



REGIS
Catholic Schools

2024 -25
Elementary School
Student + Parent Handbook



**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



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

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

- 2 8th Grade Promotion
- 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 ListECKI to move 6th grade from the Catholic elementary schools to the Regis campus.

In 2010, the C.A.S.E name was changed to Regis Catholic Schools and a new logo was adopted.





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



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



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



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



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

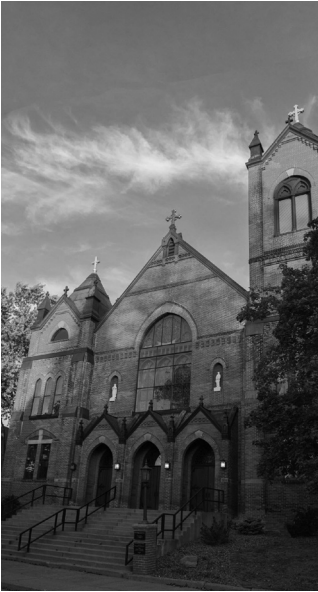
Regis Catholic Schools is financially and spiritually supported by local Catholic parishes. These supporting parishes are part of the Diocese of La Crosse. Under the direction of the Diocesan Bishop, the Diocesan Office of Catholic Schools serves to support the parishes and Regis Catholic Schools with 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. MARY'S PARISH
1812 Lynn Avenue | Altoona
(715) 855-1294



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

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

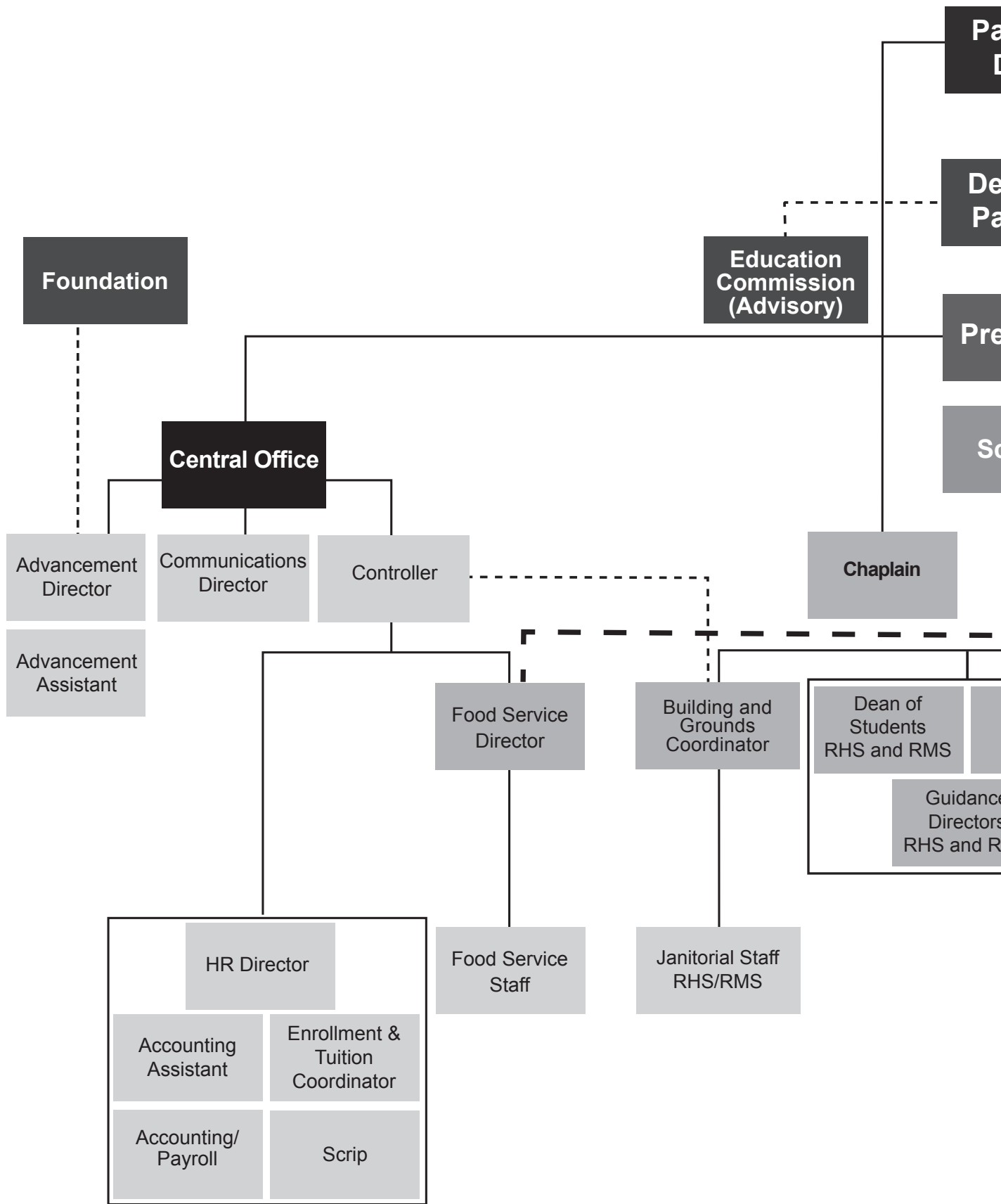
Becky Semling - St. Olaf Parish
reba.sembling@gmail.com

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/**, to see the Education Commission's scheduled meeting dates and times.



LEADERSHIP

Principal
Dean

Manery
Directors

Finance
Council
(Advisory)

President

Schools

Principal
RHS
RMS

Principal
IC Elementary

Principal
SJ Elementary

Principal
SM Elementary

Early Child
Development
Administrator

Athletic
Director

MS

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**.

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 are closed due to inclement weather, all after-school care, as well as athletic, after-school, and evening events will also be canceled.

If/when our schools have a weather-related early closure, all students will follow their regularly scheduled pick-up procedure, with the exception of after-care

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.

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 Bahnum, Enrollment & Tuition Coordinator, at kbahnum@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. 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.

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. (For preschool students, the end of the current month.) 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. 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/.

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. 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.

ELEMENTARY 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

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

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

Generally, negative behaviors will be dealt with by the use of verbal warnings, logical consequences, and/or the use of a Disciplinary Report. Disciplinary Reports are sent to the parents. More severe cases may involve a Parent/Student/Principal conference and/or an in-school or out-of-school suspension. Students may be required to receive testing, consultation, or evaluation by other professionals. A Respect Policy was implemented for Grades K-12 in September 2006. In 2007, the K-5 Respect Policy was updated to make it more K-5 friendly. (See Respect Policy within this handbook.)

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

18. Hurting others by hitting, spitting, punching, etc.

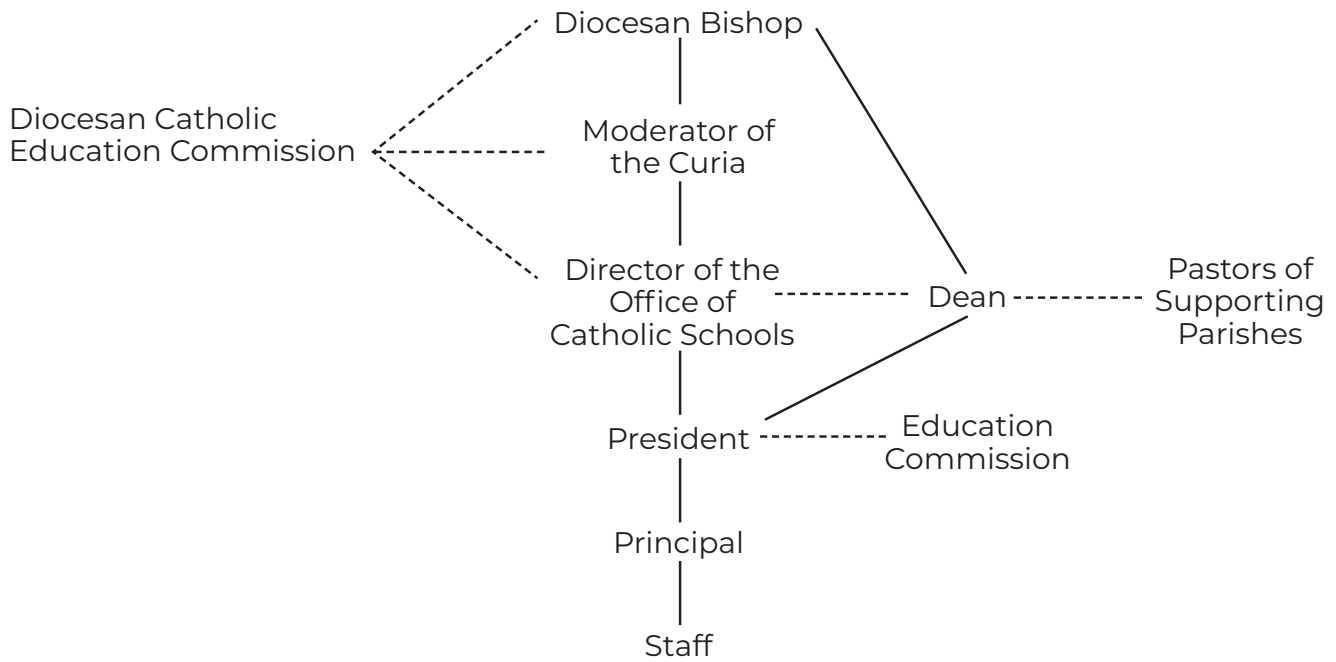
Expulsion/Dismissal

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. (Diocesan Policy)

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

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

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

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

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, evaluation, and consultation with the administrator, teacher, counselor, and parents.

Reports of student academic progress must be communicated to parents/guardians on a frequent and regular basis prior to winter conferences if retention seems likely. Pupils will repeat a grade level when, in the judgment of the teacher, parents/guardians, and principal, it is in the best interest of the pupil involved.

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 and enrollment fee have been submitted and processed. Pre-admissions records requests and placement testing may be required before enrollment can officially be approved.

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.

ADVERTISING

Regis Catholic Schools will not distribute information from organizations outside of Regis Catholic Schools and the Eau Claire Deanery unless they provide academic opportunities for students.

ANIMAL POLICY

Pets and animals are not permitted on school premises with the exception of certified therapy or service animals. Therapy or service animals must have written proof of therapy/service certification, vaccinations, and written consent of the principal 24 hours prior to the animal being brought to school. Special presentations involving animals need 72 hours prior approval from administration.

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

Excused Absences

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

- Students are to report to the school office to obtain an admit slip before returning to class and

to sign in indicating their name and time returning to school. Students who do not submit an appropriate excuse within three (3) school days of the absence will have the absence recorded as an unexcused absence with appropriate consequences.

- A note from the doctor, P.T., etc. will be required when the student returns and should be given to the school secretary.

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

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

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

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

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

Unexcused or Excessive Absences

When a student is absent from school and the school has not been notified by 9 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.

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

Student Leaving School or Becoming Sick at School

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

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

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

Regis Catholic Schools follows the policy and recommendations of the Eau Claire City-County Health Department in determinations of who should be at school and when a student is allowed to return.

Anticipated Absences & Errands

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

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

Tardiness

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

Truancy

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

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

See Wisconsin Truancy Policy available at

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 is required to gather all missing assignments upon return to school. Students will be given the number of days they were absent plus one more day to complete those assignments. If a student is missing on the day of the test, the teacher has the prerogative of giving the student a different test covering the same material.

Excused absences include: illness, injury, or anticipated.

- Illness & Injury Absences - All work completed and submitted within the given time limit will be graded at 100% of the earned grade. Work not completed and submitted in the required time will be given a grade of 50% of the earned grade. Students will not be given credit for work turned in three or more days late.
- Anticipated Absences - Anticipated absence forms can be picked up in the office. After parents have signed the form, the student will give it to teachers for signatures and assignments. Teachers may give assignments before the absence or assign upon return. Regardless, the above policy is in effect upon student's return to school.
- In School Suspension - All assignments and homework are due as if the student is attending regular class. Work is sent to the student in the area they are serving their suspension.

Unexcused Absence Without Parental/Guardian Consent

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

Closed Campus

All our Catholic schools operate on a closed campus system. No student is to be outside the school building during the regular school day without permission of a staff member or the office. Regis students may spend their lunch period in a designated area in front of the building. All students are required to be at school in sufficient time so they can be seated in the designated classroom or gathering space by the start of the school day. All students are required to remain at school until the end of the last period of the school day unless granted permission to leave by the school office. Students from another school may 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 5-12. 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 CFR 1910-1030. Each school has a written bloodborne pathogens exposure plan located in the school office and faculty receive yearly training.

CELL PHONES, ELECTRONIC DEVICES & CYBER BULLYING

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

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

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

CODE OF CONDUCT – PARENTS OF STUDENT ATHLETES

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

Coach/Parent Relationship

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

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

Communication You Can Expect from the Coach

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

Communication Coaches Can Expect from the Parents

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

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

Appropriate Concerns to Discuss with Coaches

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

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

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

Issues Not Appropriate to Discuss with Coaches

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

Situations may arise that require a conference between the coach and a parent. This dialogue is encouraged. It is important that both parties have a clear understanding of the other's position. When

a conference is necessary, the following procedure should be used to help promote a resolution of the concern. E-mail and voicemail should be used as informational tools and not as outlets to air grievances.

Procedure to Discuss Concerns with a Coach

- Contact the coach to set up an appointment
- If the coach cannot be reached, contact the Regis Catholic Schools Athletic Office at (715) 830-2271

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

The Next Step

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

Consequences

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

CONCUSSION POLICY

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

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

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

Returning to the Learning Environment

- 1) The family must communicate with the administration if their son/daughter has been diagnosed with a concussion by a physician or athletic trainer.
- 2) The student will not return to school for partial or full days of school until cleared by a physician or athletic trainer. During this time, the student will not be responsible for making up any school work. This includes not making up homework, quizzes, tests, projects, etc. All missed work will not be assigned, handed in, graded, or assessed during this time. It will be a 'no count' in the teacher's gradebook.
- 3) Students returning for partial days of school may do so with the permission of the physician or athletic trainer. Partial day attendance must be communicated to the administration of the

building. No homework, quizzes, tests, reading, 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. Parent-student-teacher conferences will take place twice a year. This time is set aside to discuss the student's abilities, progress, and weaknesses and make plans for cooperative action. Parents may also request an appointment with the principal, counselor, and/or teacher to discuss any matter pertaining to the student's welfare at any time. Conferences for elementary students are scheduled online twice a year.

If a parent or guardian is unable to attend conferences on the scheduled day, conferences may be rescheduled at the discretion of the teacher.

CONFIDENTIALITY

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

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

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

DEFIBRILLATOR

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

DIRECTORY INFORMATION

Please inform the Regis Catholic Schools Central Office if you are changing addresses, email addresses, or telephone numbers. Please contact your school office by September 10 of each school year if you do not wish to have your address or telephone number printed in the system directory. Please contact the school office if both the father and the mother of children from divorced or separated families are to be listed in the directory. Directories will be available from the school secretary. If a family elects not to be printed in the directory, the school office will not provide contact information to anyone.

DRESS CODE



Elementary Dress Code

Our Catholic elementary schools dress code represents Our Core Value of Respect. The chart below illustrates examples of what is the accepted norm. Students may wear t-shirts on “jeans days” or “dress down days.” If a student is out of “uniform”, parents will be called to bring in an acceptable article of clothing or the school will give the student clothing from the extra reserve apparel. Thank you for your help and support by following the dress code.

General Guidelines:

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

K-5 Specific Clothing

(Immaculate Conception Elementary School, St. James Elementary School, St. Mary’s Elementary School)

Item	Style	Color	Comments
Shirts	Button polo shirt with collar, turtleneck or mock turtleneck. Long or short sleeves. No stripes are acceptable. Writing or graphics should be smaller than 2” with the exception of Regis Catholic Schools logos.	Solid Colors: Light Blue, Navy Blue, White, Dark Green, Light Yellow	Shirts with buttons must be buttoned. Shirts must be tucked in. No tank tops, crop tops or spaghetti straps. No denim shirts.
Sweatshirts	Long-sleeved sweaters/sweatshirts only.	Solid Colors: Navy Blue, Gray or Regis Green	No stripes. Collared shirt must be worn under all sweaters and sweatshirts. Sweatshirts do not need to be tucked in.
Pants	Cotton, cotton-polyester or corduroy.	Solid Colors: Navy Blue, Khaki or Black	No bib overalls, denims, jeans, sweatpants, wind pants. No stripes. Leggings are not pants and should only be worn under a skirt.
Shorts	Walking shorts no more than 3” above the knee.	Solid Colors: Navy Blue, Khaki or Black	May be worn in August, September, May and June. If the temperature is predicted to be above 70°F shorts are acceptable in April and October.
Footwear	Socks, tights or leggings (with skirts).	Solid School Colors	Coordinate with other clothing. Athletic shoes are recommended and must be worn for physical education classes. All shoes must be worn with socks and be close-toed with a backstrap for safety. Crocs, clogs, and “foam” footwear are not allowed.
Skirts/Jumpers	Split skirts and skorts are acceptable; no more than 3” above the knee.	Navy Blue, Plaid, Khaki	It is highly recommended that shorts be worn under skirts.

Updated June 2024

DRUG & MEDICATION ADMINISTRATION

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer prescription drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion. Students who are required to take prescription medication during the school day are required to store the medication in the school office. These will be logged and kept in a locked file by the office secretary. They may be dispensed by an administrator or school secretary as per the written instructions on file: Parent/guardian written approval and instructions for non-prescription drugs; or, doctor's written instructions along with parent/guardian written approval for prescription drugs.

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instruction and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist, or podiatrist and written consent from the pupil's parent or guardian. The party authorized to administer the drug and the school principal or administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of the act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." This immunity does not apply to health care professionals. (Diocesan Policy)

Diabetic Student Health Issues

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

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 within this handbook apply for all school sponsored activities, including those held before or after school and those held away from the Regis campus.

EMERGENCY PROCEDURES

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 the 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.

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 K-2:

1. At this developmental level, combining the class section with an adjacent grade level should be avoided – even if the enrollment is low in one or more of those sections.
2. Kindergarten sections should be kept at 20 or fewer students.
3. If the same grade level within the same building has a total enrollment of 20 or fewer students, they should be combined into one section rather than two, and staff reduced and/or reassigned accordingly.
4. If an entire grade level in a single building has eight (8) or fewer students, Regis Catholic Schools will give serious consideration to sending those students to the other elementary buildings, and reducing/reassigning staff accordingly.

B. For Grades 3-5:

1. If the same grade level within the same building has a total enrollment of 20 or fewer students, they should be combined into one section rather than two, and staff reduced and/or reassigned accordingly.
2. If an entire grade level within the same building has eight (8) or fewer students, Regis Catholic Schools will give serious consideration to combining with an adjacent grade in the same building – not to exceed a combined total of 18. If the total would exceed 18, Regis Catholic Schools will consider sending those students to the other elementary buildings. Staff would be reduced/reassigned accordingly.

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

FIELD TRIPS

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

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

FOOD SERVICE PROGRAM

All Regis Catholic Schools 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

FUND RAISING

Generally, fund raising activities are to be Regis Catholic Schools-wide events only. All fund raising 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. No running or roughhousing is permitted in the hallways at any time.

HARASSMENT

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

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

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

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

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

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

Bylaws & Policies

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

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

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

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

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify

cyberbullies because of screen names, so they do not fear being punished for their actions;
and

4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to, the following:

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

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

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

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

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

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

Staff includes all school employees.

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

Privacy & Confidentiality

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

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

Procedures for Addressing Aggressive Behavior

Each case will be handled on an individual basis.

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

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

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

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

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.
8. All parents in the classrooms where lice have been identified will be informed through email communication.

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

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) 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.

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) who are enrolled at 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.

LITURGICAL CELEBRATIONS

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

Non-Catholic students fully enrolled in a Catholic School are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church Law. (Diocesan Policy)

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.

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

LOST & FOUND

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

MEDICAL EMERGENCY INFORMATION

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

MUSIC POLICY

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

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

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

PARTIES – ELEMENTARY SCHOOLS

Children are allowed to bring simple treats to have the class help celebrate their birthday. Parents are strongly encouraged to send healthy treats and to avoid treats with peanuts, peanut oil, or related products. Unless every child in the classroom is invited, invitations to parties held outside of school must be mailed out from home and not distributed in the classroom to avoid hurt feelings.

PEANUT SAFETY GUIDELINES

1. Identify student with the food allergy to all school staff.
2. Have a written individual medical form completed by physician with instructions in student's file.
3. Classroom parents and students will be informed of the student's allergy and peanut foods need to be avoided.
4. The classroom will need to become familiar with the concept of "hidden" peanut ingredients. It is the responsibility of the classroom teacher and parent of the allergic student to educate the class on peanut labeling.

5. Staff training in the management of anaphylaxis and the use of epinephrine needs to occur.
6. All staff will know the location of the epi-pens. The epinephrine auto injector needs to be accessible for quick access within several minutes of a reaction and kept in a secure, but unlocked location.
7. During lunch, the child with peanut allergies should sit at the designated table and can eat with others not eating peanuts.
8. During field trips, the epi-pen needs to be present.

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. Each parent that does not want his/her child's photograph used in such a manner needs to make their wishes known on the RCS Acknowledgment and Consent Form, indicating that they do not give consent to use their child's photograph.

PHYSICAL EDUCATION CLOTHING

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

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

PICTURES

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

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 rights to special education services as special education students in public school. However, public school districts are given small amounts of money each year by the federal government to fund Individualized Education Plans (IEP) for students with special needs 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 ISP or IEP (Individualized Service Plan or Individualized Education 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.

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.

RECESS WEATHER GUIDELINES

All students (K - 5) will be required to participate in outdoor recess when the “feels like” temperature is at or above 0 degrees. Students should be prepared for outdoor recess with appropriate attire.

Recess Attire Guidelines

Feels Like...	Required Attire
0-40°	Must wear winter coat, hat, and mittens. *If snow, slush, or ice is present, must also wear boots & snowpants.
40-50°	Jacket or sweatshirt required.
50+°	Dress to your comfort level.

The recess schedule may be modified due to air quality, rain, ice, or other inclement conditions at the discretion of administration. Equipment may be limited due to these conditions as well.

RESPECT PLAN

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

Regis elementary schools strive to never degrade or diminish any member of our school community by our conduct or attitudes. We benefit from each other. Our faith also provides guidance, direction, and purpose for how well we treat ourselves and others.

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

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

Our Respect Plan at Work

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying causes pain and stress to others and is never justified or excusable as "kids being kids" or "just teasing".

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

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

Consequences for inappropriate behavior will be based on the severity of the situation and if repeated behaviors have occurred. The Respect Plan will list the loss of privileges, or in severe cases, suspension. Acts of misconduct by a student will be recorded in the student's behavior file. The record will include a description of the complaint and follow-up disciplinary action taken.

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

SACRAMENTAL PREPARATION & PARISH RELATIONS

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

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

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

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

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.

Giving a child medication to help reduce a fever or alleviate pain does not make them "ready for school". Medication merely masks the symptoms of the illness, it is not a cure and puts others at risk of contracting the disease. Sending your child to school where students are active throughout the day will slow their recovery; they are not getting the rest and hydration their body needs to fight off whatever illness they are carrying.

If your child becomes ill during the school day, you or an emergency contact will be called to pick them up. You are expected to be reachable and able to send an adult to pick up your child within 45 minutes of contact. Leaving your child in the office until the end of the school day is not an option. Again, when a child is ill, they need to be home resting. Please ensure your contact information and additional emergency contacts are updated through Skyward or the school office. If we are unable to reach you, additional contacts will be called/ emailed.

Illness Guidelines & Sick Child Policy

Illness	Exclusion from School	Return to School
Fever Over 100.4 Degrees	When fever is at or over 100.4 degrees	24 hours after fever has subsided without prescription or non-prescription medication
Diarrhea/ Vomiting Illness of Unknown Origin	Diarrhea or vomiting	When symptoms are no longer present for 24 hours
Strep Throat	When sore throat, fever or rash are apparent or clinical diagnosis	24 hours after the first dose of antibiotics
Chicken Pox	When rash or fever are apparent or clinical diagnosis	7 days after the onset of the rash or until lesions have crusted
Conjunctivitis (Pink Eye)	Red or pink eye with discharge or clinical diagnosis	24 hours after the first dose of medication or when drainage is no longer present
Impetigo	Rash appearing to spread or clinical diagnosis	24 hours after the first dose or medication and clinical improvement
Hand, Foot and Mouth Disease	Fever or lesions present or clinical diagnosis	When fever is no longer present without medication and clinical improvement is observed
Influenza, RSV or Other Ciral Respiratory Infections	Fever, extreme lethargy	When fever is no longer present without medication and clinical improvement is observed
COVID-19	Onset of symptoms or clinical diagnosis	5 days after onset of symptoms (must either wear a mask for an additional 5 calendar days or test negative twice within 48 hours)
Head Lice	Lice or nits present	After shampoo treatment and head check do not show remaining lice or nits.

SNOWBALL THROWING

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

SPORTSMANSHIP

The ideals of good sportsmanship, Catholic values, ethical behavior, and personal integrity should permeate our schools. The value of good citizenship and high behavioral standards apply equally to all school activities. In practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity, respect, and Christian concern for others. Further, awareness is expected 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 are required to take the tests. The Diocese of La Crosse has implemented a required religion competency and assessment of attitude program for fifth grade. Students will complete the religion assessment as directed by the Diocese.

SUBSTANCE ABUSE

"Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature." (cf. Mk 16:15)(Evangelium Vitae, Introduction, Section 3; paragraph 1).

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

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

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

Definitions

Substance abuse includes, but is not limited to, alcohol, non-prescription drugs, prescription drugs without proper authorization, and those substances that are commonly associated with being illegal. The possession of drug paraphernalia or other such material is also not allowed. The school reserves the right to take whatever legal or disciplinary action it deems appropriate for the off-campus purchase, possession, use, or sale of any of the above named items by a member of the student body.

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

Prohibitions

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

Required Minimum Sanctions

1. For students who have violated Category 1 Prohibitions-dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions-suspension, dismissal, or expulsion.
3. For students who have violated Category 3 Prohibitions-suspension or dismissal. The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions including suspension, dismissal, or expulsion. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanction to apply, at least the following factors shall be considered:
 - Nature of the substance
 - Amount of the substance
 - Age of the student
 - Degree of risk posed to other students
 - Cooperation or lack of cooperation of the student
 - Student’s prior record

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

Investigative and/or Remedial Measures

1. The student and parents/guardian shall meet with school authorities.
2. The student shall be suspended pending the completion of the investigation and may be suspended during the assessment.
3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
4. The student and his/her parents/guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
6. For students suspended or dismissed, before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - a. If requested, the student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
 - b. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - c. They must refrain from any future drug or alcohol offense.
 - d. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
 - e. The student must cooperate with local school authorities.
 - f. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing if and when deemed necessary by the Diocese.

Reporting Requirements

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

Consultative Requirement

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

Relationship to Other Student Conduct Codes

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

Smoking

Regis Catholic Schools has the responsibility to discourage any practice that is dangerous to the health of a student. Smoking or tobacco chewing is not permitted on any school campus, at any school

activity, or on any school bus. This also includes e-cigarettes and vaping devices. Possession of smoking materials, tobacco products, or cigarette lighters by students is not allowed in the school building or on school grounds or at school events. Students in possession of tobacco products will be required to surrender them for confiscation. There will be a \$25 fine paid to the office prior to attending the next school day. We encourage parents to consider this fine the sole responsibility of the students. Detention and additional fines can also be levied for repeat offenders.

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, MESSAGE BOARD & TELEVISION COMMUNICATION

The school secretary will answer calls and forward calls to appropriate voicemail for teachers and messages for students. Teachers will return the call at their earliest convenience. Students may use the telephone with permission. Students may be allowed to call home for forgotten assignments, lunches, or supplies. When a child is out of uniform they may have to call home to acquire correct apparel.

TEXTBOOKS

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

THREATS

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

TRANSPORTATION & PARKING

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

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

Bus: Students receive free transportation to school using the same rules of eligibility that apply to 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.

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 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 may face disciplinary action that could include suspension, dismissal, or expulsion.

VISITORS

All guests must stop at the school office and check in before visiting anyone in the school. Parents are not to go to a child's classroom prior to stopping at the school office. Regis students may have visitors during the school day only with permission of the building principal or dean of students. Please contact the school office, principal, or dean of students at least 24 hours ahead of the request to bring a visitor.

- A written request is made 24 hours prior to the time the visitor is to be in the building and the student is age appropriate. The request is to include the student's name, grade level, and school presently attending, along with the parent/guardian's name, address, and a phone number where they can be contacted during the day.
- The visitor receives permission from the classroom teacher and/or administration.
- The visitor and/or parent signs in and out at the office. Visitors not meeting these conditions are in violation of city ordinances and will be asked to leave the building.
- The visitor or student shadowing may be assigned a student for the day.

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

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.



(EXAMPLE)
Elementary Respect Plan Report
Regis Catholic Schools

Student:

Date of Report:

Date & Time of Incident:

Reporting Teacher :

CORE VALUE not followed:

Faith Responsibility Teamwork Excellence Leadership

What Happened:

Student's Response:

Plan of Action or Consequence:

Reporting Teacher Signature _____ Date _____

Classroom Teacher's Signature _____ Date _____

Administrator's Signature _____ Date _____

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

Parent's Comments: _____

Parent/Guardian's Signature _____ Date _____

MISSION STATEMENT

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



REQUEST FOR REVIEW OF LIBRARY MATERIALS

AUTHOR: _____

TITLE: _____

PUBLISHER: _____

FORMAT: _____

REQUEST MADE BY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

1. OBJECTION: (PLEASE BE SPECIFIC: SITE PAGES OR LOCATIONS)
2. DID YOU READ, VIEW, OR LISTEN TO THE ENTIRE WORK?
3. HOW DO YOU THINK THIS MATERIAL WILL AFFECT THE LIBRARY USERS?
4. FOR WHAT AGE GROUP DO YOU THINK IT SHOULD BE RESERVED?
5. IS THE MATERIAL USEFUL IN ANY WAY? PLEASE EXPLAIN YOUR RESPONSE.
6. DO YOU KNOW IF THE MATERIAL HAS BEEN REVIEWED BY ANY AUTHORITIES AND/OR CRITICS? IF SO, BY WHOM?
7. WHAT DO YOU THINK SHOULD BE DONE WITH THE MATERIAL?
8. WHAT MATERIAL DO YOU RECOMMEND IN ITS PLACE?

SIGNATURE: _____ DATE: _____

This form is available via your school's library.

CENTRAL OFFICE

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