  
And it is in dying that we are born  
to eternal life.

### **PEACE PLEDGE**

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

### **MISSION STATEMENT PLEDGE**

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

## REGIS SCHOOL SONGS & COLORS

### **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

## OUR SUPPORTING PARISHES

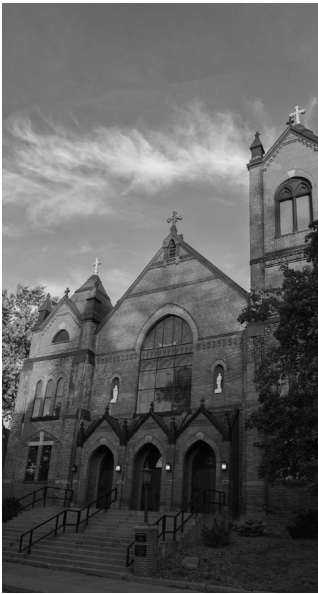
Regis Catholic Schools is financially and spiritually supported by local Catholic parishes. These supporting parishes are part of the Diocese of La Crosse. Under the direction of the Diocesan Bishop, the Diocesan Office of Catholic Schools serves to support the parishes and Regis Catholic Schools with its mission.



**IMMACULATE CONCEPTION PARISH**  
1712 Highland Avenue | Eau Claire  
(715) 835-9935



**THE NEWMAN PARISH**  
110 Garfield Avenue | Eau Claire  
(715) 834-3399



**SACRED HEART OF JESUS -  
ST. PATRICK PARISH**  
322 Fulton Street | Eau Claire  
(715) 832-0925



**ST. JAMES THE GREATER PARISH**  
2502 11th Street | Eau Claire  
(715) 835-5887



**ST. OLAF PARISH**  
3220 Monroe Street | Eau Claire  
(715) 832-2504



**ST. MARY'S PARISH**  
1812 Lynn Avenue | Altoona  
(715) 855-1294

In addition to time and spiritual support, these parishes provide approximately \$1 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.



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.

## CURRENT PARISH REPRESENTATIVES

**Angie Stombaugh** - Immaculate Conception Parish  
stombaam@uwec.edu

**Linda Schultz** - St. James the Greater Parish  
linda1735@gmail.com

**Michael Brahmer** - St. James the Greater Parish  
brahmers@gmail.com

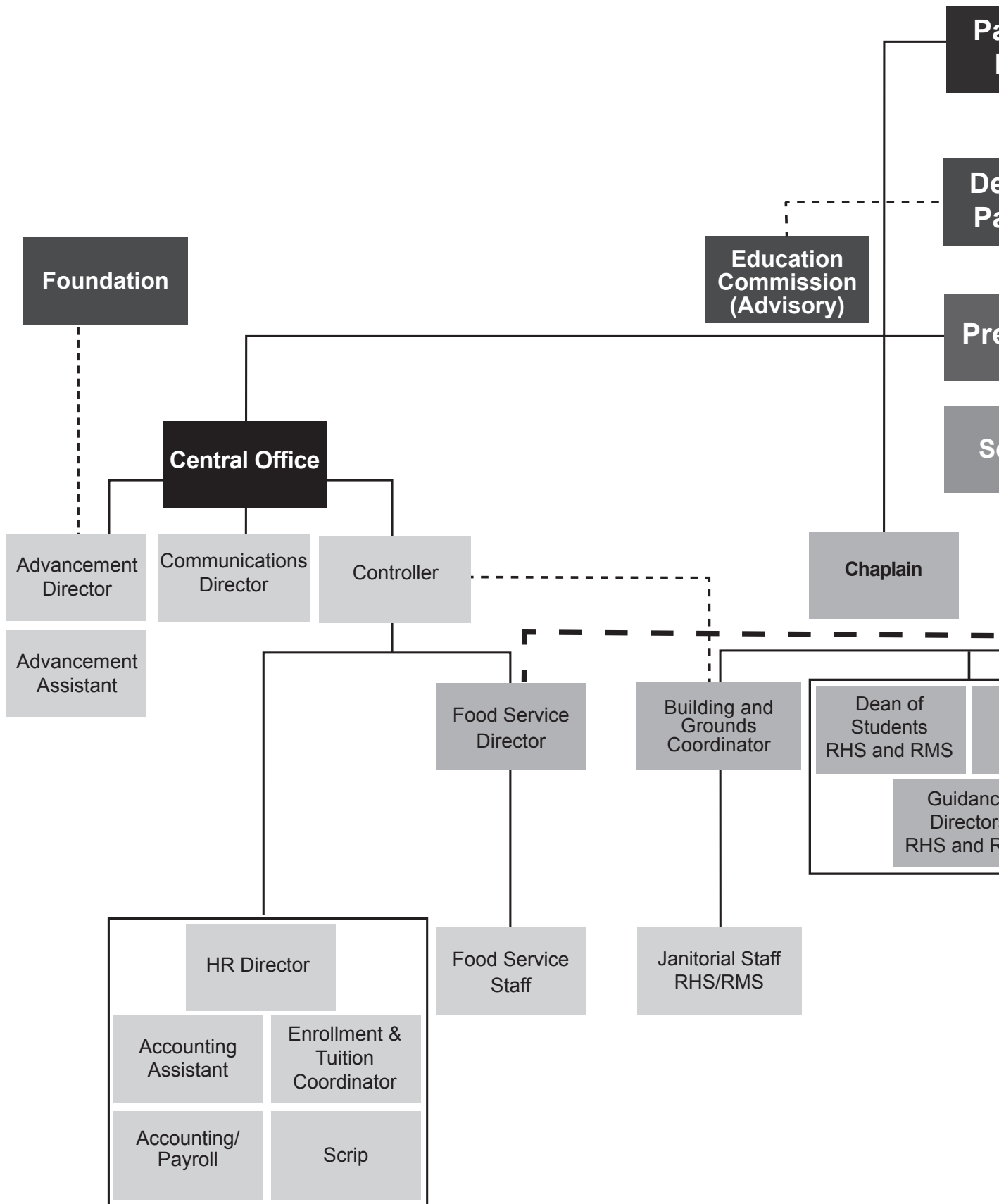
**Becky Semling** - St. Olaf Parish  
reba.semaling@gmail.com

**Jeremy Bergeron** - St. Mary's Parish  
bersh\_09@hotmail.com

**Laura Miller** - Sacred Heart of Jesus - St. Patrick Parish  
miller.laura.r@gmail.com

**Nicole Berschback** – The Newman Parish  
nberschb@gmail.com

Please reference the general Regis Catholic Schools system calendar, available at **[RegisCatholicSchools.com/parents-students/calendars/](http://RegisCatholicSchools.com/parents-students/calendars/)**, to see the Education Commission's scheduled meeting dates and times.



# LEADERSHIP

Parish  
Pastoral  
Dean

Parish  
Clergy  
Pastors

Finance  
Council  
(Advisory)

Parish  
President

Parish  
Schools

Principal  
RHS  
RMS

Principal  
IC Elementary

Principal  
SJ Elementary

Principal  
SM Elementary

Early Child  
Development  
Administrator

Athletic  
Director

Parish  
Sports  
RMS

RCDC Director

GCDC Director

Assistant  
RCDC Director

Assistant  
GCDC Director

RHS/RMS  
Faculty & Staff

IC Elementary  
School  
Faculty & Staff

SJ Elementary  
School  
Faculty & Staff

SM Elementary  
School  
Faculty & Staff

RCDC  
Staff

GCDC  
Staff

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 [RegisCatholicSchoolsFoundation.com](http://RegisCatholicSchoolsFoundation.com).

## COMMUNICATIONS

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!**



**Just send  
“Y” or “Yes”  
to 67587**

**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 have a weather-related early closure, all students will follow their regularly scheduled pick-up procedure, with the exception of after-care.

If our schools are closed due to inclement weather, all after-school care, as well as 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.

## SOCIAL MEDIA

Regis Catholic Schools uses social media to share photos, stories, announcements, and more from our schools on a regular basis.



facebook.com/RegisCatholicSchools



instagram.com/regiscatholicschools

#WeAreRegis  
#RamblerNation

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](mailto: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 [RegisCatholicSchools.com/social-media-commenting-guidelines/](https://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.

## HOW TO PURCHASE REGIS RAMBLERS GEAR

Regis Catholic Schools offers an online store for Regis Ramblers gear at <https://sideline.bsnsports.com/schools/wisconsin/EAUCLAIRE/regis-catholic-schools>.

Our sideline store is available for orders 24/7 and features multiple different item and logo options.

We also offer an in-person school store on the Regis campus, with open shopping hours advertised in our weekly email newsletter.

## ENROLLMENT & TUITION INFORMATION

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 Kayla Bahnub, Enrollment & Tuition Coordinator, at [kbahnub@RegisCatholicSchools.com](mailto:kbahnub@RegisCatholicSchools.com) or (715) 830-2273, ext. 1404.

## FACTS PAYMENT PLANS

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](https://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 30 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 **[online.factsmgt.com/signin/3FDS3](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 2.95% 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 or the Regis Catholic Schools Central Office.

## 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:

- At the end of June, the family will receive written notification that their account is past due, along with a copy of this policy.
- If there is still a balance by July 31, the student(s) will not be permitted to participate in co-curricular activities or attend class in the fall until the balance is paid in full.
- If the balance is paid by August 31, the student(s) can re-enroll and will be eligible to participate in co-curricular activities.
- Families not returning to Regis Catholic Schools for the next academic school year will have their account turned over to a collection agency.

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

## TUITION REIMBURSEMENT (STUDENT WITHDRAWAL)

Our operating budget is determined, in part, by the tuition paid for enrolled students. In the case of a student's early withdrawal – whether initiated by the family or by the Regis Catholic Schools administration – tuition will be charged through the end of the academic quarter in which the student is enrolled. If a student withdraws before the first day of school, a full refund will be given, minus any enrollment or FACTS plan fees.

## 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.

Tuition assistance will only be given to those families who apply for aid through the St. Benedict's application process.

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.factsmgmt.com/signin/3FDS3>.

### **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 \$40 non-refundable fee due to FACTS Grant & Aid when you submit your application. Please contact the Enrollment & Tuition Coordinator if you need assistance with the application fee.

### **4. What kind of financial information do I need to submit to FACTS Grant & Aid?**

You will need to upload, mail, or fax to FACTS Grant & Aid copies of your W-2s and 1040 Federal Tax return. These documents need to be submitted to FACTS Grant & Aid (not RCS).

### **5. When will I be notified of the amount of the St. Benedict Tuition Assistance Scholarship?**

Regis Catholic Schools will notify families by between May-June and the award amounts are automatically included on the tuition statement sent out in July.

## REGIS CATHOLIC SCHOOLS ACADEMIC AND SERVICE SCHOLARSHIP BOOKLET

The Regis Catholic Schools Scholarship booklet is published in the spring and applications to the listed scholarships are due to school offices in April. There are PreK-12 grade scholarship opportunities in this booklet.

## WISCONSIN PARENTAL CHOICE PROGRAM (TUITION VOUCHERS)

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](http://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.

5. Families are responsible for completing the required application and providing supporting documentation by the posted deadline. This deadline changes every year and is shared online at [RegisCatholicSchools.com/admissions/parental-choice-program/](http://RegisCatholicSchools.com/admissions/parental-choice-program/).

Please note, restrictions exist for current Regis Catholic Schools students regarding entry points for the Wisconsin Parental Choice Program. A current student must be entering an approved grade level to be considered for entry into the program. Please contact the Enrollment & Tuition Coordinator for more information.

## WISCONSIN TAX DEDUCTIONS

Beginning on January 1, 2014, the State of Wisconsin created an income tax deduction for elementary and secondary school tuition expenses. Taxpayers are able to claim their paid private and religious school tuition expenses of up to \$4,000 for each dependent child in K-8 grade and up to \$10,000 for each dependent child in grades 9-12.

## TUITION REFERRAL BONUS

Referrals are very important to our schools and we thank you for sharing your experience here at Regis Catholic Schools with others!

If you help influence a new family to register a student (or students) at Regis Catholic Schools, you will earn a tuition credit.

**IMPORTANT: The family new to Regis Catholic Schools must complete and submit our Referral Form to allow us to properly credit the Tuition Referral Bonus.**

### PROGRAM DETAILS

- Current families referring new families to RCS are eligible for a one-time tuition credit of \$500 per referred family, plus an additional \$250 for every additional student the new family enrolls for the same school year. For example, if the new family you refer to enroll at Regis Catholic Schools enrolls three (3) new students, the current (referring) family would receive the following



tuition credit: \$500 (First New Student) + \$250 (Second New Student) + 250 (Third New Student) (\$1,000 TOTAL)

- The new family referred to enroll at RCS will also receive a one-time tuition credit of \$500.

*\*\* If the referring family or the new family participates in the Wisconsin Parental Choice Program (WPCP), they are ineligible for the one-time tuition credit. In that instance, a one-time \$100 credit towards Ramblers merchandise sold at the Regis Catholic Schools Central Office will be issued.*

- These incentives will be awarded as tuition (or merchandise) credits. There is no cash value and no carryover of any credit that exceeds your family's annual tuition bill. Preschool is not eligible to receive the tuition credit. The current RCS family must have at least one (1) child enrolled in K-12 for the upcoming school year to be eligible for any credits.
- This program is for referral of new families who have students eligible for K-12 that have not been enrolled with RCS for at least one year.

If you have any questions, please contact our Enrollment & Tuition Coordinator at (715) 830-2273, ext. 1404.

## 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 at the end of the school year, with any required payments due in June.

## 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 have 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.

### **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 restarts each year in early April. 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 **RegisCatholicSchools.com/parents-students/scrip/**. Any retailer not listed on this order form, but available for order online, is considered a special order. Delivery of these cards will vary depending on the vendor and your order date.

# REGIS MIDDLE SCHOOL & REGIS HIGH SCHOOL HANDBOOK

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

## 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.

## CODE OF CONDUCT

High standards of behavior are encouraged by a clear Code of Conduct backed by a balanced combination of rewards and consequences, which are enforced fairly within a positive school atmosphere. The long-term goal is to help students, as they grow older, move away from an externally imposed discipline to becoming self-disciplined and mature. We believe *Catholic Character Counts* and have established the following 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.

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
- Cooperating
- Telling the truth
- Respecting the rights and property of others
- Being kind
- Helping others
- Practicing self-control
- Behaving with courtesy
- Facing up to the consequences of our actions

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.

## FAMILY CODE OF CONDUCT

### Statement of Purpose

The participation of families (parents, guardians, and caregivers), volunteers, and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Without meaningful parent and school partnerships, efforts in isolation to increase academic, spiritual, and physical growth will be futile. Research has maintained that a positive relationship between home and schools benefits students, families, and the school community.

**This code of conduct applies to all families, volunteers, and visitors who interact with schools and offices within Regis Catholic Schools. It also applies to those who are present at school, school-sponsored activities, meetings, and/or functions during and outside of school hours.**

To create a climate and culture of support for all students, there is an expectation for all stakeholders to work together to ensure that every student attains high academic achievement, positive social and emotional development, and spiritual growth.

### Guidelines

To maintain an orderly, respectful, and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is required. Families are expected to support the values of Regis Catholic Schools, model appropriate behaviors for their children to learn from, and work with Regis Catholic Schools as it educates all students.

Parents can support Regis Catholic Schools and be positive role models by doing the following:

- Recognize that the education of children is a joint responsibility of families and the school community.
- Convey a supportive attitude towards education and the school system.
- Build mutually respectful relationships with administration, teachers, school staff, bus drivers, other families, and their child(ren)'s friends.
- Review the school handbook with your child(ren) each year.
- Model for students appropriate behavior and adherence to policies and procedures.
- Discuss expectations for adhering to classroom rules with students.
- Ensure that students are dressed and groomed in a manner consistent with our system dress codes.
- Ensure that students bring only items appropriate and related to the instructional program at school.

- Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issue.
- Inform school officials of changes in the home situation that might affect student conduct or performance. Parents should not involve Regis Catholic Schools in parenting disputes or expect school personnel to act as the go-between for estranged parents.
- Complete forms and provide permissions promptly when requested to do so by Regis Catholic Schools.
- Keep Regis Catholic Schools informed about a child's behavioral or educational needs, including providing updated medical information as it becomes available.
- Provide a place for study and ensure homework assignments are completed.

### **Conduct Prohibited on School Property**

As members of the school community, parents are expected to conduct themselves in a lawful, ethical, safe, and responsible manner that recognizes and respects the rights of others and the expertise, experience, and qualifications of staff.

No person shall:

1. Act in a threatening manner (i.e. gross disrespect, threatening, using loud or offensive or profane language, swearing or displaying temper, or causing disruption to professional or academic climate) towards any staff member or student.
2. Approach someone else's child to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences.)
3. Injure any other person or threaten to do so.
4. Damage or destroy school property or the property of a teacher, administrator, other district employee, or any other person lawfully on school property, including graffiti or arson.
5. Disrupt classes, school programs, or other school activities.
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication.
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff) unless all participants in the conversation have given their permission for the recording or videotaping.
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/ students through social networking and websites.
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry.
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds.
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program.
12. Intimidate, harass, or discriminate against any person based on race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability, or age.
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
14. Obstruct the free movement of any person in any place to which this code applies.
15. Violate the traffic laws, parking regulations, or other restrictions of vehicles while on school property.
16. Possess, consume, sell, distribute, or exchange alcoholic beverages, tobacco, controlled

substances, or be under the influence of either on school property or at school functions.

17. Possess or use weapons in or on school property or at any school function, except in the case of law enforcement officers.
18. Loiter on school property or at school functions.
19. Gamble on school property or at school functions.
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
21. Willfully incite others to commit any of the acts prohibited by this code.
22. Violate any federal or state statute, local ordinance, or school policy while on school property or while at a school function.

### **Consequences for a Breach of the Code of Conduct**

The administration will have absolute discretion in deciding how to best respond to concerns about noncompliance with the Family Code of Conduct. When administration considers a breach, they may implement one or more of the following non-exhaustive list of consequences:

- A request seeking the relevant conduct immediately cease.
- A written warning.
- A banning from Regis Catholic Schools grounds, either for a particular period of time or permanently.
- An exclusion from school activities or events.
- Contacting the appropriate authorities (in case of criminal behavior).
- A requirement for the relevant person to only communicate with a nominated school representative.
- Termination of the enrollment of the offender's student(s).

## 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 detentions
2. Truancy
3. Smoking, vaping, 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. The use of social platforms or any other form of electronic devices (including, but not limited to, Facebook, Twitter, Instagram, Kik, Snapchat, texting, etc.) that is deemed by the administration to be inappropriate or disruptive to student learning will be addressed and may incur school disciplinary measures. Regis is not solely responsible for resolving all issues that are connected to electronic communications between students. Parent-to-parent communication has been positive and strongly encouraged to resolve issues prior to possible school disciplinary measures.
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. Academic dishonesty
15. Poor academic progress
16. Giving a false report to an administrator
17. Disruptive behavior on school buses
18. Carrying or concealing weapons
19. Any of the grounds for expulsion
20. Poor attendance

### **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)

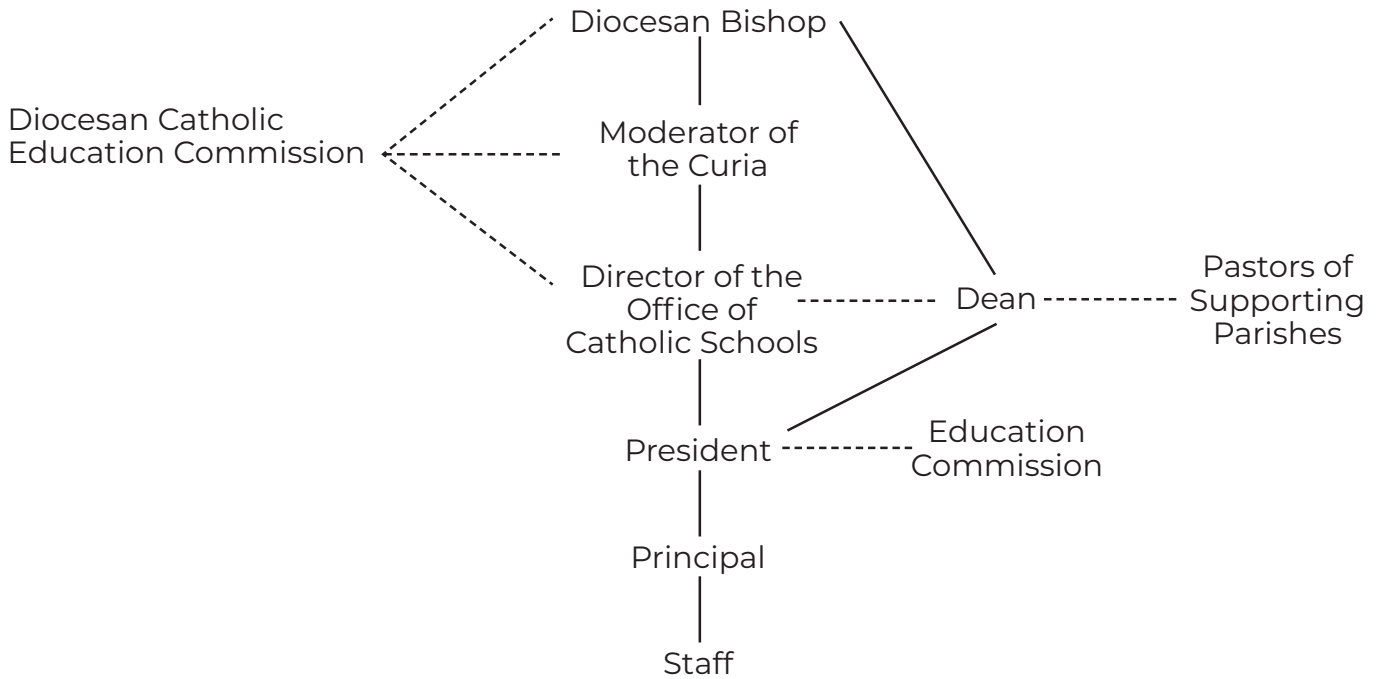
Any of the following may be, but are not limited to, cause for expulsion:

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/administration
4. The use of indecent or abusive language or gestures to any staff or student
5. The use of social platforms or any other form of electronic devices (including, but not limited to, Facebook, Twitter, Instagram, Kik, Snapchat, texting, etc.) that is deemed by the administration to be inappropriate or disruptive to student learning will be addressed and may incur school disciplinary measures. Regis is not solely responsible for resolving all issues that are connected to electronic communications between students. Parent-to-parent communication has been positive and strongly encouraged to resolve issues prior to possible school disciplinary measures.
6. Unacceptable/inappropriate use of any recording (voice, picture, video, etc.) made or taken
7. Possession of, or computer access to, pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities, or on school buses



- 8. Truancy
- 9. Academic dishonesty
- 10. Poor academic progress
- 11. Poor attendance
- 12. Behavior that adversely affects the status of the school
- 13. Behavior that deteriorates the morale of other students or the staff
- 14. Behavior that endangers the safety of other students or staff

DIOCESE OF LA CROSSE ORGANIZATIONAL CHART OF UNIFIED SCHOOLS PRESIDENT-PRINCIPAL MODEL



Pastoral and Administrative Responsibility \_\_\_\_\_  
 Consultive Responsibility .....

## 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.
- Using AI without permission from the teacher.
- Using AI with permission from teacher, but with failure to site source and chat log.
- Communicating answers with another student during an examination or before all students have taken the exam.
- Taking an examination for another student or having someone take an examination for you.
- Directly copying another student's written work and/or offering another person's work as one's own. This includes cut/paste from another's paper or a web-based source. (Plagiarism)
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes, or information during an examination.
- Allowing another to do the research and writing of an assigned paper.
- Stealing, or attempting to steal, an examination or answer key for personal use or for giving or selling to others.
- Changing or attempting to change academic records.
- Using unauthorized electronic devices including calculators, cell phones, mp3 players, and other devices without permission from the instructor during an exam.
- Taking pictures (or electronic forms) of an exam, quiz, homework, project, or a school assignment (with or without answers) that can help another student gain an advantage in some manner will be highly scrutinized by administration. Any student who knowingly or intentionally helps another to perform any of the above acts of cheating is guilty of "collusion" and could be subject to the same disciplinary action as the student who is responsible for the cheating.

The consequences for the first incident of cheating include:

- Earning a zero for the assignment, quiz, test, paper, or project
- Detention
- A personal contact between the teacher and the student's parents/guardians
- A discipline referral forwarded to the administration and the counselor

The consequence for subsequent incidents includes:

- Athletic Code Below the Line Violation
- Earning a zero for the assignment, test, paper, or project
- In-School suspension
- Removal from the National Honor Society
- A required parent/guardian/student conference with an administrator, the counselor, and the teacher(s)

## ACADEMIC HONORS

### Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be named after the seventh semester exams and grades are turned in. In order to qualify as either the Valedictorian or Salutatorian, a student must be enrolled at Regis High School for six consecutive semesters. The selection will be based on the highest cumulative GPA including the addition of the weighted Advanced Placement GPA factor. If there is a tie at the fourth rounded decimal place, multiple Valedictorians and/or Salutatorians will be named.

## ACADEMIC PROGRESS

Report cards are issued quarterly reflecting academic progress, achievement, effort toward that achievement, development of habits, and attitudes in relation to a student's own abilities as well as to fellow classmates. 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	B = 3.0000	C = 2.0000	D- = 0.6667
A- = 3.6667	B- = 2.6667	C- = 1.6667	D+ = 1.3333
B+ = 3.3333	C+ = 2.3333	D = 1.0000	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	A	83-86	B	73-76	C	60-62	D-
90-92	A-	80-82	B-	70-72	C-	67-69	D+
87-89	B+	77-79	C+	63-66	D	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	Business	.5 Credit
Physical Education	1.5 Credits	Social Studies	3.5 Credits
Religion*	4.0 Credits	Foreign Language	2.0 Credits
Math	3.0 Credits	Total Required	22.5 Credits
Science	3.0 Credits	Total Elective	3.5 Credits
Fine Arts	1.0 Credit <sup>1</sup>	Must Pass Civics Exam	0 Credits
Health	1.0 Credit	Minimum Requirements	26.0 Credits

<sup>1</sup>Successful completion of 1 credit of art or music.

\*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

## 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. 55,1,10;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 (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

## ADMISSION & ENROLLMENT POLICY

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

- A. Students are accepted without regard to race, color, or national or ethnic origins. Children of all faiths are welcomed and expected to share in religious education.
- B. Enrollment for the next school year will open in January/February. The specific dates will be announced via school communications/calendars and on the Regis Catholic Schools website.
  1. Current RCS families will be provided a one-week priority enrollment period in January to re-enroll for the coming school year. Current families will have the opportunity to enroll current students and siblings (new students) during this time.
    - a. **Once this one-week priority enrollment period has closed, current RCS families are no longer guaranteed enrollment within the system.**
  2. Following the priority enrollment period for current RCS families, enrollment for the next school year will open for families new to the Regis Catholic Schools system.

NOTICE | Regis High School students will not be allowed to register for dual-credit courses until their Regis Catholic Schools enrollment process has been completed for the coming school year.

**After the one-week priority enrollment period for current RCS families has ended, classes will be filled based on the date of application under the following order of priority.**

### **Order of Priority (New Families & In-System Building Transfers)**

If there are more enrollments than available grade level capacity, the following will be considered in order of priority:

1. Children of Regis Catholic Schools employees.
2. Active members of our supporting parishes (Immaculate Conception, Sacred Heart/ St. Patrick, St. James the Greater, St. Mary's, St. Olaf, Newman Parish at UWEC) who are practicing Catholics.
3. Kindergarten through 4th grade students wishing to transfer from one RCS elementary to another.
4. Preschool students at one of our RCS tuition-based preschool programs.

5. Children enrolled at one of our RCS Child Development Centers.
  6. Children enrolled in a RCS-based Eau Claire Area School District 4K program.
  7. Transfer from another Catholic school outside of the RCS system.
- C. Wisconsin state guidelines for age and grade level will be followed in the admissions process.
  - D. An age-appropriate development and/or educational assessment by the principal and/or faculty may be given to students entering the school. This assessment assists in the placement of a child. Admission requirements include but are not limited to: review of previous school records, standardized tests, a meeting with the Enrollment & Tuition Coordinator and/or member of the RCS Administrative Team, a school tour, and classroom visitation.
  - E. As a private school, the academic setting of mind, body, and spirit may not be designed to accommodate the needs of all children. The admission process facilitates determining if RCS can provide a suitable educational program for the child seeking admission. We do not have a special education program/educational services. If your child has special education needs, please talk to the building administrator for more information on what resources may be available.
  - F. All transfer students are considered probationary students for the first semester of attendance. During this time, grades, attendance, and discipline are monitored, and the student's status is reevaluated at semester end, at which time the provisional status may be removed.
  - G. Admission of students in one year does not guarantee readmission of that student in subsequent years. RCS may decide not to readmit a student in a subsequent year for any reason unless prohibited by Federal or State Civil Rights laws.
  - H. Class size is guided by the Enrollment and Class Offerings Policy and determined by the President. When a class is at capacity, all waiting list requests will continue to be considered by application date for future admission.
  - I. Students accepted into the Wisconsin Parental Choice Program (School Voucher) who are new to RCS cannot displace other currently enrolled students from a building. Accommodations will be made to make sure there is room for the new students to be in a grade-appropriate class.

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

### **Non-Discrimination Policy**

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

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

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.

### **Enrollment Procedures**

Enrollment is handled through the Regis Catholic Schools Central Office, located at 2728 Mall Drive, Ste 200 in Eau Claire, Wisconsin. A student is not considered enrolled until the enrollment form, enrollment fee, and transfer form (when applicable) have been submitted and processed.

### **Custody Agreement**

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

## ASBESTOS

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

## ATTENDANCE & ABSENCES

All students in attendance are to participate in school activities including church-related activities 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. Regular attendance is essential for children. Students may not leave school during class hours without permission from the office and signing out.

### Excused Absences

Regular attendance at school is mandated by the state (Wis. s.s. 118.15.118.16). Therefore, absence from a class should not occur without serious reason. It is the right of the school to determine what an acceptable excuse for absence and tardiness is. A parent is not allowed by state statute to excuse a student more than 10 times without documentation from a doctor or medical professional.

**No appointments or other related absences should be scheduled on mornings during Mass, normally held at 9:45 a.m. If a student misses a part of a liturgy day and is not in attendance at Mass, the student will have lunch on the following day with the Chaplain. If the student misses the entire day when Mass is celebrated due to illness or a school-sanctioned event, they will not have lunch with the Chaplain.**

When a student will not be in school, parents/guardians are to call the school office before 8:15 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 for a minimum of 4 class periods (1/2 day) in order to attend school-sponsored activities after school hours. This includes, but is not limited to, sporting events, plays, and dances. The only exceptions would be made for pre-arranged doctor or dental appointments, school-sponsored absences, or family emergencies. The school must be notified prior to or during the school day if the student wishes to attend an after school event. The following expectations regarding attendance will apply to student eligibility to participate in athletic or other extra-curricular activities held after school or in the evening.

- Students must be in attendance for the half day to be eligible to participate in any after school or evening activity on that day. Exceptions to this requirement are listed in the co-curricular code.
- Attendance will be recognized as student athletes physically present in the school building for classes.

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.

- Any high school student who leaves campus without such notification and permission from school administration will be considered truant and will be dealt with appropriately. All



students who leave during the school day must sign out in the school office and sign back in when they return to school. Not following this procedure will result in this absence being treated as truancy and will be dealt with appropriately. **Virtual students must attend class live for attendance to count.**

### **Unexcused or Excessive Absences**

When a student is absent from school and the school has not been notified by 8:15 a.m., the school will attempt to contact the parent/guardian to verify that the student is absent for a justifiable reason. Excessive absences, whether they be anticipated, excused, or unexcused, may make it necessary to have a conference with the administration, parents/guardians, and student. Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. Examples of unexcused absences include, but are not limited to, working (except for approved work study programs), oversleeping, baby-sitting, staying home to do homework or to prepare for a test, or an anticipated absence that is not filled out at the appropriate time. The administration reserves the right to determine if an absence is to be judged excused or unexcused for all other cases.

### **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, as listed in Skyward, 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 middle school students are expected to enter the building to sign student 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.

### **Family Trips**

If a child is participating in a family trip, a written request to the office using the anticipated absence form is required at least one week prior to the student's absence. If these steps are taken before the trip, the absence will likely be excused and the student will have the opportunity to make up class work. Wisconsin state law indicates that parents may not purposely keep their child out of school more than (5) days in a row or cumulative for family trips, etc. or the student is considered excessively absent and truancy can be pursued. Families should be aware of state law when planning trips during the school year and are encouraged to take special trips during times when school is not in session. 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.

### **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 extended absences. If a child is participating in a family trip, a written request to the office and classroom teacher is required at least one day prior to the student's absence. Assigned homework will be given to the student after he/she returns from vacation. Any missed assignments will be the responsibility of the student when he/she returns to class. Students will be required to complete missed assignments in a timely manner as required by their teacher/school.

Please attempt to make medical and dental appointments for after school hours or during vacation. Parents who request that their child be absent from school because of a doctor's appointment are asked

to submit a written request at least one day prior to the student absence.

- Regis High School and Regis Middle School use an Anticipated Absence Form, which can be obtained at the school office. The student is to return the signed form to the school office before leaving. Failure to follow the proper procedure will result in the absence being treated as unexcused. It is the student's responsibility to make sure school work is completed.
- Regis High School students who want to visit a prospective college should follow the same procedure as for any other anticipated absence.
- Students with an unexcused absence will make up the time; for example, one (1) period of detention for each period missed in the school day. After three (3) unexcused absences equaling three detentions, the student will be assigned a day of in-school suspension. Anytime a student has more than three (3) detentions, the consequence is a day of in-school suspension.

### **Tardiness**

The student is considered tardy if he/she arrives in the classroom after the bell that begins the school day or period. First hour tardy for the beginning of the day is kept and monitored the same as all other periods of the day. The office tracks the number of times a student is tardy to any class in a semester. A pattern of tardiness will result in a parent contact. Regis students will be issued detention for excessive days tardy. Excessive tardiness is more than four (4) times tardy in one semester. Students who accumulate more than 4 tardies will serve a detention every time they are late/tardy after that until the new semester begins.

First hour senior release privileges will be revoked if a student is late to Homeroom more than two times during a quarter.

### **Truancy**

Irregular school attendance hampers the learning process and detracts from the quality of your child's education. Excessive absences may make it difficult for a student to master the necessary skills at the present grade level to go on to the skills at the next level. As directed under the state law: WSS 118.15 (3) (a), if the absences continue to occur, it will be necessary to obtain a written statement from a licensed physician indicating the condition of your child and the time period for which it is valid, not to exceed 30 days. Without the physician's note, the absences would become unexcused. Repeated truancy will result in review for possible dismissal, suspension, or expulsion.

Truant students will not be permitted to participate in co-curricular activities for that day and any days of suspension that may result. Regis Catholic Schools will contact County Social Services to report students who are habitually truant.

See Wisconsin Truancy Policy available at

<https://dpi.wi.gov/sspw/pupil-services/school-social-work/contents/attendance-truancy-dropout/resources#csat>.

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

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

- Excused Absence – All work made-up (including anticipated absences) within the given time limit will be graded at 100% of the earned grade. Work not made up in the required time will be given a grade of "0".
- Unexcused Absence – Students will be responsible to make up all missed work. Work made up within the given limit will be recorded at 50% of the normal grade.

- Truant – Any student found to be truant will not be allowed to make up any missed homework or tests and will receive a grade of “0” for all missed work.

### **Closed Campus**

All our Catholic schools operate on a closed campus system. No student is to be outside the school building during the regular school day without permission of a staff member or the office. 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. Any middle or high school student leaving the school at any time other than the end of the school day must sign out in the school office unless the student is on an approved attendance list for an athletic contest or other field trip. Students from another school may visit 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

A program for band instruction is offered to all students in grades 6-12. Parents interested in seeking individual lessons for their children during the school year are encouraged to speak to the Regis Middle & High School band instructor to receive recommendations for the best-related options. Parents are responsible for purchase or lease of instruments. Teachers and schools are not responsible for instruments left at school, lost, or stolen.

## BLOODBORNE PATHOGENS

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

## CELL PHONES, ELECTRONIC DEVICES & CYBER BULLYING

Numerous electronic devices have become a reality in our modern world. Like any new technology, there is the problem of using the technology in an appropriate way. Regis Catholic Schools wants to teach students appropriate use of electronic devices that does not disturb other students or take away from quality instruction.

Regis High School students may only use personal electronic devices before school, after school, lunchtime, and during passing periods. The policy is that all personal mobile electronic devices (including smart watches) should be left in lockers or immediately placed into phone holders upon entering the classroom. School administration and teachers may confiscate a student’s personal electronics if it is found to be a violation of this policy. Additionally, frequent violators may be required to have a parent come and pick up the phone. **Electronic devices should never be used in bathrooms or locker rooms.**

Students are not to take cell phones or ear buds to Mass. Students in possession of their cell phone or wearing ear buds at Mass will be issued a detention on their first occurrence and an in-school suspension for all additional occurrences.

Students serving a detention or an in-school suspension will be asked to turn their cell phone into the office during that time.

Regis Middle School students are to put their cell phones in a holder on the door of their homeroom teacher **before the start of the school day**. There is no exception to this policy and is expected every day at the same time and same place. Students are able to retrieve their phone at the end of the day at 2:45 p.m.

Students who use their electronic device inappropriately will be asked to turn the device over by the staff member who notices it. A student's refusal to turn it over may result in an out-of-school suspension. Students may NOT use camera phones or cameras anywhere on school property unless permitted by an administrator. Inappropriate use of these devices 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, social networking sites, 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 school day. Inappropriate use of electronic devices, cell phones, social media sites, applications used on devices, etc. often leads to a disruption of the learning environment and/or ability for another student to feel comfortable to attend class and may lead to school disciplinary measures. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration may take disciplinary actions including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

On the first offense of a student using an electronic device inappropriately at school, detention will be issued and the student will be allowed to retrieve the confiscated electronic device at the end of the day. A second violation will result in the confiscation of the device, a detention will be issued, and the parent will be notified that the item will be returned when the parent comes to the school and requests it.

## CLASS OPTIONS

Please refer to the Regis High School Academic & Career Planning Guide found on our website for more information on class options.

### **Dual Credit and WVS**

Students can only take online CVTC or WVS courses if in-person does not fit into their junior and senior schedules. Juniors and seniors can take a maximum of two WVS courses per semester. They can take a maximum of two online CVTC courses per semester. Students are responsible for 100% of payment and scheduling for summer courses. Students cannot substitute WVS or dual credit courses for in-person RHS options.

Students who fail to maintain a C or better in WVS or dual credit courses will no longer be eligible to enroll in future online or dual courses. WVS and dual credit courses not passed at a C or better are the financial responsibility of the student and family.

## COLLEGE VISITS

Admissions representatives from many colleges visit Regis throughout the school year. Seniors may visit with the admissions representatives with permission of the instructor of the class or classes they will miss. Students will sign in before the college presentation. Juniors may attend college visits when they have written permission from their parents for the visit and permission of the instructor whose class they will be missing. Attendance at the college visit will be compared to class attendance to verify attendance and monitor students who may be abusing this privilege. The guidance office should notify the students and teachers the day before the college visit.

## CONCUSSION PROTOCOL

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, reading, 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, projects, etc. will be assigned, handed-in, graded, or assessed at this time. It will be a 'no count' in the teacher's gradebook.
- 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.

## CONFERENCES

As a personal means of informing parents as to the development of their children, schools schedule conferences on a regular basis. Normally the children should have the opportunity to be at these conferences.

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 are scheduled online. Winter conferences are scheduled by teacher request or parent online request.

## 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)

## DANCES

Regis High School dances are for high school students only. A Regis High School teacher must be in charge of hosting a dance. The dances must have chaperones made up of teachers and parents. Visitors must have a pass and be cleared by administration or the teacher in charge of the dance to be allowed attendance at the dance. All music played at the dances should meet the Music Policy of Regis Catholic Schools.

## DEFIBRILLATOR

The Regis campus has three automated external defibrillators available. Two defibrillators are stored in wall-mounted cabinets. One is located outside the main office near the auditorium. The other is located outside the gymnasium doors on the wall toward the cafeteria. A third defibrillator is portable and available for transport to off-campus events.

## DETENTION POLICY

Detention will be served before school from 7 a.m. – 7:45 a.m. The principal or his/her designee will determine the place.

1. Students given detention by a staff member or the office are to serve detention the next week that it is scheduled.

2. Failing to serve the assigned detention in the appropriate time period will result in the issuing of an in-school suspension.

Failure to abide by school policies may result in the following:

- 1st time: An in-school suspension and the notification of the parent/guardian.
- 2nd time: An out-of-school suspension and a conference with the parent, student, and the principal or his/her designee before the student is readmitted. A reminder that refusal to follow school rules is grounds for dismissal.
- 3rd time: An out-of-school suspension and referral for dismissal for refusal to follow school rules.
- 4th time: Dismissal for failure to follow school rules. This would only occur if it were determined that dismissal was not justified after the 3rd time because of extenuating circumstances.

The detention rules are as follows:

- Students are to bring work with them and remain quiet and seated during the detention period.
- No food or drink. No radios, headsets, cell phones, etc.
- The regular school dress code will be in effect.
- The detention supervisor has the right to make reasonable requests of the students during the detention period.
- Failure to follow reasonable directions and the rules of the detention period will result in the student being asked to leave the detention period. The student would be assessed an additional detention. These two detentions must be served on the next two available detention days.
- Students may be asked to perform physical labor (cleaning, sweeping floors, etc.).

## DIRECTORY INFORMATION

Please inform the Regis Catholic Schools Central Office if you are changing addresses, email addresses, or telephone numbers.



# DRESS CODE

Dress codes have proven to increase achievement by encouraging students to concentrate more on their studies and less on their wardrobe. Students at Regis Middle School and Regis High School are expected to dress in a God-pleasing manner with a focus on the dignity of the human body. We hope that parents/guardians will give students proper guidance in dress attire. Students must comply with the dress code throughout the school day, in the building, and on field trips unless specifically excused by the administration.

## **Regis Campus Dress Code (Regis Middle School & Regis High School) "Modesty Matters"**

A dress code promotes a positive school atmosphere, emphasizing academics and promoting good behavior. Dress codes have proven to increase achievement by encouraging students to concentrate more on their studies and less on their wardrobe. Students at Regis Middle School and Regis High School are expected to dress in a God-pleasing manner with a focus on the dignity of the human body. We hope that parents/guardians will give students proper guidance in dress matters. Students must comply with the dress code throughout the school day, in the building, and on field trips unless specifically excused by the administration.

### **ENFORCEMENT**

- Violations of the dress code are to be addressed immediately. Faculty/staff and student-based reporting to administration are strongly encouraged.
- The Principal or Dean of Students will approach the student and ask him/her to change into extra clothing provided by the school or to make a phone call home to get appropriate clothing. The student will continue learning from the school office until the dress code violation has been rectified. Parents/guardians will be notified of the dress code violation.
- Students are encouraged to keep an extra dress code top and pants in their lockers in case of violations or emergencies so parents won't have to make an extra trip to school.
- The faculty and administration of Regis Catholic Schools have the final determination on the acceptability of student dress in cases of a difference of opinion.

### **GENERAL GUIDELINES**

- Each student's appearance must be appropriate to a Catholic school setting.
- There is not to be any saying, picture, or reference on clothing inconsistent with the Catholic faith and morals. Items that reference drugs or alcohol, songs, or musical groups whose lyrics are inconsistent with Catholic teaching are inappropriate for wear.
- All items worn to school must be clean. Worn, faded, frayed, baggy, or excessively tight clothing may not be worn.
- **HAIRSTYLES & FACIAL HAIR:** Students should have clean natural colored hair that does not cover the eyes or face. For boys, the hair length should not extend past the collar in the back. Facial hair is **not allowed**, and the face should be clean-shaven. Acceptable added colors may include highlights or natural hair color tones. It should be maintained with regular washing, structured appointments, and acceptance of administrative advice, as necessary.
- **SHOES:** Shoes must be worn. Any sandals must be secure to the foot. Flip-flops (any footwear with a strip of material between the big and first toe which lacks an ankle and/or heel strap) will not be allowed. Laces are to be tied, and appropriate straps need to be used.
- **ACCESSORIES:** Accessories that draw undue attention to a student are not permitted. This includes, but is not limited to, makeup, hairstyles, all unreasonable body jewelry, piercings, etc. Large, dangling or hoop-style earrings should be avoided. Piercings in visible body parts, other than the ears or cartilage, are not allowed. It is the responsibility of the student to remove such piercings before the day. Considerations should be made for the timing of any new piercings.
- **BODY ART:** Tattoos may not be publicly visible. Age or parent permission is not a consideration.
- **HEADWEAR:** Caps, hats, etc., are not to be worn in the building during the school day.

### **SPECIAL OCCASION, DRESS-UP & DRESS-DOWN DAYS**

- **Mass Days:** On Mass days, middle and high school students are expected to look their best. Boys must wear clean, ironed, button-up dress shirts with either a regular tie or bow tie. Dress slacks, belts, and dress shoes are

encouraged. Boys will be allowed to wear appropriate shorts and a collared dress/polo shirt from the start of the school year until October 15 and again from April 15 until the end of the school year only. Girls must wear dressy blouses, dress pants, skirts, or dresses. No colored denim or sweatshirts are permitted on Mass days.

- **Special Occasion and Dress Down Days:** On special occasion dress days (e.g., Homecoming, Winter Carnival, etc.) and Dress Down Days, all attire must demonstrate a standard of modesty. The school reserves the right not to allow participation in activities if the dress does not measure up to the school's standard of dress. On Dress Down Days, appropriate blue jeans, sweatshirts, leggings, t-shirts, athletic jerseys, and hooded sweatshirts may be worn. A monetary donation is usually required in exchange for casual dress. This money is donated to local and diocesan needs.

#### DRESS CODE

Item	Boys	Girls	Comments
Shirts	Collared and henley style shirts are allowed and acceptable. Solid colors, stripes, and plaids are encouraged. No shirt can have a logo larger than 2 inches. T-shirts, including those made of performance/athletic material and undergarment shirts, can only be worn underneath dress-code approved shirts. No graphics can be on the front or back of the shirt.	Shirts should be 3 inches wide or wider on the shoulder. No cleavage or undergarments should show. Shirts or blouses must cover the midriff at all times. Shirts with spaghetti straps, halter tops, and tank tops are not to be worn. Solid colors, stripes, and plaids are encouraged. No shirt can have a logo larger than 2 inches. No t-shirts or undergarments shirts are allowed. No graphics can be on the front or back of the shirt.	T-shirts (of any material), polo shirts, etc., with a Regis logo of any size, are allowed.  Patterns will be allowed at the discretion of the administration.
Sweatshirts	Sweatshirts that are a singular solid color may be worn. No sweatshirt can have a logo larger than 2 inches. No sweatshirts of any kind are permitted to be worn at any time on a Mass day. No graphics can be on the front or back of the sweatshirt.	Sweatshirts that are a singular solid color may be worn. No sweatshirt can have a logo larger than 2 inches. No sweatshirts of any kind are permitted to be worn at any time on a Mass day. No graphics can be on the front or back of the sweatshirt.	Sweatshirts with a Regis logo of any size are allowed.  Senior Privilege: Seniors who have reported their successful college, technical school, or military branch admission to the administration will be permitted to wear the sweatshirt of that university/technical school/military branch on a regular dress code day.



## DRESS CODE

Sweaters & Jackets	Sweaters may be worn. This includes zip-up, quarter zip, and pullover sweaters. Sweaters that have a hood are also acceptable.	Sweaters may be worn. This includes zip-up, quarter zip, and pullover sweaters. Sweaters that have a hood are also acceptable. Denim jackets are permissible.	Denim jackets cannot be distressed in any manner. No holes, rips, etc., allowed. <b>Outdoor/insulated jackets are not to be worn during the school day.</b>
Pants	<p>Solid-colored dress pants or solid-colored denim (<b>excluding</b> blue jeans) may be worn. Solid-colored dress pants <b>MUST</b> be worn on Mass Days. Pants must be worn at the waist.</p> <p>Students may NOT wear sweatpants, wind pants, athletic wear/leisure wear (i.e., Lululemon/Athleta or similar), pajama bottoms, pants with holes, ill-fitting pants, distressed denim, and/or spandex. No undergarments should show.</p>	<p>Solid-colored dress pants or solid-colored denim (<b>excluding</b> blue jeans) may be worn. Girls must wear either solid-colored dress pants or a skirt/dress on Mass Days. Pants must be worn at the waist. 'Skinny pants' are permitted if they are a 'pants' material with stitching and/or pockets that are consistent with the term 'pants.'</p> <p>Students may not wear sweatpants (with or without pockets), wind pants, athletic wear/leisure wear (i.e., Lululemon/Athleta or similar), pajama bottoms, pants with holes, yoga pants, leggings, ill-fitting pants, and spandex. No undergarments should show.</p>	Colored denim/pants cannot be distressed in any manner. No holes, rips, etc., allowed.
Shorts	Solid-colored dress shorts (not athletic or jeans) will be allowed from the start of the school year until October 15 and again from April 15 until the end of the school year. Shorts must have a <u>minimum</u> of a 5" inseam.	Solid-colored dress shorts (not athletic or jeans) will be allowed from the start of the school year until October 15 and again from April 15 until the end of the school year. Shorts must have a <u>minimum</u> of a 5" inseam.	Shorts must have a <u>minimum</u> of a 5" inseam.  ** No jean shorts or athletic shorts are allowed.
Skirts/Dresses	Skirts/dresses are not permitted for boys.	Skirts/dresses should fit properly. Dresses with spaghetti straps, halter tops, and tank tops are not to be worn. Sleeveless dresses should be 3 inches wide or wider at the shoulder. No cleavage should show. We encourage Spandex shorts to be worn under skirts/dresses to ensure modesty.	<b>Dress and/or skirt length should be no shorter than four inches above the knee.</b>  If a dress/skirt is shorter than the approved length, a student <b>must</b> wear leggings under the dress/skirt.

#### **INTERNAL FUNCTIONING OF THE DRESS CODE**

- Teachers or students who see a student not following the dress code are to tell the Dean of Students or Principal about the violation.
- The administrator will meet with him/her in a manner, time, and place to not draw the attention of others when informing them of the violation.
- A record of all infractions will be kept.

***Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore, glorify God in your body. 1 COR 6:19-20***

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

## 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)

CBD oil will not be allowed at school and will not, for any reason, be dispensed by the administrative assistants in the office as other prescribed medications often are. If CBD oil is sought to be used for homeopathic health reasons, it should be dispensed at home prior to the school day.

### **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.

## ELASTIC CLAUSE

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 with in 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

### **Accidents**

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

### **Bomb Threat**

If a threat is received, the school will be immediately evacuated without using the fire drill system. The police department will be notified and its directives followed. The President of Regis Catholic Schools will

be notified as soon as possible. The building is to be reoccupied only after reasonable assurance that the bomb threat was false or that the bomb was located and removed. All Regis Catholic Schools personnel will follow a detailed emergency plan as set forth by the Regis Catholic Schools Administrative Team. Parents seeking information about school emergencies are to contact the building administrator.

### **Emergency School Closing**

Regis Catholic Schools schools will 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 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 Regis campus is closed for a threat, the Regis Child Development Center will also close.

### **Early Dismissal**

Regis Catholic Schools 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. Tornado or severe thunderstorm drills are held regularly throughout the tornado season. The school rules should be followed at this time.

### **Hazardous Spills**

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

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

Follow directives from emergency management personnel.

## ENROLLMENT & CLASS OFFERINGS

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 6-8:

1. If a grade level has fewer than 50 total students enrolled, Regis Catholic Schools will consider reducing the teaching staff allocated to that grade by increasing the number of students in a classroom/section subject to a maximum of 27 students.

B. For Grades 9-12:

1. If an elective class taught by an Regis Catholic Schools teacher has 10 or fewer students in the class, Regis Catholic Schools will consider the uniqueness of the class and whether it is worth cancelling the class offering for that quarter or semester.
2. This consideration does not apply to Distance Learning Courses, Honors Courses, and AP Courses. 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, except for the middle school end of the year field trip to Valley Fair or Mount Olympus. Regis Middle School students must have all of their service learning hours completed by May 15 in order to attend these field trips. 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 schools are part of the same school meal program. Meal 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 schools for teachers, visitors, etc.) is \$4.65. Milk is \$.50 per carton for cold meals. One milk is included in the cost of a hot meal. Students are not allowed to take extra food without permission or paying for the food. Morning breakfast, offered before the start of the day, is \$1.75 for students and \$2.50 for adults.

Free and reduced priced meals are provided under state and federal guidelines. Guidelines and application forms for free and reduced priced meal 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 meals are encouraged to participate in this program since it benefits the school meal program and other special programs provided to Regis Catholic Schools by the state and federal government. Serving sizes and number of meals served are strictly regulated by the state and the schools must be in compliance with these regulations.

- Students are expected to eat meals 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 meal 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 a meal. Any student



receiving a package of such food for a meal will be required to eat it in the school office.

When having meals outside of the cafeteria and not part of the meal 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.

## **Negative Balances**

Regis Catholic Schools makes a concentrated effort to work with all families who have a negative meal account balance.

This includes...

- Sending an e-mail to 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 e-mail or phone calls.

Please note, families with a negative account balance of \$25 or more will not be allowed to purchase items off the ala carte menu until the account is brought back to a zero balance.

Students who are eligible for paid or reduced-price meals who have a negative account balance of \$25 or more but who have funds on-hand to purchase the complete reimbursable meal offered at the time of meal service will be allowed to purchase that meal with those funds regardless of their negative account balance. Students eligible for free meals will never be denied the standard reimbursable meal offered for the day.

Students eligible for paid or reduced-price meals with a negative account balance of \$25 or more and who do not have funds on-hand to purchase the hot meal for the day will be provided a sack meal that meets USDA school nutrition standards for reimbursable meals. Sack meals will be charged at \$1.75 per day.

All money remaining in student accounts at the end of the school year will remain in that account over the summer unless a guardian requests:

- A transfer of the money to another student within the Regis Catholic Schools system
- A donation to a specific student for meals or to the general lunch fund meal account
- A refund (When requesting a refund, please include your current mailing address. Our Accounting Department will issue a check. The last students in the family will be refunded.)

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

### **1. MAIL:**

*U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or*

## 2. FAX:

(833) 256-1665 or (202) 690-7442; or

## 3. EMAIL:

**Program.Intake@usda.gov**

*This institution is an equal opportunity provider.*

12/09/2022

## FUNDRAISING

Generally, fundraising activities are to be Regis Catholic Schools-wide events only. All fundraising on behalf of 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, Principal, etc.

## 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. Walking is required at all times. Running and/or roughhousing are not permitted. Students in the hallways are to talk quietly with no yelling or loud behavior.

**Regis Students:** Students out of class are to have a pass indicating where they are coming from and where they are going. Violators may be given a detention for not having a pass. Students may store beverages in their lockers for use at the lunch period as long as the liquid is in a capped container. Students seen drinking or eating at their lockers between classes will have the beverage and/or food confiscated. The exception to this will be for students who participate in morning Grab-and-Go breakfast. Repeated violations will result in the student being dealt with under the student management code.

**Regis Seniors:** During the lunch hour, seniors may use the hallway containing their lockers. During this time, students are not allowed to block the hall walkway or any doors. All other students are to remain in their designated areas.

## HARASSMENT

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

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

**Verbal or Written Harassment** includes, but is not limited to, actions taken by a student or students in which they distribute, or make public, materials which are considered to be for the purpose of intimidating, ridiculing, or embarrassing a student(s). This could come in either verbal or written form.

**Physical Harassment** includes, but is not limited to, threats, verbal intimidations, extortions, or physical violence toward another person(s). Any such action by a student or staff member will not be tolerated and will be dealt with promptly and in a severe manner.

**School-Based Hazing** is any action taken by another student or students which is used to initiate or humiliate another student or students. Hazing is prohibited and will be dealt with as harassment.

**Bullying** can be defined as repeated and systematic harassment and attacks on others. Individuals or groups of students can perpetrate bullying. Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. As a Catholic school system, we have a responsibility to respond promptly and effectively to issues of bullying. This means that our students can expect to be at school without fear of harassment or intimidation. Bullying takes many forms and can include many different behaviors, such as:

- Emotional: Being unfriendly, exclusion from peer groups, tormenting
- Verbal: Name-calling, sarcasm, teasing, spreading rumors, put-downs
- Racist: Racial taunts, graffiti, gestures
- Physical: Pushing, kicking, hitting, inappropriate touch, or any use of violence

### **Procedures for Addressing Harassment**

Each case will be handled individually using the following guidelines:

1. The witnessing teacher will make a written referral to the principal or counselor for screening an incident. The principal will determine the consequences depending on the severity of the case. Assessment will be done using the designated Harassment Referral Form. (Available from the Building Administrator.)
2. In all cases, the teacher or principal will call parent(s) for the first incident.
3. Consequences:
  - 1st Offense: Grades 6-12 will receive an automatic detention /in-school suspension depending on severity.
  - 2nd Offense: Mandatory parent conference with consequences to be discussed (to include out-of-school suspension and/or counseling referral). Athletic Code Violation filed.For all offenses, there is the possibility that police will be contacted and the student receives an automatic out-of-school suspension.

*\* If behavior does not improve after 2nd offense, student may be asked to leave school.*

## HEAD LICE GUIDELINES

### **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.

## HEALTH & WELLBEING POLICY

The emotional, social, physical, and mental well-being of each student attending Regis Catholic Schools is extremely important. When a student suffers from a real-life ailment that impedes their ability to attend school in the normal setting or continue to make academic progress, Regis Catholic Schools will make reasonable and necessary modifications to that student's academic setting and/or curriculum. There are various examples of when modifications are made, including eating disorders, anxiety, depression, learning disabilities that are diagnosed or in the process of being diagnosed such as, the trial of new medications, etc. The determination of the necessary modifications to be offered will be with the school's administration/administrator. The change to a student's academic programming will be noted in the students' academic file. This determination most often will require a medical diagnosis and documentation from a pediatrician or licensed therapist.

## 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](https://www.merriam-webster.com/dictionary/information%20technology)). Systems and software include, but are not limited to, e-mail, cloud-based applications, social media platforms, mobile apps, and other relevant technologies. The main way to use Information Technology is through a device access to an Internet connection. The Internet is a vast, global network, linking people at 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**

- A. 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.

- B. Penalties(s) for a violation may vary based on the following, including but not limited to the severity of the violation, the nature in which the violation occurred, the number of total violations and/or the number of events which occurred within one particular violation. Possible Penalties(s) include but are not limited to
- **Verbal or written warning:** The student receives a formal warning for the violation, either orally or in writing.
  - **Temporary loss of privileges:** The student's access to certain technology resources or privileges, such as using school computers or accessing the internet, may be temporarily suspended for a specific period.
  - **Detention or in school suspension:** The student may be required to attend detention or serve an in school suspension.
  - **Parental notification:** The school may inform the student's parents or guardians about the violation and its consequences.
  - **Restitution:** In cases where the violation caused damage to the school's technology resources or systems, the student may be required to pay for repairs or replacement.
  - **Probation:** The student may be placed on probation, with stricter monitoring of their technology use and behavior for a defined period.
  - **Suspension:** In more severe cases, the student may face a temporary suspension from school, which could include restricted access to school technology resources.
  - **Legal consequences:** In cases involving illegal activities or severe breaches of policy, law enforcement may be involved, leading to potential legal consequences.

## SOCIAL MEDIA ACCEPTABLE USE POLICY

Social Media is defined as "forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos)"(Social Media. Retrieved from [www.merriam-webster.com/dictionary/social%20media](http://www.merriam-webster.com/dictionary/social%20media)) Social Networks is defined as "an online service or site through which people create and maintain interpersonal relationships"(Social Network. Retrieved from <https://www.merriam-webster.com/dictionary/social%20network>) Examples of Social Media and Social Networks include, but are not limited to, platforms such as YouTube, Facebook, Twitter, Snapchat, Instagram, and other popular social media platforms. Social media allows one to communicate with one or many individuals at any given time. The purpose of this policy is to describe Regis Catholic Schools' expectations regarding the use of social media, social networks, phone calls, and other forms of electronic communications by Regis Catholic Schools students. For the employee version of this policy, please see the Faculty and Staff Handbook. This policy is adapted from Tulsa Public Schools Policy 4414 on 2/15/2023.

### I. Responsible Use

- A. Students should exercise good judgment when using social media and other electronic communications. When they communicate electronically, students should think about the type of image they wish to convey on behalf of themselves and, if applicable, Regis Catholic Schools. What is posted can be viewed by countless others and is permanently archived. Internet search engines can find information years after it was originally posted. Social media websites and blogs are never truly private. Comments can be forwarded, copied, and saved by archival systems even if a post is deleted. Students should be aware that people who electronically follow them have the ability to screenshot, download, forward, or otherwise copy and share their messages, posts, information, video, and photographs with others. Students are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

### II. Maintaining Professional Boundaries

- A. Social Media or Social networking accounts are not to be linked to a school email address unless the account is officially associated with Regis Catholic Schools. For approval of such accounts, please contact the Communications Director. Social Media accounts, both official and unofficial, linked to a school email account are subject to search and or seizure by school administration

at any point in time. Social media accounts linked to school emails are considered property of Regis Catholic Schools and the student and families waive all rights to the accounts and/or their intellectual property as applicable to the furthest extent of the law. Regis Catholic Schools bears no liability for the information posted or followed on students' and families' social media accounts.

- B. Unless there are special circumstances necessitating otherwise, all electronic communications with students shall be made through Regis Catholic Schools computer/email system or a messaging application accessible by school/district administration—not a private email or private messaging application.
- C. Students are not to follow Regis Catholic Schools employees on non-district accounts.

### III. Caveat:

- A. An employee may engage in otherwise unapproved forms of communication with students in order to address an imminent health or safety emergency. However, the employee is expected to report the situation and the nature of the communication to their supervisor as soon as possible. Also, this policy is not intended to interfere with communications involving legitimate, non-school-related relationships/contexts (e.g., situations in which the student and employee are family members, or the common communications that might occur within a shared civic, social, or faith community). Students are not required to unfollow Regis Catholic Schools employees on non-district accounts if they were already connected as friends or followers before the employee's time of employment.

### IV. Penalties for Violation of the Social Media Acceptable Use Policy

- A. Student accounts linked to a school email address, both official and unofficial are subject to search and seizure at any point in time. Regis Catholic Schools may choose to deactivate these accounts at any time, with or without notice and/or reason.
- B. Penalties(s) for a violation may vary based on the following, including but not limited to the severity of the violation, the nature in which the violation occurred, the number of total violations and/or the number of events which occurred within one particular violation.

### CHROMEBOOK REPAIR COSTS AND LOST ACCESSORY PRICING

Regis Catholic Schools has implemented a new Chromebook repair cost guide for grades 6-12. Various repairs are listed below. Repairs not mentioned below will be handled individually and a cost will be decided. Prices are subject to change based on market rate and at the discretion of Regis Catholic Schools. This policy was adapted from multiple neighboring school districts' policies to best align with the schools in our area.

<b>Repair</b>	<b>Cost</b>
Broken Screen	\$30
Broken Charging Port	\$20
Broken USB Port, Headphone Jack, SD Card Reader	\$10
Missing Keys	\$5
Broken Frame	\$5
Broken Shell	\$20
<b>Replacement</b>	<b>Cost</b>
Chromebook	\$300
Charger	\$20
Case	\$35



## INSURANCE

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

## LIBRARY MATERIALS

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

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

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

### Regis Library

- Passes – Passes are issued at the discretion of the teacher and with the approval of the librarian.
- Material Checkout – All materials a student wishes to borrow must be checked out before he or she leaves the library. Students who have library materials that have not been properly checked out will be charged a fine of \$5 for each item and face possible suspension of library privileges for the rest of the school year.
- Magazine Checkout – Students may not check out the latest copy of a magazine on the browsing shelf. In order to check out a magazine from the stacks, fill out a “magazine request” slip located at the main desk.
- Loan Period – The following materials may be checked out for the indicated time period: books–2 weeks; magazines or vertical file clippings–until the project is due; reference materials–overnight
- Fines – A fine of 10 cents per day will be charged for overdue library materials.
- Overdue Books and Unpaid Fines – Students who have an overdue book or fine will not be able to use the library until the book is returned and the fine paid.
- Off Limits – No student is allowed in the magazine stacks and library offices without the librarian’s permission.
- Copied Materials – There is no charge for materials either photocopied or printed from the computer. Another student’s notes will only be copied with the permission of the instructor of the class.

## LITURGICAL CELEBRATIONS & SCHOOL ASSEMBLIES

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 join the student body for Mass and 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)

Attendance at all-school assemblies, liturgy, and prayer services is required for all. Seating will be assigned in the auditorium. All students are expected to remain for pep assemblies or other events scheduled at the end of the school day. No student is to be loitering in the school while an assembly is in progress. Unless excused, this action would be considered as truancy.

## LOCKERS, DESKS & BACKPACKS

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

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

Students will be assigned one locker by the school office. The lockers are the property of the school and the locker and anything contained within are open to inspection by school personnel at any time. A locker that does not work correctly is to be reported to the office. Students should keep their lockers closed at all times. The school is not responsible for any lost or stolen articles. This includes books issued by the school. Students will be held financially responsible for the replacement cost of any school-issued items that are stolen. If a student needs to have a valuable item or money in school, it is advised that the student bring it to the office for safekeeping until the student needs it.

Unauthorized entering or tampering with lockers belonging to other students will result in disciplinary action being taken against the offender(s). Students who decorate their lockers will be responsible for keeping the decorations in good taste. Objectionable materials are not allowed. Items placed on the outside of lockers should be affixed only with painters' tape or magnets and may be removed by administration or maintenance at the end of each week. The administration will determine what constitutes good taste. All lockers will be inspected by administration before final exams each semester. Students are responsible for cleaning their lockers. Kicking lockers and/or other abuses of school property may result in a fine to be determined by school authorities.

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

## MEDICAL EMERGENCY INFORMATION

When a student requires emergency medical attention, the individual in charge makes every attempt to contact one parent by telephone for consultation about what action should be taken. This may not always be possible. In an effort to resolve any confusion in a medical emergency involving your child, we require a separate emergency number to be submitted to the Central Office to update the Skyward Directory. 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 lyrics are not derogatory toward people of different ethnic backgrounds or gender. The lyrics should not contain foul language. The music should not reflect negatively on the Catholic Church and Her doctrine.

Efforts should be made to be proactive rather than reactive when enforcing the music policy. The

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

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

## NATIONAL HONOR SOCIETY – REGIS HIGH SCHOOL

Membership in National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. Regis students who have achieved a grade point average of 3.75 or higher may apply for membership during their junior year of high school.

National Honor Society is based on four ideals: scholarship, leadership, service, and character. These four ideals are the basis for the selection process by a faculty council, excluding the NHS advisor, who reviews information gleaned from the NHS Student Information Packet. Candidates receiving a majority of votes by the Faculty Council are inducted into the Regis Chapter of the National Honor Society.

Regis High School NHS members are involved in a variety of projects. Students are expected to be active in projects and to take leadership roles during their senior year.

### **Application Process: Regis Chapter of the National Honor Society**

Junior students who have attained a 3.75 GPA or higher at the end of their sophomore year will automatically receive an application packet for NHS. Interested students will complete and return the packet prior to the deadline indicated.

### **Emphasis will be on the ability to verify:**

- Completed documented service hours (Must have been recorded into the system, fifty or more)
- Leadership roles in various activities and organizations (Must show one leadership position)
- Involvement in a broad range of activities
- Conduct becoming of the school and community of Regis High School (Detentions & classroom conduct included)
- Students with prior or present significant disciplinary records should note that this could, and most likely would, impact their chances of membership.
- The Faculty Council reviews the information gathered from the Student Information Packet and will determine acceptance to the Regis Chapter of the National Honor Society based on service hours, leadership, involvement, and conduct.

Accepted students will receive a notification of their admittance into the National Honor Society. Any rejected applicant will have one more chance to apply in the fall of their senior year.

### **Probation and Dismissal Procedures**

Students will be placed on probation or dismissed from NHS for the following reasons:

- Failure to maintain a GPA of 3.75 or higher
- 2nd Offense of cheating
- Alcohol use
- Drug use

- A flagrant violation of school rules or civil laws

**Every effort will be made to work with new/transfer students who come to Regis the second semester of their junior year.**

## PARENT VOLUNTEERS / VISITORS

Parents, visitors, and volunteers are allowed in our buildings. Please contact your child's school directly to learn more about classroom and school volunteer opportunities.

## PERSONAL PROPERTY

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

## PHOTO/VIDEO RELEASE

Students may be photographed or videotaped for class projects or for marketing materials. Parent(s) who do not want his/her child's photograph used in such a manner needs to make their wishes known on the RCS Acknowledgment and Consent Form, indicating that they do not give consent to use their child's photograph.

## PICTURES

Individual and class pictures are offered during the school year, usually in the fall. Parents can elect to purchase the offered packages or can decline the offer. All children will have their pictures taken, except for seniors, even if parents elect not to purchase any of the offered packages. Information will be sent home prior to the date that pictures are taken. Seniors who have a picture order form filled out with payment may be able to take pictures.

## POLITICS & SCHOOL

It is requested that all students and families respectfully understand that politics can have a very volatile and divisive nature which may be disruptive to the educational setting that all students are required by law to attend. It is the goal of school to educate students in the political processes of our country to become an informed and active citizen. However, school is not to become a place for politically associated or affiliated displays of any kind. These types of political displays, associations, or affiliations may include, but not limited to, speech, signs, magnets, clothing, pictures, writing, pins, hats, activist groups, etc. All care must be taken by the family and students, regardless of political affiliation, to respect this very subject. It is also asked for families to respect the decisions made by the teaches and administration.

## PROGRAMS FOR NON-PUBLIC STUDENTS WITH SPECIAL NEEDS

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

- Evaluate a private school student for special education if a referral has been made by the parents or teachers.

- Determine if the student is eligible for special education.
- Develop an appropriate ILP (Instructional Learning Plan) for the child's school.
- Consult with parents and the student's teacher when developing an ISP or IEP.

## RAFFLE POLICY

The Regis Catholic Schools Central 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 Advancement 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 Central Office. This should not be perceived as the Central Office trying to control all the raffles at Regis Catholic Schools, but rather that the Central 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 Central Office's responsibility to collect, count, or track individual raffle proceeds. Besides the initial approval, the Central 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 Central 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 Central 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.

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

563.93 The Conduct of Raffles Under a Class A License:

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

- (1) All raffle tickets and all calendars shall be identical in form and include:
  - (a) The number of the license issued by the department.
  - (b) The name and address of the sponsoring organization.

- (c) The price of the ticket or calendar and the discounted price, if any, applicable to multiple ticket or calendar purchases.
  - (d) A place for the purchaser to enter his or her name and address.
  - (e) The date, time and place of the drawing or drawings.
  - (f) A list of each prize to be awarded which has a retail value of \$500 or more.
- (1s) Each raffle ticket and each calendar sold by an organization shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing.
- (2) No raffle ticket may exceed \$100 in cost.
- (2m) No calendar may exceed \$10 in cost for each month covered by the calendar.
- (3) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class A license.
- (4) Tickets for a proposed raffle may not be offered for sale more than 270 days before the raffle drawing.
- (5) All raffle drawings shall be held in public.
- (6) All prizes shall be awarded. The purchaser of a ticket or calendar need not be present at the drawing to win a prize.
- (7) If a raffle drawing is 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 use to determine the prize amount shall be posted or announced before the drawing.
- (9) If a raffle drawing is canceled. the organization shall refund the receipts to the ticket purchasers.



## 563.94 Profits

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

## RETREATS

During the school year, each grade level will have a scheduled retreat. Attendance at the retreat is mandatory. If for any reason you are unable to attend the retreat scheduled for your grade level, you will be required to attend the next subsequent scheduled retreat, regardless of grade level. Retreats not sponsored by Regis are not considered a potential replacement for a school retreat.

## 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 senior high school activities cannot be avoided that evening, but care should be taken to avoid conflict with church activities.

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

- 1) Not scheduling games, events, and extra-curricular meetings on Wednesday nights
- 2) Concluding practices and meetings by 5:00 p.m. on Wednesdays
- 3) Forbidding practices and meetings on Sundays

Confirmation preparedness is a parish responsibility and must require service hours. These hours can also be used to meet Regis Catholic Schools service requirements.

## SICK CHILD POLICY

A sick child must stay home from school, regardless of the type of illness. Please call your school's office to keep the lines of communication open regarding the reason for your child's absence.

If your child has a temperature of 100.4 degrees Fahrenheit or higher, diarrhea, or vomiting, he or she must remain at home until symptom-free without the use of medication for 24 hours.

## SCHEDULE & CHANGE POLICY FOR HIGH SCHOOL CLASSES

Students selecting high school level classes begin this process in March of the previous school year. The Academic and Career Planning Coordinator meets with each class individually to guide and assist in this process. Initially, the student is given an Academic and Career Planning Guide with a course selection sheet to be signed by parents and turned in with a given due date – typically be the end of March. Then, using Career Cruising. Software, the student enters their course selections to the computer program. If a course selection form is not turned in or signed by a parent by the course selection deadline, the course selection requests will be processed after all other student schedules have been made – typically the middle of May. Not all schedule change requests will be considered, unless there are extreme circumstances that were not able to be anticipated. The request is to be made in writing by the student and have the signature of the parent/guardian. The reason for the proposed change is to be included in the request. All new students attending Regis will have their course schedule made based on transferring credits from other schools to meet Regis graduation requirements.

## SERVICE LEARNING PROGRAM

Our Service Learning Program is based on the tenet that learning and service are connected to the intellectual and moral development of each student. The goal for our students is to serve our community in a variety of ways, helping others outside of their immediate circle. Through service, our students will gain a sense of empathy for others, leading to a desire to contribute to our community through acts of service. It will also help to develop their teamwork and leadership skills.

### **A minimum of 10 hours of service are required at Regis Middle School each year.**

1. Students may choose from any of the options listed below. Middle school students are encouraged to have at least 5 of the hours served at their parish. See the many other suggested ideas for service below.
2. Students are to turn service hours into their religion teacher as they are completed.
3. Five service hours are due by December 15 and the remaining five are due by May 15.

### **A minimum of 25 hours of service are required at Regis High School each year.**

The emphasis of this work should be “outreach” to our community, primarily with non-profit organizations. In order to graduate, each senior must have their service hours submitted by the Friday prior to graduation. Non-graduating students must have their service hours submitted by June 1.

1. **If possible, a minimum of 5 hours are to be parish hours.** This is your way to thank our parishes for their continued support of Regis Catholic Schools. Examples: Lector, Eucharistic Minister, Choir, Fish Boils, Bible Camps, Sunday School, Church Bazaar, Altar Server, Parish chores, or Regis Mass Altar Server (Students who are not a member of a parish or congregation are still required to complete 25 hours annually.)
2. The remaining hours, until the requirement has been met, should be community based, primarily with non-profit organizations. Examples: Scouts, The Community Table, Food Pantries, Humane Associations, Bob’s House for Dogs, Salvation Army, Regis events, United Cerebral Palsy, City of Eau Claire, Mayo Clinic Health Systems, Chippewa Valley Museum, Beaver Creek Reserve, L.E. Phillips Memorial Public Library, peer tutoring, elder assistance, etc.
3. Bring the Service Form to your service date. You need to have the organization’s supervisor sign your form. If you forget the form, have them write a note for you and attach it to your service form.
4. Specific dates should be listed, not a general time period.
5. Turn your forms in to the Dean of Students as you complete them. Do not wait until the last minute. You can turn your hours in throughout the school year.
6. Extra service hours earned in one school year are appreciated, but may not be carried over to count towards future year(s) service hour requirements.
7. Service hours should be volunteered time. You should not get paid for completing these hours.
8. Service hours may be offered during the school day and should be recorded.
9. All service hours are subject to approval. The Principal and the Dean of Students will determine the validity of questionable service hours.

**Service Hour Forms are available in your Religion classroom, school office, or on the Regis Middle School and Regis High School websites.**

## SPORTSMANSHIP

The ideals of good sportsmanship, Catholic values, ethical behavior, and personal integrity should permeate our schools. The value of good citizenship and high behavioral standards apply equally to all school activities. In practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity, respect, and Christian concern for others. Further, awareness is

expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the Diocese as a concrete measure of the understanding and commitment to fair play, personal Christian values, ethical behavior, respect for others, and personal integrity. Students are to conduct themselves in such a manner as to reflect positively on themselves, our Catholic schools, and the school community.

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 will be given this assessment. Freshman and sophomore students at Regis take the PreACT Secure assessment. Students are encouraged to take the PSAT and ACT exams during their junior year. Sign-up information will be available prior to testing. The scores from the PSAT are used to determine National Merit Scholarship eligibility. The Diocese of La Crosse has implemented a required religion competency and assessment of attitude program. Students will complete the religion assessment as directed by the Diocese. All students, including those who are not Catholic, are expected to take the diocesan religion assessment.

## STUDENT MANAGEMENT POLICY

Students are expected to follow the rules and regulations established by their teachers and by the school. Regis High School has adopted a Progressive Student Management Plan. This policy allows for progressive steps to be enforced if a student repeatedly violates school rules. At the discretion of the principal or his/her designee, the student may be placed on any step; and if a second violation occurs (whether of the same rule or other rules), the student will progress to the next step. The severity or timing of a situation may result in intervention up to and including expulsion. Immediate notification of the violation and resulting disciplinary action (step) will be made to the student's parent/guardian and a full report will be placed in the student's file. Certain violations may require the student to make financial restitution for damages. Infractions of the rules that would lead to a detention or more serious action are:

- Improper care of books and school materials
- Deliberate damage to books, Chromebooks, or school materials
- Marking or defacing books or school property
- Throwing snowballs or objects at people or property
- Not bringing signed material from home
- Tardy for assemblies, liturgy, homeroom, or classes
- Unexcused absence from a class period
- Inappropriate classroom behavior
- Not moving through the building in an orderly manner
- Not keeping books, binders, bags, etc. in assigned manner locker; fines will be assessed
- Disruptive behavior on school buses
- Dress code violation
- Inappropriate use of social media
- Profane or rude remarks
- Obscenities - oral, written, or gestured
- Eating food or drinking soda in the classroom

Failure to follow established rules of conduct may result in the following steps being taken. Interpretation and enforcement of the actions contained in these steps are determined by and at the discretion of the principal. Students will be expected to make appropriate restitution.

- Step 1: The referring teacher or the office may assign a detention. The student is to be notified immediately by the teacher or office personnel that a detention is being issued. Phone contact may be made with the parent/guardian.
- Step 2: The student is issued a detention. A phone conference may be held with the parent/guardian, the principal or his/her designee, and the teacher who issues the detention.

- Step 3: The student will be assigned a before-school detention. The student's parent/guardian may be requested to have a conference at school with the student, the teacher, and the principal or is/her designee. The student and the parent/guardian may be informed that the next referral will result in the student being assigned two (2) before-school detentions.
- Step 4: The student may be assigned two (2) before-school detentions.
- Step 5: The student may be assigned an in-school suspension and a conference with the parent/guardian will be held over the telephone or in person.
- Step 6: The student may be given an out-of-school suspension. A conference with the parent/guardian will be necessary before the student is readmitted.
- Step 7: The student may be given an out-of-school suspension of three or more days. A conference with the student's parent/guardian will be necessary before the student is readmitted.
- Step 8: A student who does not serve an assigned detention(s) during the specified time will not be eligible to participate in co-curricular activities until such time as the detention(s) is completed.
- Step 9: If the matter cannot be resolved internally and/or depending on the severity of the incident, law enforcement authorities could be notified.
- Step 10: A student could be referred to the appropriate individuals for consideration of expulsion depending on the severity of the situation.

After four detentions, Step 5 of this student management policy will be entered. Students will lose the privilege of their next co-curricular event, contest, or athletic event.

A student who refuses to serve the assigned penalty at any step will automatically progress to Step 5 or the next higher step if they are already at Step 5 or above. At Step 5 or above, the student is not eligible for field trips, attendance at school-sponsored activities, involvement in co-curricular activities, and other competitions during the time of the suspensions. There are exceptions to the progressive plan and the administration reserves the right to place a student at any level on the disciplinary code depending on the severity of the offense or extenuating circumstances.

The following examples could result in a placement of Step 6 or greater. They include, but are not limited to:

- A student endangering or threatening himself/herself or others
- Students are not allowed to enter the building during the school day through any other door than doors #2 and #11. This is for building safety and security reasons.
- Students may not contact other students to open a locked door during the school day for entry into the building. Entry must be done at doors #2 and #11.
- Damaging or destroying school property or personal or public property
- Fighting
- Being in an unauthorized area without permission
- Tampering with report cards or other school records—electronic or paper
- Possession or use of tobacco, drugs, or alcohol
- Harassment of another student or students, staff members, or other members of the community
- Failure to cooperate with school staff
- Profanity, rudeness, or insolence towards a member of the school staff or any adult in position of authority
- Intentional disturbance of class, cafeteria, or school function
- Tampering with or entering a locker assigned to another student
- Gambling during school time or school-sponsored activities
- Forging notes

- Inappropriate and excessive showing of affection
- Student is sent to the office and fails to report. Students who feel that they have been sent to the office unjustly should report as directed and then follow proper procedures for grievance at a later time.
- A student posting material in his/her locker or in some other area, which is considered to be sexually explicit, or material considered to be racial or otherwise objectionable to some ethnic group or individual

If someone physically or verbally attacks you or harasses you, walk quickly away and report the student to the nearest staff member or to the office. In this way, you will avoid possible consequences for retaliation.

For particular actions taken by a student(s), the principal or designee has the discretion to request the assistance of the legal authorities to investigate and to issue appropriate citations or to arrest the student(s) if necessary.

## STUDY HALLS

Most students at Regis Middle School and Regis High School have one study hall as part of their daily schedule. This period is a time for quiet study. A student may work with another student only if the supervisor gives permission. Each study hall supervisor has the right to set reasonable standards or rules of student conduct for their study hall period. These guidelines will be given to the students at the beginning of each semester. Regis has a closed campus policy. Students assigned to study hall are to be in their assigned area unless they have signed out from study hall in the appropriate manner.

Students are reminded that the library is not a study hall, but a separate classroom. Students in the library are to follow the rules of the library or they may be asked to return to study hall. Refusal to follow this request will be treated as insubordination. Seniors who have study hall the last period(s) of the day may be able to leave campus. They must have a permission slip signed by their parent to leave and approval from the principal or designee.

## 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.

## SUMMER READING

All Regis High School students will receive summer reading assignments for their courses for the upcoming school year. Students are responsible for obtaining the books and completing the reading prior to the start of the academic year.

## TEACHERS' LOUNGE, TEACHERS' WORK ROOM & MAILROOM

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

## TELEPHONE & TELEVISION MONITORS

In an effort to minimize the number of messages to students, families are encouraged to communicate with their students before school begins. When necessary, messages for students will be placed on the monitors at the end of each main hallway. No messages will be placed on lockers. Only emergency messages will be delivered to the students in an effort to keep classroom disruption at a minimum.

## TEXTBOOKS

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

## THREATS

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

## TRANSPORTATION & PARKING

**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 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 as passengers 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.

### **Parking of Cars**

Seniors who drive to school and wish to park in the school parking lot will be emailed a link 24 hours prior to the first day of school. The link will have instructions on how to purchase a parking permit.

- Seniors who have requested a spot will be assessed a parking fee, be given a numbered spot, and are required to display their parking hang tag on their rearview mirror.
- Students are only allowed to park in their designated spots.
- Parking hang tags must be picked up within the first two days of school or you forfeit your spot.
- Failure to abide by parking lot rules will result in having your parking privilege revoked.
- Violations may result in the vehicle being towed at the owner's expense.
- All cars must be legally parked, including parking for athletic practices or games.
- The Principal or designee may rescind parking privileges if deemed necessary.

The speed limit in the parking lot is 10 miles per hour. Any student driving carelessly or recklessly in the parking lot will be asked to return the parking permit and will need to park his/her vehicle off school grounds for the remainder of the year.

## TRAVEL TEAMS – GUIDELINES

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 or Diocesan-sponsored events 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.

## 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 will 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.

## 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 Advancement 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, acknowledgement of receipt of, and having read the two Diocesan books on Sexual Abuse, viewing of the Safe Environment Video, and completion of the Confidential Employee and Volunteer Questionnaire. Parents who wish to volunteer at any Regis Catholic Schools school need to complete the necessary paperwork online and be approved by the diocese prior to being able to work as a volunteer. You may access these forms at **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.

## 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.

# WELLNESS POLICY ON NUTRITION & PHYSICAL ACTIVITY

Regis Catholic Schools is committed to providing the best educational environment for its students as we support them as they strive for excellence. The 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.

## 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 president, 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 president, or designee, in monitoring implementation, evaluating progress, serving as a resource to the district and revising the policy as appropriate to maximize its effectiveness in accomplishing our goal of providing a healthful school environment.

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

## WITHDRAWAL & RECORDS POLICY

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

Assuming all financial obligations have been met, high school transcripts are sent free of charge the first five years following graduation. A cost of \$5 per request is assessed for release of transcripts after the fifth year.

## WORK PERMITS

Students who are under the age of 16 and wishing to obtain work permits may do so and should allow for sufficient processing time. Call the office to make sure someone is there who can issue the permit. Bring with you your drivers license or birth certificate, social security card, a letter from your parents stating that they approve of you working for a given employer, and a letter from your employer showing that you have been accepted for a position with them. There is a \$10 fee for issuance of the permit.

Due to current incidents of identity theft, the need to keep better track of which minors are not eligible to receive work permits due to school performance or truancy issues, and through the use of technology to assist permit officers in making decisions on whether certain types of work are safe for minors, the Department of Workforce Development has upgraded its system of issuing work permits to be computer-based. The computer checks the name and social security number of the minor against a list of minors who are ineligible to receive a child work permit (primarily for truancy or poor school performance). If the minor is not eligible to receive a work permit, a message will be received that no permit officer in Wisconsin will be able to issue the minor a permit. The program also checks the minor's age, type of schooling, type of employer, whether a parent owns the business, and type of work to be performed to determine if the work to be performed is appropriate for a minor of that age.

## WORK RELEASE – REGIS HIGH SCHOOL

A student may be allowed to leave the Regis campus for Work Release under certain conditions. For an application that lists all the criteria required for acceptance into this program, the student should contact the high school principal. The basic requirements are:

- The student is a junior or senior. The student must be on track for graduation.
- The student must maintain a minimum of a 2.5 GPA during any quarter grading period and have no more than one grade below a C-.
- The time for release must be able to be worked into the student's schedule without causing undue hardship on any class. Release time must be either first or last period of the day.
- The student must provide all required documentation to justify the released time.





**Athletic Code Handbook  
Diocese of La Crosse  
Regis Catholic Schools  
Cloverbelt Conference**

Middle School | Grades 6-8  
High School | Grades 9-12

The Regis Catholic schools are Catholic Schools in the Diocese of La Crosse. As Catholic Schools, we shall teach and advocate our Catholic Faith. All students are welcome in our schools, and all parents/legal guardians must understand that Catholic Doctrine shall be taught. The passing on of our Catholic Faith is our number one priority.

Daily prayer and reflection will be a part of our teams' practices, meetings, and competitions. Student-athletes should expect to participate in Mass, faith-filled events, and service activities.

Approved by Bishop William Patrick Callahan  
June 30, 2022

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MEDICAL RELEASE, EMERGENCY INFORMATION, AND INSURANCE WAIVER FORM

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ADDENDUM 1

## OVERVIEW OF ATHLETIC CODE HANDBOOK

### A. PHILOSOPHY

A sound interscholastic athletic program must be based on sound Catholic educational principles. Interscholastic athletics outside the traditional school day is an extension of the education process provided during the classroom day. Every interscholastic athletic sport sponsored and supported by the Regis Catholic Schools should be considered a phase of the Catholic educational process for each student. Participation in interscholastic athletics is a privilege (not a right) and should elicit great pride in the student, his or her family, and the respective school and community. Interscholastic athletics shall provide opportunities to students for spiritual and personal growth, skill development, physical fitness, socialization, development of moral qualities, and growth in emotional maturity, development of a strong character, creativity, and competition. Each middle school and high school of the Diocese of La Crosse also upholds the concept that an interscholastic athletic program is a cooperative effort involving the Catholic Church, student-athletes, parents/legal guardians, coaches, staff, administration, and the schools' respective communities. Participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, coaches, and the Church, school and community. If accepted, this privilege carries certain responsibilities and this athletic code presents these responsibilities.

## B. GOALS

Participating in interscholastic athletics as a privilege (not a right) is an integral part of the middle and high school experience, is an extension of the school day, and provides learning experiences beneficial to the student-athletes participating. The following goals are listed as a part of this athletic code handbook:

1. Provide a safe, faith-filled environment for all participants including practices, contests, facilities, equipment, coaching, transportation, and interpersonal relationships among all based on sound Catholic teaching and expectations.
2. Provide an educational experience teaching motivation, self-discipline, self-confidence, loyalty, leadership, commitment to team, sacrifice, encouragement, extra effort, team spirit, and a positive attitude within the spirit of Christ's followers.
3. Teach and display high quality Christian conduct, interscholastic sportsmanship, ethical behavior, responsibility, and integrity which represent our Church, ourselves, our families, our schools, and our communities in the Diocese of La Crosse.
4. Allow for broad participation of student-athletes to the developmental level of each student respectively to the level of competition expected within the interscholastic athletic framework broadly from middle school to varsity levels in a Christian manner.
5. Allow for the outcomes of the athletic experience to be a positive expression of Christ's love for ourselves and our fellow competitors.
6. Treat all persons respectfully regardless of individual differences just as Christ would.
7. Show respect for legitimate authority, such as administration, coaches, officials, and captains just as Christ respected his family and friends.
8. Show respect for opponents: players, coaches, supervisors, administrators, and communities, just as Christ respected all people.

## C. PURPOSE OF ATHLETIC CODE HANDBOOK

The Regis Catholic Schools accept the responsibility to develop policy and procedures and establish resources for the purpose of providing an optimal environment for the spiritual, mental, physical, social, and emotional development of its students. In addition to scholastic pursuits, students are provided an opportunity to develop self-respect and respect for others, a willingness to accept responsibility, and the ability to make sound decisions and interact effectively. Providing an environment conducive to developing these skills requires an active combined effort of home, Church, school, and community.

This handbook has been prepared for the benefit of the students, parents/legal guardians, and coaches and has been approved by the Diocese of La Crosse. The purpose of this handbook is to set forth the rules and responsibilities that regulate participation in interscholastic athletics.

Students and parents/legal guardians are expected to carefully read the entire athletic code handbook. Each season, the coaches will emphasize the rules found within this handbook. The student's participation in interscholastic athletics and the rules set forth in this handbook should be discussed by parents/legal guardians with their son or daughter who desires to be a participant in the school's athletic program.

Those not willing to comply with the rules and regulations shall not be permitted to participate in the interscholastic athletics.

D. WHEN THIS ATHLETIC CODE IS EFFECTIVE FOR THE PARTICIPANT

The athletic code handbook applies to all middle school (grades 6-8) and high school (grades 9-12) students over the course of their middle school or high school years and includes the signing of the "Athletic Code Agreement". This requirement and agreement begin the timeline for this code to the first fall season of grade 6 and grade 9, respectively, including practices and contests which may occur prior to the beginning of the school year. This code shall remain in effect throughout the entire middle school or high school career including any post-season practices and contests following middle school completion or high school graduation.

**The Athletic Code is in effect for each participant 24 hours per day, 365 days a year.**

E. EFFECTIVE DATE OF ATHLETIC CODE

The rules and regulations set forth in the Athletic Code Handbook are to apply effective immediately upon adoption and proper communication to the Catholic Schools by the Diocese of La Crosse including any disciplinary action then pending. Any new updates to the code approved by the Diocese of La Crosse shall require the signing of a new "Athletic Code Agreement".

F. NONDISCRIMINATION: What is "discrimination"?

The Diocese of La Crosse shall not discriminate in student participation in athletic programs, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional or learning disability. Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.

G. SUPERVISION

Student-athletes are students first. Therefore, those who normally supervise students: administration, faculty, and support staff, continue to have the duty to supervise student-athletes when those student-athletes are participating in a school activity, even if that activity is outside normal school hours or off of school property.

Assistant coaches, head coaches, and the athletic director are specifically charged with the duty of supervising student-athletes during practice and competition times. This includes during times of school sponsored transportation, clean-up, and locker room changing.

H. SUMMARY NOTE TO PARENTS/LEGAL GUARDIANS AND STUDENT-ATHLETES

Because the participation of your student in interscholastic athletics is a privilege (not a right), the expectations of this athletic code by the Regis Catholic Schools for your student-athlete are high but not impossible. They are, however, necessary in order for our teams, your teams, to be competitive, faith-filled, and the best possible.

What we ask for on your part is dedicated commitment to your fellow student-athletes, teams, and coaches. In return you shall be extended the privilege of representing your school, and for some, to be able to receive school, conference, and state awards and recognition.

Finally, we ask that you enter into this contract in good faith and fully live up to all responsibilities and rules therein

## II. CODE OF CONDUCT

### A. DEFINITION

Interscholastic athletics are defined as those interscholastic sports specifically sanctioned by their representative school with the approval by the Diocese of La Crosse for which students participate or compete as student-athletes. Interscholastic athletics are not extensions of a specific course for grading. At the high school level, each school belongs to an interscholastic athletic conference (as noted on the title page of this handbook) and is a member of the Wisconsin Interscholastic Athletic Association (WIAA). At the middle school level, each school may belong to an interscholastic athletic conference. This athletic code handbook does not cover non-school sanctioned athletics, club sports, or intramurals.

### B. INTERSCHOLASTIC SPORTS

The interscholastic sports covered by this code include but are not limited to the following as designed by each individual school in the Diocese of La Crosse:

#### 1. **Middle School**

- a. Boys - football, cross country, soccer, basketball, wrestling, baseball, track
- b. Girls - volleyball, cross country, soccer, basketball, softball, track & field, dance
- c. At this level, there is a “no cut” policy which dictates that all athletes will make the team and all athletes will play in each game.

#### 2. **High School**

- a. Boys - football, cross country, soccer, basketball, wrestling, baseball, golf, track & field, tennis, hockey
- b. Girls - volleyball, tennis, cross country, soccer, basketball, softball, track & field, golf, wrestling, dance

The number of student-athletes interested and participating in the program shall determine team formation. All students who wish to participate in an interscholastic sport and who meet the eligibility requirements shall have the opportunity to be on a team. If participation numbers are down or there are not enough students to field a team for any interscholastic sport listed above, as recommended by the coach or athletic director, that particular interscholastic sport may not be offered that particular season.

### C. ATHLETIC FEES

Students who elect to participate in athletic programs must pay the fee set for that sport prior to participating. Fees are as follows:

#### **High School**

Cross Country	\$ 145
Hockey	\$ 265
Football	\$ 165
Baseball	\$ 145
Boys Soccer	\$ 145
Boys Golf	\$ 145
Girls Golf	\$ 145
Softball	\$ 145
Girls Tennis	\$ 145
Boys Tennis	\$ 145
Boys Basketball	\$ 145
Girls Basketball	\$ 145
Track & Field	\$ 145
Volleyball	\$ 145
Girls Soccer	\$ 145
Wrestling	\$ 145

#### **Middle School**

Football	\$ 100
Dance	\$ 65
Boys Basketball	\$ 80
Girls Basketball	\$ 80
Cross Country	\$ 80
Volleyball	\$ 80
Girls Tennis	\$ 80
Boys Tennis	\$ 80
Girls Soccer	\$ 80
Boys Soccer	\$ 80
Wrestling	\$ 80
Track & Field	\$ 80

#### D. ELIGIBILITY

1. The Wisconsin Interscholastic Athletic Association (WIAA) establishes the foundation for eligibility for high school athletics. Yearly, the WIAA publishes the “High School Athletic Eligibility Information Bulletin,” and this document is an addendum to this Regis Catholic Schools Athletic Code Handbook. Each student-athlete, parents/legal guardians, and coaches are to review these minimum requirements prior to each season.
2. For the middle school student-athlete, all students are eligible to participate in athletics, and this athletic code handbook covers the code of conduct requirements.
3. The Regis Catholic Schools may adopt a higher standard for eligibility than the WIAA, and those higher standards supersede the WIAA minimum requirements. Student-athletes, parents/legal guardians, and coaches are to review these additional standards in the Athletic Code Handbook prior to each season.

#### E. PROCEDURE FOR JOINING INTERSCHOLASTIC SPORTS

The procedure for joining any of the interscholastic sports sanctioned by the Regis Catholic Schools includes the following. These requirements must be completed and approved prior to any participation in an interscholastic sport including practices.

1. **Athletic Code Agreement** – signed by all students and parents/legal guardians prior to the beginning of grade 6 or grade 9, respectively. These agreements are validated by the athletic director for compliance and cross-checked with the coaches of their respective interscholastic sports each season when the student-athletes sign up. This agreement also includes parent/legal guardian permission for the student-athlete to participate in interscholastic athletics.  
(NOTE: Coaches will review the Athletic Code each season.)
2. **Medical Release, Emergency Contact, and Insurance Waiver Form** – completed and signed at least yearly and updated if the student-athlete participates in multiple interscholastic sports in a school year. Insurance information is provided on this form.
3. **Concussion Form** – completed and signed at the beginning of each school year. Each school shall test each student-athlete to establish a “baseline” for future reference in the event a concussion may be evident.
4. **Athletic Physical Card** – a physical card must be completed and filed with the athlete director as prescribed by the WIAA.
5. **Athletic Fee** – pay the appropriate athletic fee as prescribed by the individual school.
6. **Transfer Students** – in addition to WIAA requirements, the athletic director with all due diligence seek to place transfer students in the appropriate timeline from the prior school(s) with respect to their eligibility in interscholastic sports including all known consequences.

#### F. PARTICIPATION EXPECTATIONS

1. **Team Rules** – Each coach may enact and enforce rules, expectations, and consequences in addition to those stated in this Athletic Code Handbook. These rules, expectations, and consequences shall be provided in writing to the participating student-athlete upon approval of the athletic director.
2. **Practices and Contests** – Student-athletes are expected to attend all practices and contests. They may be excused from practice or contest by the coaching staff with advance notice. Consequences for unexcused absences from practices and contests shall be handled by the coaching staff.
  - a. Coaches and the athletic director will give special consideration to religious activities, including parish events, if a player needs to be excused.



- b. Family vacations over scheduled school breaks (example: Christmas and spring) will be given special consideration if a player needs to be excused.
3. **Two Sport Athlete in One Season** – A student-athlete who wishes to participate in two sports during one season must have written approval from the principal and must declare one sport to be the “primary” sport and the other to be the “secondary” sport. The student-athlete is expected to attend all practices and contests of the primary sport while working with the secondary sport’s head coach to be present at practices and competitions when possible.
4. **Biological Sex Guideline** – To participate, a student-athlete’s biological sex must conform to the sport, club, or extra-curricular activity he or she wishes to join. All persons must use the bathroom or locker room which matches their biological sex.
5. **Sunday Rule** – No competitions, practices, meetings, team dinners, or other team activities may take place on Sundays without approval from the Dean for the Eau Claire Deanery.
6. **Holy Days of Obligation Rule** – If the Holy Sacrifice of the Mass is not offered during the school day for students, all competitions, practices, meetings, team dinners, or other team activities must end so the student-athlete may leave school at least one hour prior to the start of the earliest Mass scheduled in that locale.
7. **Easter Triduum Rule** – Competitions are not allowed Holy Thursday through Easter Sunday.
  - a. Holy Thursday - Practices, meetings, team dinners, or other team activities times must end so the student-athlete may leave school at least one hour prior to the start of the earliest Mass scheduled in that locale.
  - b. Good Friday - Practices, meetings, team dinners, or other team activities times must end by 12:00 p.m.
  - c. Holy Saturday and Easter Sunday - No competitions, practices, meetings, team dinners, or other team activities are allowed.
8. **Student Health** - all practice and contest participation injuries must be reported immediately to the coaching staff by the student and/or parents/legal guardians. An accident report shall be completed and submitted to the athletic director. The student-athlete or his or her parents should report any injuries that happen outside practices and competitions to the respective coach. Whenever a student receives medical treatment that prohibits practice and contest participation in an interscholastic sport, a note signed by the attending physician giving a date for medical clearance for continued participation must be on file with the coach and athletic director in order for the student to return to participation.
9. **Transportation**
  - a. To Practices and Contests Off-Site of the Home School – when transportation is provided by the school to off-site practices or contests, it is expected that student-athletes will use the transportation provided by the school, excepting only when a student-athlete’s parent(s) or legal guardian(s) timely provide the school with a completed Travel Release Form. (See pg. 19). Parents assume responsibility for personally transporting students or arranging for the transportation with another licensed, insured adult (non-student) for the student to off-site practices and contest when transportation is not provided by the school. Schools of the Diocese of La Crosse shall assume no responsibility for any student who misses the prescribed mode of transportation to a practice or contest outside the home school and attempts to travel to the destination on their own. The coaching staff shall review transportation rules before leaving for the practice or contests and all student-athletes are expected to follow the transportation rules. Coaching staff may assign consequences for any student-athletes who fail to use school-provided transportation to or from off-site practices or contests.
  - b. From Off-Site Practices and Contests Back to the Home School - when transportation is provided by the school from off-site practices or contests to return to the home school, student-athletes will use the school-provided transportation, excepting only when a student-athlete’s parent(s) or legal guardian(s) timely provide(s) the school with a completed Travel Release Form. (See pg. ??).

- c. Contests which Occur Overnight (i.e. WIAA Tournament Series) – Student-athletes must follow all rules and expectation established by the coaching staff, adult chaperones, and school policy.

## 11. Modesty

“Modesty means refusing to unveil what should remain hidden. It guides how one looks at others and behaves toward them in conformity with the dignity of persons. Modesty protects the mystery of persons and their love. Modesty is decency. It inspires one’s choice of clothing. It is discreet. Teaching modesty to children and adolescents means awakening in them respect for the human person” (CCC 2521-2522, 2524).

Modesty is necessary because each person is created in the image of God and therefore each person inherently has dignity and deserves respect and honor. When we encounter another person, we want to see the person, not just a part of the body. When we dress in a manner that draws another person’s attention to a specific part of the body, we are dressing in an immodest way.

Student-athletes are expected to dress, speak, and behave in a modest manner. Tight fitting uniforms and tight fitting warm-up clothing should be avoided, but it is understood that some sports’ required athletic uniforms are unfortunately immodest. In these cases, student-athletes must wear the required or necessary uniform only during actual competition or practice, but as soon as the competition is completed or practice concluded, the student-athlete must quickly return to being dressed in a modest manner, such as putting on a modest warm-up. If an immodest uniform is required or necessary, it must not be worn outside the competition or practice times/facility.

Please note, during practices and competitions, student-athletes must wear a shirt (clothing that modestly covers their upper torso).

Being modest also requires the student-athlete to behave appropriately in locker rooms and bathrooms. While in a locker room or bathroom, student-athletes must: modestly cover up whenever possible, keep his or her eyes to him or herself, always use modest language, and not play, sing, or recite inappropriate music.

## 12. School Attendance

- a. A student-athlete is expected to be present the full day of school prior to practices and contests.
- b. Student-athletes with absences from school are not allowed to participate in practice or a contest on the day of the absence.
- c. The athletic director in consultation with the school principal has the discretion regarding appointments and special absentee situations on a case-by-case basis.
  - Student-athletes are required to be present for 50% of the school day prior to practices and contests.
- d. Student-athletes will attend school the day following a contest to ensure that they are maintaining a high standard of academic excellence.

*Note: Unexcused absences are addressed in Section II (F)(2) Below-the-Line Behaviors*

## G. BEHAVIORS AFFECTING CONTINUING ELIGIBILITY TO PARTICIPATE AND CONSEQUENCES DSP 5112 - Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student’s conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

## 1. **Academics**

A student must be doing passing work in all classes with no failures. This requirement includes all credited course work on and off campus. The effective date for grades shall be the last day of the grade reporting period. The day following the end of the grade reporting period shall be when consequences begin. The consequences for the end-of-year grade reporting period shall commence at the beginning of the fall season.

Incomplete grades are treated as failing grades until made up and the student is passing. Illnesses and extenuating circumstances may be considered on a case-by-case basis.

### Academic Eligibility Rules

- a. Participants must have minimally a GPA of 1.75 calculated on the previous academic quarter grades. A participant with one (1) F is in violation of the academic requirements regardless of GPA. An incomplete is counted as an F until the work is completed and the student brings a note indicating the work has been completed, the current grade, and is signed by the instructor to the athletic director.

*Note: Initial quarterly grades posted will be used to determine eligibility. A grade changed later other than an incomplete will not change athletic eligibility.*

- b. School attendance is required for half day (four periods) on the day of practice or competition. Some exceptions to the attendance rules could be a medical appointment, death in the family, or a funeral. The athletic director should clear other exceptions in advance. The discovery of a violation of the attendance eligibility rule after the practice or contest will result in suspension from participation on the next practice or contest date. A student who has been suspended (either in-school or out-of-school) is ineligible to practice or compete on the day(s) of the suspension.

### Academic Penalties

- a. A violation of number one (#1) under Academic Eligibility results in suspension from competition for twenty (20) school days beginning with the day report cards are available to the athletic director. After the suspension, the participant must obtain a weekly progress report from the athletic director until the end of the quarter. This form must show the GPA (grade point average) is minimally 1.75 and the participant does not have 1 F. Subsequent violation in the same school year results in suspension from athletics until the GPA is met based on quarter academic grades.

**Situation:** The participant is below the required GPA based on first quarter grades. At the beginning of the second quarter, the participant serves a 20 school day suspension. However, if at the end of the third quarter the participant has a below required GPA based on third quarter grades, the student would be ineligible to compete in athletics fourth quarter. Grades would be checked at the end of each subsequent quarter to determine when the student would be eligible for practice and competition again.

**Situation with Fourth Quarter Grades and Fall Sports:** The penalty for a violation of rule number one (#1) under Academic Eligibility based on fourth quarter grades and students who desire to participate in fall activities will be the lesser of: a) 20 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

The following are noted explanations for Below-the-Line and Bottom-Line Behaviors

#### Note 1: **School's Student-Parent Handbook application**

A student-athlete whose behavior falls below-the-line may be subject to consequences within this athletic handbook and the school's student-parent handbook.

#### Note 2: **Simple corrections from authority**

Authority – pastors, coaches, athletic directors, teachers, school administrators – can give simple corrections to a student-athlete’s behavior that comes close to below-the-line behavior. Two examples are a correction for the flippant or accidental use of inappropriate language or easy directions to fix small displays of immodesty.

Note 3: **Student with documented behavioral plans**

When working with student-athletes who have a documented behavioral plan (for example an ISP), school administration will review consequences to make sure those consequences are in agreement with the student-athlete’s documented behavioral plan. To be in agreement with the documented behavioral plan, necessary consequence changes may be implemented on a case by case basis.

Note 4: **Locker rooms and bathrooms**

All persons must use the bathroom or locker room which conforms to their biological sex.

The Regis Catholic Schools recognize it is difficult to supervise locker rooms and bathrooms. Therefore, student-athletes know their time within a locker room or bathroom will be limited. No student-athlete should be in a locker room or bathroom for an extended period of time.

While in a locker room or bathroom a student-athlete’s behavior is to be far Above-the-line. The authority has the discretion to judge a student-athlete’s unacceptable behavior within a locker room or bathroom as below-the-line behavior or bottom-line-behavior.

- Cell phones and other recording devices may NOT be used.
- The dignity given to each person by God will be respected.
- Use of modest language is absolutely required.
- Student-athletes need to modestly cover up whenever possible.
- Each student-athlete should keep his or her eyes to him or herself.
- Students must not play, sing, or recite inappropriate music – music with lyrics that are hateful, sexual, or violent
- Locks should be used to secure personal belongings.
- Student-athletes need to keep locker rooms and bathrooms clean and tidy.
- The use of spray deodorant and perfume should be limited.
- Rough-housing, fighting, physical horse-play is forbidden.

2. **Below-the-Line Behaviors**

Student-athletes are representatives of the Catholic Church, their respective schools, families, communities, and the Diocese of La Crosse. With themselves, teammates, coaching staff, at contests, in school, and within the community, it is expected that “above-the-line” behaviors be consistently exhibited.

Above-the-line behaviors fall into three primary themes: safety, respect, and responsibility. In the Christian spirit, behaviors exhibited in all three themes positively shall promote exemplary outcomes.

Below-the-line behaviors violate the basic tenets of being and feeling safe, showing and having respect, and taking responsibility as an individual and as a part of a team.

The list of below-the-line behaviors is cause for consequences through this Athletic Code Handbook:

- Dishonesty – academically or with clergy, administration, faculty, and staff of the school
- Unexcused absences (an unexcused absence may include any part of a day including being unexcused for one class period in a day)

- Consistently poor classroom behavior
- Poor interscholastic sportsmanship
- Disrespect to clergy, administration, faculty, and staff of the school
- Continued use of flippant or “accidental” swearing after authority correction
- Continued immodesty after authority correction
- Inappropriate use of social media
- Negative attitude by condoning or encouraging athletic code violations (engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the extracurricular code, the regulations within the WIAA, or the ideals, principles, and standards of the schools of the Diocese of La Crosse).
  - An accomplice is one who encourages another to behave or speak in an unacceptable manner. An accomplice might also be a person who is aware of another person’s unacceptable behavior or speech and does not correct or report the offending person. An accomplice fails to restore dignity to the person who is hurt.
- Any acts that are believed to reflect poorly on the reputation of the schools of the Diocese of La Crosse.

### **Consequences**

The consequences outlined below for below-the-line behaviors are cumulative over the course of the student athlete’s middle school or high school athletic career.

#### **FIRST VIOLATION OF BELOW-THE-LINE BEHAVIORS**

- a. Suspension for 15% of the total scheduled contests.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d. With the athletic director’s approval, the participant may practice with the sport.
- e. Leadership positions are suspended at both practices and contests for the duration of the consequence.
- f. Honesty Clause – A student athlete who, when initially confronted about a first offense violation, is honest and tells the truth shall have an opportunity for an adjustment of the consequences. A student who is honest about the code violation shall accept a 5% suspension of total scheduled contests. Minimally, the suspension shall be reduced by one contest.
- g. If only one contest is affected by the suspension, the suspension still applies.
- h. If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

#### **SECOND CUMULATIVE VIOLATION OF BELOW-THE-LINE BEHAVIORS**

- a. Suspension for 40% of the total scheduled contests.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d. With the athletic director’s approval, the participant may practice with the sport.
- e. Leadership positions are suspended at both practices and contests for the duration of the consequence.
- i. Honesty Clause - a student who is honest about the second cumulative code violation shall accept a 20% suspension of total scheduled contests. Minimally, the suspension shall be reduced by two contests.

- j. If only two contests are affected by the suspension, the suspension still applies.
- k. If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

### **THIRD CUMULATIVE VIOLATION OF BELOW-THE-LINE BEHAVIORS**

- a. Suspension for 75% of the total scheduled contests.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d. With the athletic director's approval, the participant may practice with the sport.
- l. Leadership positions are revoked.
- m. If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

### **FOURTH CUMULATIVE VIOLATION OF BELOW-THE-LINE BEHAVIORS**

- a. Suspension for all activities for rest of school career in either middle school or high school.

### **3. Bottom-Line Behaviors**

Bottom-line behaviors are behaviors that are an affront to the dignity given to all people by God. These behaviors are so egregious (extremely negative, usually illegal, or significantly below the norm of human interaction) that severe consequences are in order.

Bottom-line behaviors which occur on or off school property listed below are cause for consequences through this Athletic Code Handbook:

- Hazing or initiation pranks
- Possession, consumption, buying, or selling of alcohol or imitation alcohol, tobacco products, vapor devices, body-altering chemicals (such as steroids) or mind-altering chemicals (illegal drugs, controlled substances, and abuse of prescription medications) (Prescription medicines are exempt when used by the individual for whom they were prescribed in a manner and amount prescribed as prescribed by a physician.)
- Vandalism or property destruction
- Being intentionally and excessively immodest in dress or language while representing the school or at a school event.
- Insubordination to school administration or pastoral leadership
- Theft or stealing
- Bullying or cyberbullying
- Harassment
- Any in-school suspension or out-of-school suspension from school.
- Using communication devices that have a camera and recording capability in locker room area
- Proven violations of civil law brought to the attention of school officials not defined as a felony

### **Consequences**

The consequences outlined for bottom-line behaviors are cumulative over the course of the student athlete's middle school or high school athletic career. If the first violation of a bottom-line behavior is extremely egregious a student-athlete may be subject to the second violation consequence.

### **FIRST VIOLATION OF BOTTOM-LINE BEHAVIORS**

- a. Suspension for 50% of the total scheduled contests.



- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d. Student-athlete shall not practice with any school-sanctioned sport until the suspension is completed and after a parents/legal guardians/legal guardians meeting is held to re-establish the expectations of this code.
- e. Leadership positions are revoked permanently.
- f. If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

#### **SECOND VIOLATION OF BOTTOM-LINE BEHAVIORS**

- a. Suspension from all interscholastic athletics for a full 12 months from the date of the violation.
- b. If this violation ends during a future athletic season, the student-athlete shall be allowed to practice at the start of the season in which the suspension ends but cannot participate in a contest until the 12-month suspension is completed.

#### **THIRD CUMULATIVE VIOLATION OF BOTTOM-LINE BEHAVIORS**

- a. Suspension from the interscholastic athletic program for the rest of school career in either middle school or high school.

#### **4. Legal Felonies, Crimes of Moral Turpitude, and Delinquent Acts**

- a. Scope: The consequences outlined below for this Section II(F)(4) relate specifically to (1) any conduct that constitutes a felony, (2) any conduct that would be a felony if committed by an adult, (3) any criminal conduct that involves moral turpitude (e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community), or that if committed by an adult would constitute criminal conduct involving moral turpitude, or (4) any conduct that results in or that could result in a juvenile delinquency proceeding. All such conduct shall collectively be referred to throughout this section as "Criminal Conduct."
- b. Consequences:
  - 1. Arrest: A student who has been arrested for any Criminal Conduct shall be suspended from the interscholastic athletic program pending either the declination of charges, the filing of charges, and/or the school's investigation of the underlying conduct.
  - 2. Charging: A student who has been charged with any Criminal Conduct, as defined above, or about which the school has received notice, shall be suspended from the interscholastic athletic program pending either the dismissal of charges, the student being found not guilty, or the student fully paying his/her debt to society.
  - 3. Conviction or Admission: A student who has been convicted of or who has admitted to any Criminal Conduct, as defined above, shall be suspended from interscholastic athletic programs for the rest of the student's school career in either middle school or high school.
- c. Consequences pursuant to this Section II(F)(4) are not subject to appeal.

#### **H. POLICY ENFORCEMENT**

##### **1. Notification**

- a. Any report with specific and credible information of a potential violation of the Athletic Code received from any source will be promptly investigated by the athletic director, and / or the school's administration, and / or an authority assigned by the administration.

1. Authority may request a written report. (person reporting it)
  - b. Those reports substantiated as a violation will cause the athletic director shall enforce the appropriate consequences of the Athletic Code immediately.
  - c. The student-athlete and parents/legal guardian shall be notified immediately of a violation.
  - d. The penalties shall be assessed immediately.
2. Administrative Recourse (adapted from DSR 5901)

### Outline of the chain of authority to be followed in resolving athletic department disputes

#### **Catholic School Systems**

1. Teacher, coach, or other school employee
2. Athletic Director
3. Principal
4. President
5. Dean
6. Diocesan Bishop (or assigned delegate)

#### Administrative Recourse Procedure in the Diocese of La Crosse:

**Note 1:** The consequence during the recourse procedure is to be enforced. (DSP 5902)

**Note 2:** During the administrative recourse process, it is understood that while working to reconcile an authority may seek the assistance of others, especially those respected for their ability to reconcile; but the authority remains responsible for seeking the resolution to the conflict.

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, within fifteen days is to first seek reconciliation or request reconsideration in writing with the person exercising pastoral or administrative authority. The person exercising pastoral or administrative authority has fifteen days to reconsider and respond in writing.

If the party who judges himself or herself injured is not able to achieve reconciliation with the authority involved, he or she may present the grievance to the next office in the chain of authority within fifteen days of the time of the decision made by the lower authority. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response by the next office in the chain of authority to the recourse must be made in fifteen days, is to be made in writing, and is to state the reasons for the response given.

If reconciliation is not achieved by working with the next office within the chain of authority, the party who judges himself or herself injured may continue the process of presenting his or her grievance to the next office in the chain of authority. Each time the party who judges himself or herself injured presents his or her grievance it must be done in writing and within fifteen days of the previous decision. Each next office in the chain of authority has fifteen days to reply in writing.

If the party who judges himself or herself injured reaches the final office in the chain of authority, the Bishop or his assigned delegate's office has thirty useful days to respond from the day he or she receives the request.

The Bishop or his assigned delegate's office is the final authority within the administrative recourse process.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Can. 1732-1739)

# ATHLETIC CODE AGREEMENT

## Regis Catholic Schools

- 1) I have made the CHOICE to participate in interscholastic athletics. I view participation in interscholastic athletics as a PRIVILEGE (not a right).
- 2) I AGREE to abide by all rules and regulations set forth in the pages of this Athletic Code and all others established by the coaches of my interscholastic sport. I also UNDERSTAND that by signing this agreement that I am bound to uphold the rules as stated on a year-round basis.
- 3) I further UNDERSTAND that if I am found in violation of any of the aforementioned policies and regulations (not all inclusive) I am subject to the consequences as stated in the Athletic Code Handbook and/or subject to the discipline of the Principal and/or the Athletic Director if the action is not covered by the Athletic Code Handbook.
- 4) I AGREE to pay for any equipment which I may lose, misplace, or damage. I further agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practices and contests. I also AGREE to pay the respective school's athletic participation fee prior to the beginning of any sport in a season.
- 5) I CERTIFY that I have read, understand, and agree to abide by all of the information contained in the WIAA High School Athletic Eligibility Information Bulletin. I further certify that if I have not understood any information contained in this document I have sought and received an explanation of the information prior to signing this statement.

---

Student-Athlete Signature

Date

I, WE, AS PARENTS/LEGAL GUARDIANS OF \_\_\_\_\_ have read the Athletic Code Handbook and fully understand the foregoing rules and regulations and shall help and encourage my student-athlete to uphold them. My signature also gives my student-athlete permission to train and compete with practices and contests, respectively, under adult supervision, on and off of school property during various athletic seasons.

---

Parents/Legal Guardians Signature

Date

**This code is in effect for the student's entire middle school years or high school years, 24 hours per day and 365 days per year.**

# MEDICAL RELEASE, EMERGENCY INFORMATION, AND INSURANCE WAIVER FORM

## Regis Catholic Schools

School Year: \_\_\_\_\_ Student-Athlete: \_\_\_\_\_

Parents/Legal Guardians: \_\_\_\_\_

School Attending: \_\_\_\_\_

### MEDICAL RELEASE

In the event that parents/legal guardians of the above name student-athlete cannot be contacted through reasonable efforts, the undersigned parents/legal guardians do hereby empower and grant medical personnel the permission, consent, and authorization for medical treatment. This authorization will be enforced for the above mentioned school year or until revoked.

I do hereby indemnify and hold harmless the medical personnel who act in reliance upon this authorization.

\_\_\_\_\_  
Signature of Parents/Legal Guardians

\_\_\_\_\_  
Date

### EMERGENCY INFORMATION

\_\_\_\_\_  
Phone Number(s) where you can be reached at work or home

\_\_\_\_\_  
Allergies of Student-Athlete

\_\_\_\_\_  
Medications Student-Athlete is Taking

\_\_\_\_\_  
Name of Health Insurance Carrier, Subscriber Number, and Group Number

\_\_\_\_\_  
Emergency Contacts if Parent/Legal Guardians are Unable to be Contact with Phone Numbers

# INSURANCE WAIVER

I also understand that my child must be covered by medical and/or accident insurance in order to participate in interscholastic athletics and hereby certify that my student-athlete is covered for injuries and/or death occurring as a result of participation in, or the practice for, all athletic events organized and hosted the aforementioned school of the Diocese of La Crosse. I also certify that said insurance will be kept in force during the full time that my child engages in the practice for or participation in athletic events throughout the entirety of the aforementioned school year.

## CONCUSSION & SUDDEN CARDIAC ARREST FORM

I, \_\_\_\_\_ (Student-Athlete Name), of the following school of Regis Catholic Schools, \_\_\_\_\_ (School Name) hereby acknowledge having received education about the signs, symptoms, and risks of sport-related concussions and sudden cardiac arrest during youth athletic activities, as well as information about electrocardiogram testing. I acknowledge my responsibility to report to my coaches, parents/legal guardians any signs or symptoms of a concussion. I also understand that I should stop activity if I have any warning signs of sudden cardiac arrest and report the symptoms to my coaches and parent(s)/guardian(s).

---

Student-Athlete Signature

Date

We, the parents/legal guardians, of the student-athlete named above, hereby acknowledge having received education about the signs, symptoms, and risks of sport-related concussions, sudden cardiac arrest during youth athletic activities, and information about electrocardiogram testing. We have also read the information regarding sudden cardiac arrest and understand that the above-named student-athlete should stop activity-exercise immediately upon the occurrence of any warning signs of cardiac arrest. We understand that it is recommended that the student-athlete have a medical examination completed before returning to participation in athletics, and that in the medical examination, any family history of heart problems or warning signs of sudden cardiac arrest should be reported to the medical provider conducting the examination.

---

Parents/Legal Guardians Signatures

Date



# TRAVEL RELEASE FORM

## Regis Catholic Schools

Student Name \_\_\_\_\_

Parents/Legal Guardians \_\_\_\_\_

As parents/legal guardians of this student-athlete of a middle school or high school of the Diocese of La Crosse, I certify that the student has my permission **NOT TO RIDE SCHOOL TRANSPORTATION**

**Check One:**     TO    FROM    BOTH WAYS (School, City, or Other Place) on  
for the \_\_\_\_\_ contest or practice  
\_\_\_\_\_ at \_\_\_\_\_.

I certify that I am personally transporting the above-named student or have arranged for transportation with another licensed and insured adult (non-student).

I agree to release the Diocese of La Crosse and any of its middle schools and high schools and its employees and officers from all liability with reference to the above stated transportation request.

\_\_\_\_\_  
Parents/Legal Guardians Signatures

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Coach Signature

\_\_\_\_\_  
Date

\*\*Note: This form must be on file at the School in advance of the event or provided to the head coach at the event by the parent/legal guardian of the student-athlete(s) to whom the form applies.

# ADDENDUM 1

## Concussion and Head Injury Information

[Wis. Stat. § 118.293 Concussion and Head Injury](#)

**What Is a Concussion?** A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

**What are the signs and symptoms of a concussion?** You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just "don't feel right." Most concussions occur without loss of consciousness.

If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

**These are some SIGNS of concussion (what others can see in an injured athlete):**

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

**Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.**

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

**These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):**

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps *more* or *less* than usual

**If you or your child or teen has signs or symptoms of a concussion**

Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration.

Information adapted from the [Centers for Disease Control and Prevention's \(CDC\) Heads Up Safe Brain. Stronger Future.](#)

For more information view the [CDC's Heads Up to Youth Sports webpages for athletes, parents, and coaches.](#)



## Sudden Cardiac Arrest Information

[Wis. Stat. § 118.2935 Sudden cardiac arrest; youth athletic activities](#)

Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

**What is Sudden Cardiac Arrest?** Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

**Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.**

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest the heart stops beating.

**What warning signs during exercise should athletes/coaches/parents watch out for?**

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain/tightness with exertion
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)

**Speak up and tell** a coach and parent/guardian if you notice problems when exercising.

If an athlete has any warning signs of SCA while exercising, they should **seek medical attention and evaluation from a healthcare provider before returning to a game or practice.**

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

***Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.***

**What are ways to screen for Sudden Cardiac Arrest (SCA)?**

[WIAA Pre-Participation Physical Evaluation](#) – the Medical History form includes important heart related questions and is required every other year. Additional screening using an electrocardiogram and/or an echocardiogram may be done if there are concerns in the history or physical examination but is not required (by WIAA). Parents/guardians/athletes should discuss the need for specific cardiac testing with the medical provider performing the review of family history and physical evaluation or after experiencing warning signs of sudden cardiac arrest while exercising. The cost of the pre-participation physical and any follow up examinations or recommended testing including an electrocardiogram is the responsibility of the athlete and their parents/guardians. **Not all cases or causes of SCA in young athletes are detected in the history, examination, or with testing.**

**What is an electrocardiogram, its risks, and benefits?** An electrocardiogram (ECG) is one of the simplest and fastest tests used to evaluate the heart. Electrodes (small, plastic patches that stick to the skin) are placed at specific spots on the chest, arms, and legs. The electrodes are connected to an ECG machine by wires. The electrical activity of the heart is then measured, interpreted, and printed out. No electricity is sent into the body. Risks associated with having an ECG are minimal and rare. The benefits include that it

is an easy procedure to do, can be performed in many health care offices and it may detect heart conditions in children with no symptoms. **ECGs are good at detecting certain heart conditions that may increase risk for SCA but may not detect all such conditions.** If not performed correctly the information is not valid and may lead to more (unnecessary) testing and further examinations. ECGs should be interpreted by experts in reading ECGs in children (i.e., pediatric cardiologists). For more information, [view the Johns Hopkins Medicine - Electrocardiogram website.](#)

**How may a student athlete and parent/guardian request the administration of an electrocardiogram and a comprehensive physical examination?** Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Other youth sports have similar requirements. Although the cost of these medical examinations is the responsibility of the athlete's family many school districts can assist students to find low cost or no cost ways to obtain these examinations. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.



## APPENDIX



### 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.



## *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.







## REQUEST FOR REVIEW OF LIBRARY MATERIALS

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*This form is available via your school's library.*

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