

2016-2017



REGINA INTER-PARISH  

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CATHOLIC EDUCATION CENTER

# **K-12 Parent/Student Handbook**

# Contact Information

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**Kitchen**                      319.688.3154

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**Religious Education**                      319.351.7638

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# Mission, Belief Statements, and Objectives

## **MISSION**

Regina is committed to preparing tomorrow's leaders through a comprehensive educational experience focused on excellence and anchored in the teachings of the Roman Catholic Church.

## **BELIEF STATEMENTS**

1. We believe that living, celebrating, and sharing our faith creates life-long, active members of the Catholic Church.
2. We believe in embracing all learners regardless of religion, ethnicity, or financial circumstances.
3. We believe that all members of our community, including parents, parishes, and alumni, are integral to the educational process.
4. We believe that fostering community relationship in a safe, supportive environment allows students to understand the importance of being of service to others.
5. We believe in providing all students with multiple opportunities to participate in academic endeavors, athletics, and the arts.

## **OBJECTIVES**

1. To develop in each student an understanding of his/her Catholic faith which includes knowledge of faith, the building of Christian community, the practice of Christian service, and participation in the liturgical experiences.
2. To provide opportunities that promote excellence in the development of academics skills and to challenge students to make use of their intellectual capabilities in order to become all God intends them to be.
3. To recognize individual differences among students and to provide programs that help all students, including the gifted and talented and those "at risk," utilize their special gifts.
4. To promote responsible attitudes toward physical and mental health and the environment, and to provide both academic and extracurricular activities which highlight these values.
5. To provide opportunities for students to investigate the many and varied careers available to them.
6. To develop within each student a knowledge and appreciation of the arts through the curriculum and participatory experiences.

7. To provide a curriculum which includes a variety of recreational activities and a full athletic program stressing participation, teamwork dynamics, and sportsmanship.
8. To provide easy transition to today's highly technical work environment through in-school availability of the latest equipment and instruction in the skills needed to operate it.
9. To teach students to recognize the rights and responsibilities of active citizenship and to encourage students to act on behalf of peace and justice.
10. To teach students to understand and respect human and cultural diversity.

## Board of Education

The board consists of three representatives from each of the four parishes and the pastor from each parish. Ex-officio non-voting members include the five program administrators. The Bishop is president; one pastor acts as "Provost," who is a member of the executive committee and signs legal documents with the chairperson. The legal name for our institution is "Regina Inter-Parish Catholic Education Center."

The functions of the Board of Education are to:

- a. Ensure that the operation of the Regina Inter-Parish Catholic Education Center complies with the laws of the State and with diocesan policy and is in accord with the doctrine of the Roman Catholic Church.
- b. Develop the budget for the Regina Inter-Parish Catholic Education Center.
- c. Oversee the collection and disbursement of financial resources necessary for the operation of the Regina Inter-Parish Catholic Education Center.
- d. Provide and maintain the facilities necessary to meet the educational goals of the Center.
- e. Determine and implement a long-range plan for the Center.
- f. Formulate and adopt general, educational, and financial policies that will guide the administration and enable the Center to function efficiently and in such a manner as to maximize educational opportunities and enhance the quality of education that is provided.
- g. Conduct an annual evaluation of the performance of the President.

### **BOARD COMMITTEES**

Regina Inter-Parish Catholic Education Center's board committees help Regina implement many of the areas listed above and are open to any interested parent. Please contact the school administrators or any board member if you are interested in serving on any of these committees:



- A. **The Executive Committee.** The primary function of the Executive Committee is to provide leadership and personnel guidance to the Board of Directors/Board of Education and to organize the agenda and manner of conducting business. Cf. Policy #210.1-210.5
- B. **The Finance Committee.** The primary function of the Finance Committee is to develop and monitor the budget. The Treasurer of the Board of Education is the chair of this committee.
- C. **The Strategic Planning Committee.** The primary function of the Strategic Planning Committee is to develop a plan to incorporate short term and long-term goals for the Regina Inter-Parish Catholic Education Center. The Vice Chair of the Board of Education is the chair of this committee.
- D. **The Policy/By-Laws Committee.** The primary function of the Policy/By-Laws Committee is to work with the administrators in developing and reviewing school policy and to review the by-laws in regard to improving Board procedures and facilitating the conduct of business. The members of this committee will be comprised of administrators and board members and will be chaired by the Secretary of the Board. Cf. Policy #212
- E. **The Buildings and Grounds Committee.** The primary function of the Buildings and Grounds Committee is to monitor the maintenance of the school facility. Cf. Policy #215
- F. **The School Improvement Advisory Committee (SIAC)/Education Committee.** The primary function of the SIAC/Education Committee is to work with the administrators of the Regina Inter-Parish Catholic Education Center in developing, reviewing, and evaluating educational goals. Membership must conform to SIAC regulations.
- I. **The Catholic Identity Committee.** The primary function of the Catholic Identity Committee is to create ways to strengthen and promote the Catholic identity of both curricular and extra-curricular activities.
- J. **Health & Safety Committee.** The primary function of the Health and Safety Committee is to work with the administrators of the Regina Inter-Parish Catholic Education Center in developing, reviewing, and evaluating health and safety practices and procedures.
- K. **Technology Committee.** The primary function of the Technology Committee is to review and share progress on the technology plan, as developed by the Administrative Team.

## Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact: Char Maaske, Human Resource Coordinator, who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

Contact-  
Char Maaske  
Human Resource Coordinator  
2706 N. Gaines Street  
Davenport, Iowa 52804-1998  
Phone: (319) 324-1911  
FAX: (319) 324-5811

Diocesan Victims' Assistant Coordinator - Alicia Owens 563-349-5002

## Dress Code

### **MUST BE PURCHASED FROM LANDS' END**

- **Polos:** Shirts must be navy, white, maize, blue or gray short- or long-sleeved polos with the designated Regina logo. These polos will not need to be tucked in. Long-sleeved t-shirts of similar *solid* color may be worn under short-sleeved polos; the t-shirts must be tucked in. Undershirts worn under a polo should be plain with no other images visible through the polo or on the sleeves
- **Dress Shirts:** White, blue, French blue dress shirts with the Regina logo will need to be tucked in.
- **Ties:** Navy/gold stripe or white plaid.
- **Skorts (girls only)\*+:** Girls may wear navy, khaki, gray, or white plaid skorts.
- **Jumpers (girls only)\*+:** Girls may wear the designated white plaid or solid-color navy or khaki jumper.
- **Sweaters:** Navy, white, blue, gray, or maize cardigans or crew neck/v-neck sweaters/vests with the designated Regina logo may be worn. *Students must wear either the polo with the designated Regina logo or a white, light yellow, blue, gray or navy turtleneck under sweaters.*
- **Fleece:** The navy polar fleece jacket or vest or the microfleece half-zip pullover with the designated Regina logo will be allowed. *Students must wear the polo with the designated Regina logo, a white, light yellow, blue, gray, or navy turtleneck or plain color shirt under the fleece. Shirts must be tucked in.* No other coats or sweatshirts will be allowed.

- **Dresses (K-6 girls only)\*+:** Girls may wear navy or blue dresses with the designated Regina logo.
- **Skirts (girls only)\*+:** Girls may wear white plaid skirts.
- **Sweatshirt:** crewneck, pewter heather with the designated Regina logo will be allowed. *Undershirts worn under a sweatshirt should be plain in color with no other images visible. Shirts must be tucked in.*

#### **TO BE PURCHASED FROM VENDORS OF CHOICE**

- **Pants:** Dress or cargo pants must be navy, black, gray or khaki, solid-color and of a non-denim material. **Yoga, exercise-type, and skinny-jean-type/jeggings pants are not allowed.**
- **Shorts +:** Dress or cargo shorts must be navy, black, gray, or khaki, solid-color and of a non-denim material. *Elementary students may wear shorts from August-October and April-June, with administration reserving the right to determine if shorts can be worn during these months.*
- **Capris (girls only):** Girls' dress capris must be navy, black, gray, or khaki, solid-color, and of a non-denim material. **Yoga and exercise-type capris are not allowed.**
- **Shoes:** All shoes must be closed-toe shoes or boots.
- High school team/organization polos or dress shirts may be worn only on the day of competition or event, with administrator approval

#### **Important items to note:**

- Lands' End typically has logo sales during the year.
- Regina will host a used uniform sale each summer.
- The administration reserves the right to determine if a clothing item meets the spirit of the dress code as listed above.

**\* From November through March, elementary students must wear tights or leggings under skirts, skorts, jumpers and dresses.**

**+ Must be no shorter than three inches above the knee**

#### **ELEMENTARY**

All students shall be dressed and groomed in such a manner as to not be a source of distraction to others. The administration may deem certain hair, clothing, or jewelry as a distraction and inappropriate for school. If any one teacher deems an item inappropriate, the student may receive a written referral.

**Most importantly, dress students appropriately, according to weather conditions. Remember elementary students have outside daily recess.**

## **VIOLATION PROCEDURES**

1. Verbal and written referral – copy home and copy to office, phone call to parent to bring an appropriate item of clothing.
2. Verbal and written referral – 2nd notice, - copy home and copy to office, phone call to parent to bring an appropriate item of clothing.
3. Meeting with child, parent, teacher/administrator
4. Greater sanctions as to be determined

## **JR/SR HIGH**

In all matters of dress code, the teachers and administrators have the final decision as to whether clothing is appropriate.

### **Headwear**

Headwear is not permitted. This includes, but is not limited to: hats, caps, bandanas and hoods.

### **Jewelry**

Students may wear jewelry as long as it is appropriate for school wear.

### **Backpacks / Book Bags**

For fire and safety reasons, backpacks and book bags must be kept in a locker during the school day and are not to be carried to the classrooms.

## **VIOLATION PROCEDURES**

Violations of the code will be considered a willful disregard for the standards. The following consequences will be administered for students found to be in violation of the dress code:

1. 1<sup>st</sup> Offense: Student is required to correct the violation before proceeding to the next class period. This may necessitate calling a parent to have appropriate clothing brought to the school. Time missed from class will be considered unexcused.
2. Subsequent Offenses: Shall be dealt with on a case-by-case basis but will minimally include 1 administrative detention. Other actions may include suspension from participation in and attendance at any/all extracurricular activities. May also include in or out of school suspension, and in extreme cases expulsion. Students are required to correct the violation before proceeding to the next class period. This may necessitate calling a parent to have appropriate clothing brought to the school. Time missed from class will be considered unexcused.

# Weather Safety

## **SEVERE WEATHER**

School cancellations or early dismissal due to inclement weather will be announced over Iowa City radio and local television stations. It will also be alerted through SchoolMessenger. Families, through PowerSchool will be automatically added to this communication system

(Families will need to activate text message service if they wish to receive text updates, **text “Subscribe” to 68453**). Regina will generally follow the public school dismissal/cancellation announcements, but may have an exemption due to our own busing system. Please listen to local stations on questionable days to alleviate the necessity of calling the school; we need to keep phone lines open.

Late Start: No A.M. Program; Early Dismissal: No P.M. Program

### **CONTINGENCY WEATHER PLAN**

On occasion, weather forces school to dismiss early. Early dismissal information is always provided to media and via School Messenger as soon as it is known. It is extremely important your child knows what to do and where to go when this situation arises. Discussing a plan prior to the cancellation is more efficient than multiple families attempting to call the school on these days.

### **TORNADO DRILL**

The signal for the tornado drill is a civil defense siren. Students, faculty, and other visitors in the building go quickly and quietly to the hall and face the wall. If weather warrants, people should get in a squat position, facing the wall, with hands clasped behind the head.

### **FIRE DRILL**

The warning for a fire/fire drill will be a continuous blast from the fire bell. Students, staff, and all others in the building are to leave the building promptly, silently, and go to designated areas. Wait for signal before returning to building.

### **CRISIS PLAN**

In the event of a school emergency, we have a Crisis Plan we will follow. If you would like to see a copy of this plan, it is available in the office. In the event of a major emergency, a directive via SchoolMessenger will be issued. We ask you to listen and do as instructed, rather than calling the school directly. In case of evacuation, we will relocate to a safe location and communicate dismissal procedures as soon as it is safe to do so.

## Bus Transportation

Regina provides busing for K-8 grade students who live 2 miles or more from school and for 9th-12th grade students who live 3 miles or more from school. A letter informing parents as to the time and point of pickup is sent in August. Please contact Michelle Winders 319-499-9020 regarding questions and concerns.

If your child is eligible to ride the bus, but only rides occasionally, please inform Michelle Winders 319-499-9020 so the driver will know. Durham should be contacted if you have a change of address or any questions regarding the busing arrangements.

Families outside the Iowa City Community School District are entitled to transportation costs if your district provides it. Contact the superintendent of your residential school district to request information and forms for transportation reimbursement.

For the safety of all passengers:

1. Follow the directions of the driver (teacher) the first time they are given.
2. Sit in your (assigned) seat at all times.
3. Respect others. No hitting, pushing, fighting, swearing, or using rude gestures on the school bus or at the bus stop.
4. Keep all objects and body parts (head, arms, legs) inside the bus in your seat.
5. Food and drinks are not allowed.
6. Keep the aisles clear at all times.

ONLY STUDENTS ASSIGNED TO A BUS MAY RIDE THAT BUS. FRIENDS MAY NOT BE BROUGHT HOME ON THE BUS.

### **BUSES ONLY**

From 8:00 - 8:20 a.m. and from 2:45 - 3:20 p.m. the circle drive in front of the school is reserved for BUSES ONLY. This area has room for buses only. If you have business in school, please use one of the parking lots provided. DO NOT PARK YOUR CAR IN ANY DRIVEWAYS coming into or out of school.

### **DISCIPLINE**

Durham (our bus company) will use a written bus conduct report for improper conduct. The school principal receives a copy of this report that is discussed with the student. Parents are notified of the report. Students receiving a written report may be suspended from bus riding privileges for a period of time.

### **ELEMENTARY**

We remind parents and students of the conduct expected on the buses. Repeated acts of misconduct can deprive the student of the opportunity to ride the bus. The children should realize that the driver has a big responsibility and that it is everyone's duty to help.

One final reminder: Riding the school bus is a privilege! Students who do not cooperate with the driver and maintain proper conduct can lose their opportunity to ride the bus.

### **JR/SR HIGH**

There is a three-day mandatory suspension for a third written discipline report.

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD &amp; REPEATED OFFENSES</b>
<ul style="list-style-type: none"><li>• Parental notification</li><li>• At least 1 detention</li></ul>	<ul style="list-style-type: none"><li>• Parental notification</li><li>• Loss of bus privileges for one week</li></ul>	<ul style="list-style-type: none"><li>• Parental notification</li><li>• Loss of bus privileges for the remainder of the semester</li></ul>

# Cafeteria – Breakfast/Lunch

Regina has a computerized food service system. No breakfast or lunch tickets are needed. Families will submit monies to their computerized accounts. When the balance becomes low, you will be notified. Each student is given a lunch card, which is kept in the classroom (grades K-6). If you will be joining your student for lunch, please call the office the day before so we can add this to our count.

BREAKFAST -- 7:45 - 8:20 am

## **ELEMENTARY**

- Follow directions of supervisor.
- Speak softly and in regular tones.
- Walk in and around lunchroom (no running).
- Remain at the table, once you have made a table selection.
- Remove trays when table is called quietly, wait in assigned line.

## **JR/SR HIGH**

Lunch A (all JH): 11:38 – 12:00 (M, T, F) 11:04 – 11:26 (W, Th)

Lunch B (all HS): 12:30 – 12:52 (M, T, W, Th, F)

## **CAFETERIA EXPECTATIONS:**

We serve more than 1000 lunches in the cafeteria in the course of the day. In order to make this work we need the complete cooperation from students. This includes:

- No cutting in line - there is no class priority in terms of who gets to eat first unless designated by the principal for special events such as class/club meetings, etc.
- Clear your area when finished. Return your tray to the designated area.
- All food and drink is kept in the cafeteria - not taken to the lobby or outdoors.

Students are asked to leave their books and belongings in their hallway lockers before reporting to the cafeteria for lunch. Due to safety concerns students will not be permitted to leave their belongings on the floor outside the cafeteria.

## **FEDERAL LUNCH PROGRAM**

Regina features a hot lunch program that is operated according to Federal and State guidelines.

1. Children from a family whose income is at or below the levels published annually may be eligible for either free meals or meals at a reduced rate.
2. Information and forms to determine eligibility are in the Jr/Sr high school office. Parents or guardians must return the forms with the requested information. Eligibility is determined within 10 days of its return. If a family is eligible, PLEASE DO APPLY.
3. If during the school year there are changes in family size or substantial changes in income, such changes must be reported to the school's official so the appropriate eligibility adjustments can be made.

4. Our school strives for 100% participation for an effective, nutritious, and economical fare.
5. Children's lunches may be purchased for:
  - a. Regular price
  - b. Reduced-price (determined by eligibility)
  - c. Free (determined by eligibility) Prices may change at the semester.
6. Adult lunches may be purchased
7. Children bringing cold lunch from home may purchase a carton of milk.

We ask that payment for lunches be made with SEPARATE CHECKS from tuition payments. Inquiries regarding hot lunch balances/account should be directed to the high school office at 338-5436.

## Health & Medicine

### Allergies/Reactions

Please let us know of any health related issues affecting your child. We share a master list with all teachers who have contact with your child. It is important for all of us at Regina to know what to do.

### Immunization Records

#### **ELEMENTARY**

Regina Elementary School will support the Iowa State Immunization Law as it is presently established and as it may be changed from time to time. Kindergarten students **MUST** have their immunization certificate on file before entering school. Kindergarten students must also have a lead screening and a dental health screening before coming to kindergarten. Students not presenting an appropriate certificate to the school are not entitled to enrollment.

School officials cannot allow the child to attend school unless they have one of these certificates. A personal immunization record showing dates and kinds of immunizations received must be kept on each child. All immunizations must be validated by your doctor or health clinic and signed by the parent.

#### **JR/SR HIGH**

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations to the admitting official using an Iowa Department of Public Health certificate of immunization or provisional certificate, unless a valid certificate of religious or medical exemption has been submitted.

### Illness

#### **ELEMENTARY**

#### **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS SICK.**

We are not equipped to handle this situation. If a child is sent to school ill or becomes ill during school hours, we will notify you to come and take your child home. Students with a temperature will be sent home and we ask that they be "fever free" and "vomit free" for 24 hours before sending them back.



We follow the guidelines of the Iowa Department of Public Health for communicable diseases. This includes procedures for the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth's disease, head lice, ringworm, strep throat, and whooping cough. Students will be readmitted with a physician's note. The school reserves the right to send home any child in question.

In case of illness or accident involving a student, parents are immediately notified when possible. It is necessary, therefore, that the school have the current number of your home phone, business phone, cell phone or the phone number of a person to contact in case of an emergency. Keep us posted regarding any number changes that occur throughout the year. An emergency card is kept on file in the school office for this purpose.

We cannot stress enough the importance of current phone numbers for office use, plus an emergency name and number if we are unable to contact the parent.

### **CURRENT PHONE NUMBERS ARE VERY IMPORTANT.**

## **Medications**

### **ELEMENTARY**

Medications may be administered at school only with a doctor's written order and the written authorization from the parent/guardian. All medications if possible should be taken before or after school hours. Medicines that need to be given three times a day could be given at home before school, after school, and at bedtime. However, it is understood that certain drugs may be required during the school day. No medication (prescription or over the counter) will be administered without a written physician and parent/guardian authorization.

1. Prescription medicine - A current pharmacy labeled container can serve as a written physician's order. A second labeled medication container can be obtained for school use by asking the pharmacist.
2. Over the counter/nonprescription medication will be given only with a physician's order and parent/guardian written authorization. Over the counter/nonprescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student's name attached.

The parent/guardian is responsible for notifying the school when a medication has been discontinued or changed. **See Appendix D-Medication Form.**

### **JR/SR HIGH**

Any prescription medication the student is required to take during the school day must be brought to the office in its original prescription package. The student then comes to the office at required times to get his/her medicine. In accordance with State law the school does not give any non-prescribed medication (including aspirin) to students without parental approval. **See Appendix D-Medication Form.**

## Screening Tests

### ELEMENTARY

Grant Wood A.E.A. screens all students in Alternative Kindergarten (AK), and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that do not have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing their child's hearing be tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

A classroom teacher occasionally requests speech screening. If your child needs further therapy, you will be contacted. Those students qualifying for speech assistance will be given speech services from the Grant Wood A.E.A. during the school day.

## Recess

### ELEMENTARY

If your child is well enough to attend school, he/she will be expected to go outside for recess. A child may not remain inside for recess unsupervised, as teachers need this time for planning/lunch. Exceptions: recent broken bone, or recent surgery.

## Head Lice

### ELEMENTARY

If a case of head lice appears in your child's classroom, we will send a note home with the children in that grade level. Proper treatment and follow-up at home are essential, so that lice are not being passed on to additional students.

# Bell Schedule/Attendance/Tardies/etc.

## Bell Schedule

### ELEMENTARY

Classes begin at 8:20 a.m. with dismissal at 3:00 p.m. There is early dismissal at 2:00 p.m. every Thursday of the school year. This time is provided for teacher meetings, curriculum planning and/or in-service. Students in the building before 8:00 a.m. and after 3:00 p.m. are the responsibility of the AM-PM Program. Students arriving to school prior to 8:00 a.m. must report to the A.M. Program. Entrance doors are locked during school hours.

### JR/SR HIGH

	REGULAR	WEDNESDAY (Block)	THURSDAY (Block)
8:20 - 9:05	1 <sup>st</sup> Period	8:20 – 9:38	1 <sup>st</sup> Period
9:09 - 10:00	2 <sup>nd</sup> Period	9:42 – 11:04	2 <sup>nd</sup> Period
10:04 - 10:49	3 <sup>rd</sup> Period	11:04 - 11:26	3 <sup>rd</sup> Period
10:53 - 11:38	4 <sup>th</sup> Period	11:30 - 12:52	"A" Lunch
11:38 - 12:00	"A" Lunch	11:08 - 12:30	"A" 5 <sup>th</sup> Period
12:04 - 12:52	"A" 5 <sup>th</sup> Period	12:30 - 12:52	"B" 5 <sup>th</sup> Period
11:42 - 12:30	"B" 5 <sup>th</sup> Period	12:56 – 2:10	"B" Lunch
12:30 - 12:52	"B" Lunch	2:15 – 3:10	7 <sup>th</sup> Period
12:56 - 1:38	6 <sup>th</sup> Period		Mass
1:42 - 2:24	7 <sup>th</sup> Period		
2:28 - 3:10	8 <sup>th</sup> Period		

**Before School** - Main lobby doors will be opened to students at 7:30 each morning. Students are not allowed in the building unless directly supervised by a staff member. The cafeteria is open for breakfast at 7:45.

**After School** - Students not engaged in a supervised activity, or working directly with a teacher, must leave the building by 3:30 PM. If they are unable to leave due to inclement weather, they must remain in the main lobby. Students found unsupervised in the school after hours are subject to disciplinary action including detentions, Saturday school or suspension.

**See Appendix E for Late Start & Assembly Schedules**

### **Attendance (Policy 545.5R)**

Rationale: Attendance at school is vitally important to a student's success. A student's attendance record is part of his or her permanent academic record.

Iowa Code requires the governing body of an accredited nonpublic school to do the following:

Iowa Code 299.1 Attendance Requirements

"...the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control."

"...the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school."

Iowa Code 299.1A Compulsory Attendance Age

"A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reached the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar."

Iowa Code 299.5A Mediation

"If a child is truant as defined in section 299.8, school officers shall attempt to find the cause for the child's absence and use every means available to the school to assure that the child does attend."

"If the parent, guardian, or legal or actual custodian, or child refuses to accept the school's attempt to assure the child's attendance or the school's attempt to assure the child's attendance is otherwise unsuccessful, the truancy officer shall refer the matter to the county attorney for mediation or prosecution."

## Iowa Code 299.8 “Truant” Defined

“Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board’s or school governing body’s attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant.”

## Iowa Code 299.9 Truants – Rules for Punishment

“The board of directors of a public school district or the authorities in charge of an accredited nonpublic school shall prescribe reasonable rules for the punishment of truants.”

### **Truancies:**

**Truant:** A student who is absent from school without an acceptable excuse.

### **Habitual Truant:**

A student with 8 or more unexcused tardies in a school year.

A student with 5 or more unexcused absences in a school year.

A student with 12 or more absences (excused or unexcused) in a school year.

### **Unexcused Tardies:**

**Unexcused Tardy (K-6):** A student who arrives at school within 60 minutes of the start of school without an acceptable excuse. Arrival beyond 60 minutes will be considered a half day unexcused absence.

**Unexcused Tardy (7-12):** Arriving to school after the tardy bell for the student’s first class but within the first 10 minutes of the student’s first class, without an acceptable excuse.

For tardies once the school day begins, please refer to the Junior High and Senior High Student Handbook.

### **Unexcused Absences:**

**Unexcused Absence (K-6):** A student who is absent for more than 60 minutes of the day without an acceptable excuse.

**Unexcused Absence (7-12):** A student who is absent for more than 10 minutes of a class or all of a class without an acceptable excuse. The attendance office should receive the acceptable excuse before the absence occurs. It must be received no more than 48 hours from the beginning of the absence. A student who leaves school early without an acceptable excuse is also considered absent without an excuse.

### **Excused Absences or Tardies:**

**Excused Absence or Tardy (K-12):** A student who is absent but the absence is deemed excused by the school using the following criteria:

### Acceptable Excuses for Absences and Tardies:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. Regina Catholic Education Center may request the parent or guardian to obtain a written statement from a physician or license practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
2. Medical, dental, chiropractic, optometric, or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
3. A death in the immediate family or funerals for close relatives.
4. Religious holidays.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parents/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school office and administration prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. If attendance is satisfactory, the administration of each school may excuse up to 5 days a year for family trips. Student vacations or trips without parent/guardian accompaniment are not excused absences.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value or school activities as approved by the administration of each school.
9. Special circumstances that show good cause which the school's administration approves in advance.
10. Out of school suspension.

### **Enforcement**

When a student has:

- 8 unexcused tardies, or
- 5 unexcused absences from school, or
- 12 absences from school (excused or a combination of excused and unexcused)

a notification letter will be sent home to the parents and a meeting will be setup with the parents to develop an attendance plan to help ensure the student is attending school on a regular basis.

Once an attendance plan has been put in place, any future absence or tardy outside the agreed upon conditions of the attendance plan will require the school to take further action, which may include referring the student's attendance issues to the Johnson County Attorney's office. Parents will be notified of the next action steps regarding continued attendance issues.

## **ELEMENTARY**

Students need to be in attendance at school from 8:20 until 3:00 each day, except Thursdays, when release is 2:00. When your child is sick or has an appointment, please follow this procedure:

1. Parent or guardian phones school by 9:00 a.m. to tell us why the student is absent.  
-At the discretion of the office, a doctor's admit slip may be required after an extended illness.
2. Students leaving for an appointment will be **signed out** by their parent/guardian on the attendance list in the office.
3. Students returning will be **signed in** on the attendance list in the office.

## **JR/SR HIGH**

### Closed Campus

Regina Junior-Senior High School is a closed campus. All students are to be in class or an assigned study hall *by the start of their first scheduled period*. Students are not excused until the end of their last class or study hall. Students are not allowed to leave school for lunch or during their study halls.

### **STUDENTS MUST SIGN IN AND SIGN OUT THROUGH THE OFFICE WHEN ARRIVING OR LEAVING DURING THE SCHOOL DAY.**

#### EARLY RELEASE/ LATE ARRIVAL: For Juniors and Seniors:

All students are expected to remain in school for the entire school day. An exception is for juniors and seniors who demonstrate responsible behavior. Upon receiving a signed parental consent form, juniors and seniors may release early (after 7th period) **OR** arrive late (for the beginning of 2nd period). No student will be allowed both early release and late arrival. This **privilege** may be taken away if the student does not fulfill academic or behavior responsibilities, or fails to leave the building within five minutes after the beginning of the next class period. Juniors/seniors who wish to remain in the building for study purposes must report to study hall on time.

Late Arrival students are expected to keep track of changes to the daily schedule (masses, assemblies, prayer services, inclement weather...) that alter their arrival time. A change in the bell schedule will not be an acceptable reason for an excused tardy or absence.

Junior/Senior release is only allowed when the general scheduling permits the early or late release. Regina does not guarantee this for any student and will not change schedules after school or second semester begins to accommodate this.

Make-up Work:

All students missing school days are to make up all work as assigned by the classroom teacher. Students have one day for everyday missed to complete all make-up work. Students are encouraged to e-mail their teachers during their absence to get their make-up assignments.

**Excused Absences Needing Prior Approval:** When a student wishes to be excused from school for family trips, college visits, attending school events as a spectator, or any pre-planned absence from school they need to get prior approval for the absence to be considered excused. To obtain prior approval a student must do the following:

1. At least **two** days prior to the absence the student must bring in a signed note from their parents / guardians explaining the absence.
2. Administration must approve the absence.
  - The administration will consider the student’s current grades and number of absences when making this decision.
  - If the Administration does not approve the absence, it will be considered an unexcused absence.
3. The student must take a Prior Approval Slip around to each teacher making arrangements to complete work in advance or no later than the day of return.
4. The Prior Approval Slip must be returned to the office prior to the absence.

**\*College Visits:** Seniors will be allowed three days for college visits, and juniors will be allowed one day for a college visit, which will be considered, excused. These absences will be recorded as excused.

CUTS/TRUANCY

**CUT**

An *unexcused absence* from class will be considered a cut if the student’s whereabouts can be accounted for within the building. If the student’s whereabouts cannot be accounted for within the building, these class cuts will be considered truancy.

FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Activity suspension the day of the cut</li> <li>• 2 Administrative Detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Activity suspension the day of the cut</li> <li>• 1 day in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Activity suspension the day of the cut</li> <li>• 2 days in-school suspension</li> </ul>

**TRUANCY**

An *unexcused absence* from class will be considered truancy when the student is not present within the building; this includes being in the school parking lot without permission. (We are a closed campus.) Once a student arrives at school, he/she may not leave the building without proper authorization until the end of the school day. In-school suspension will be assigned for any truancy.

FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<ul style="list-style-type: none"><li>• Parental notification</li><li>• Activity suspension the day of the Truancy</li><li>• 1 day in-school suspension</li></ul>	<ul style="list-style-type: none"><li>• Parental notification</li><li>• Activity suspension the day of the Truancy</li><li>• 2 days in-school suspension</li></ul>	<ul style="list-style-type: none"><li>• Parental notification</li><li>• Activity suspension the day of the Truancy</li><li>• 3 days in-school suspension</li></ul>

The maximum number of cuts or trancies allowed per semester in any class is 3 per class. A fourth class cut or truancy will result in the following options:



- A student will be dropped from the class and assigned to a permanent study hall. *The student shall be placed in an incomplete status for that class.*
- A student may submit a written appeal for the dropped class within five school days to the principal. If the student is admitted back into class after the appeal, he/she will be required to sign a contract with no more verified or unverified absences allowed. *Any violation of the contract will result in the student being dropped from the class and placed in an incomplete status for that class with no further appeal possible.*

An absence after an attendance plan was created may result in the following options:

- A student will be dropped from the class and assigned to a permanent study hall. *The student shall be placed in an incomplete status for that class.*
- A student may submit a written appeal for the dropped class within five school days to the principal. If the student is admitted back into class after the appeal, he/she will be required to sign a contract with no more verified or unverified absences possible. *Any violation of the contract will result in the student being dropped from the class and placed in an incomplete status for that class with no further appeal possible.*

REPORTING AN ABSENCE:

Parents / guardians are asked to call the school (338-5436) before 9:00 a.m. on the day of the absence. If no one is in the office, leave the message on the attendance line at the designated extension.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION:

Any student who participates in extra-curricular activities must be present for a full day of classes to be eligible for that day's activity. Students must bring a note from the Physician, Clinic, or Dentist in order to be excused and be able to participate in that day's extra-curricular event. If a student/parent does not want to present appointment verification a Regina Prior Approval Form, submitted prior to the absence will allow the student to participate.

## Tardy Students

### ELEMENTARY

**Students are considered tardy after the 8:20 bell.** If students arrive later than 8:20 they need to stop in the office with their parent for an admit slip. Every attempt should be made to have your child here when class begins at 8:20. This gets your child off to the right start for the day.

### JR/SR HIGH

A student who is not present in each class after the starting bell will be marked tardy.

If a student is tardy due to a doctor's appointment, funeral, court date, or school-sponsored activity, he/she will need to check in to the main office where he/she will be admitted to class with no penalty.

Three tardies to a period will result in the student being issued an administrative detention. Six tardies will result in an in-school suspension. A student's absence/tardy total reverts to zero at the beginning of each semester.

## Arrival and Dismissal

### ELEMENTARY

The Regina Inter-Parish Catholic Education Center is extremely congested between 8:00 a.m. - 8:30 a.m. and from 2:45 p.m. - 3:20 p.m. There are many vehicles and pedestrians all over the campus. We ask everyone to drive with extra caution at all times, but especially during these times.

### **DO NOT PARK ON ANY CURBS IN THE FRONT OF EITHER BUILDING**

The city has mandated a fire lane to be open and clear twenty-four hours a day, both sides of the fire lanes. This lane is marked with signs in the front and the back circle. These areas may not be used for parking at any time.

### ***Park in the parking lot if you are entering the building.***

1. **CAR RIDERS\*** - Car line is after school "pick up" for students riding in a vehicle. Follow the driveway around the high school parking lot. Please have a sign with your last name big enough to read from a distance and display it in the right hand corner of the dashboard. This sign aids teachers in identifying cars with students. Your child will stand on the curb until his/her name is called. Students not picked up by the parents will be sent to the PM program.
2. **WALKERS** - If your student is walking home, the child will enter the walkers' line. Teachers will walk students to the crossing guard standing at Rochester Avenue. Walkers may meet a sibling from the high school in the high school lobby outside the art rooms. Two crossing guards help our students cross Rochester Avenue. One is located at the corner of First Avenue and Rochester; the other is located at Ashwood Drive. Those students who cross First Avenue should cross at the light with the crossing guard.
3. **BUS LINE**– If your student rides the bus, your child will report to the elementary gym, in the correct line for his/her numbered bus. Teachers will supervise and help students load the correct bus.
4. **MEETING STUDENTS** - If you are parked in the front lot to meet your child, have them enter the walker line. Meet them as they walk by in the line or wait at your car. The alcove by the high school library door is a good place to meet your child. The office area is not a "pick up" spot for your child at the end of the day. If you are not there at dismissal time, the children will be escorted back to the P.M. program.

**\*Preferred mode of pickup at dismissal remains the car line.**

**Do not wave children over to meet you in the lot. Meet them by the HS Library door.**

5. **A.M. – P.M. PROGRAM** – Students enrolled in the after school program will report directly to the cafeteria. If you have a change in routine for A.M.-P.M., you should make contact directly with the A.M.-P.M. Program Director at 331-1211.

**It is important that your child knows what to do and where to go each day and has a “backup” plan.**

## Family Schedule Changes

### **ELEMENTARY**

We are often asked to excuse children early for various reasons. For your protection, we will not excuse any student unless a parent calls for him/her at school or sends a written note with the child in the morning. Parents are asked to report **directly** to the office when coming to the school for early excuse. **DO NOT GO DIRECTLY TO YOUR CHILD'S ROOM.** This is a disruption for the learners. We want to maintain an atmosphere that is free from outside distractions. We will arrange to have your child meet you in the school office.

If you find it necessary to bring something to your child (lunch, books, etc.) or if you need to contact your child for any reason, please stop in the office. Children will not be called to the phone during the school day and are discouraged from using the phone to call out unless it is an emergency. If your child needs to receive a message prior to dismissal, **PLEASE CALL BEFORE 2:00 (1:00 ON THURSDAYS).** Calling early will assist us in making sure your child receives the correct directions. End of the day changes to after school routines should be a rare occurrence for the safety of students.

# Tuition/Financial Assistance

## Business Office

The Regina Inter-Parish Catholic Education Center's main business office is located on the second floor area above the pre-school. School finances are transacted in the business office. The Regina business office handles tuition & bookkeeping records. Questions regarding accounts may be directed to 337-2580.

## Financial Assistance

Parents are given an opportunity to apply for financial assistance. Parents complete an application for financial assistance through a third party processor for assistance from both the Southeast Iowa Student Tuition Organization (STO) and Regina. This same form may also be required for certain scholarships awarded by the Regina Foundation. The Financial Aid Application will be driven by the STO schedule, but most likely will be available by February 1 each year. Late applications are allowed, however, given the availability of tuition assistance monies, awards may be limited for late applicants. The amount of aid given depends on (1) need and (2) money available through STO, Regina/Parishes, Foundation, scholarship fund, or other sources. Most information is provided with the application forms.

## Registration Fee

A registration fee is collected in the spring for the following year to hold your child's grade spot. A registration deposit must be paid for every student before his/her registration is processed. This is a non-refundable registration fee.

## Smart Tuition

Regina utilizes Smart Tuition for handling tuition and fee collection. Smart Tuition is a company that specializes in offering billing and collection assistance for private schools. Information for Smart Tuition will be given out each year during registration. Contact the Business Office with any questions.

## Tuition & Fees

Tuition & fee structure

	Parish Stewardship	School Stewardship	Full Tuition
<b>Eligibility</b>	Must be a member of one of four supporting parishes (St. Mary's, St. Wenceslaus, St. Thomas More, St. Patrick)	Able to meet requirements below	All remaining students
<b>Details</b>	Parishes determine eligibility based on contributions of time, talent & treasure	Regina determines eligibility based on the following factors: <ul style="list-style-type: none"> <li>• Parents must agree to volunteer an average of at least one hour per week throughout the school year</li> <li>• Parents must make monthly purchases in Regina's Scrip program</li> </ul>	Payment of tuition Active membership in Regina community
<b>Rates</b>			
<b>K-6</b>	\$3,570	\$5,490	\$7,890
<b>7-8</b>	\$4,540	\$6,870	\$9,770
<b>9-12</b>	\$5,690	\$8,540	\$14,970

**Multi-Child Discount:** A 10-percent multi-child family discount is granted to families with three or more children enrolled at Regina in the K-12 program, base on the youngest child(ren).

Fee Type	Grades	Fee
<b>Registration</b>	K-12	\$100
<b>Technology Fee</b>	7-12	\$100
<b>Sports Participation</b>	7-8	\$100 per sport
	9-12	\$150 per sport
<b>Instrument Rental</b>	4-12	\$90 per instrument used
<b>Busing Fee</b>	K-12	\$50 registration fee per student + \$25 monthly fee per student
<b>Before-School Program</b>	K-6	\$2.90 per hour (all times rounded up to the next ½ hour)

<b>After-School Program</b>	K-6	\$3.90 per hour (all times rounded up to the next ½ hour)
<b>Parking Fee</b>	9-12	\$60
<b>Co-Curricular Activity</b>	7-12	Determined annually by activity

### Parish Stewardship

In order for students to be registered in the school as a member of a parish, a form, signed by the pastor, indicating parish membership must be on file. Once received, the students will then be assessed tuition at the parish-stewardship rate.

### Delinquent Tuition

If a payment cannot be made on time (according to the approved payment plan), a request shall be made to the Business Office in writing or by phone to delay payment. This request should include reasons for the delay and specify a date on which payment will be made. Specific information regarding tuition payments and family needs may be shared with the principal.

If a request for delayed payment is not approved, the student(s) may not register for the succeeding semester.

Persons who have not followed a payment plan worked out to accommodate their needs may not register their sons/daughters for the following year until the tuition is paid.

## Communications

Regular communication between home and school is vital to student growth. We encourage parents to make use of the opportunities made available.

### ELEMENTARY

Reporting to parents is done by regular newsletters, progress reports, web site (<http://www.icregina.com>), evaluations, phone calls, and visits to school or home. Classroom teachers provide monthly communication in the form of a newsletter. Parents are also contacted via School Messenger and Constant Contact on school issues. The school produces a monthly newsletter, which is emailed to parents through classroom teachers. This includes calendars, and items of interest to Regina families. Parents may request a paper copy of the newsletter or pick one up in the office. If an individual or organization wishes to submit an article for the newsletter, please e-mail the article to the administrative assistant by the 15th of the month.

### Back to School Night

Back to School Night is an excellent opportunity for parents to meet with their student's teachers to hear about each class individually, and establish lines of communication.

### Newsletters

Newsletters containing calendars, activities, notices, department and classroom updates, as well as other items of interest will be sent out by classroom teachers. If an individual or organization wishes to submit an article for the newsletter, please have it submitted electronically to the office by the 15th of the previous month. Parents are encouraged to read newsletters on line.

## Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled annually during the month of November and represent an easy way to make contact with many of your student's teachers. Either parent or teacher may request additional conferences. If a situation should arise which concerns you, please contact the teacher or persons involved. We would like the channels of communication open at all times.

### JR/SR HIGH

Midterm Reports

Parents will receive notification by the teacher of any student receiving a D or F in any class at midterm. Midterms are every four and a half weeks.

Semester Report Cards

Regina uses a semester grading system (there are no quarter grades). Students will receive their final semester grades on their report cards distributed in their homeroom. Credit is only awarded on a semester basis, and the semester grade is what is included on the permanent record.

Voicemail/E-mail

Teachers and parents are encouraged to use the phone to express concerns and congratulations. Phone messages for faculty, guidance, and administration can be left with the main office and/or on voice mail. E-mail addresses can be found on our website for all teachers. Please note that messages may not be returned immediately due to a teacher's schedule.

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
2. Please remember that email is not confidential. Confidential information should be conveyed by phone or personal contact.
3. Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
4. For all medical or health concerns, please contact the office by phone.

*Remember that email is a quick way to send a message, but it is not necessarily the best way to get a quick reply.*

Staffings:

In cases where student performance or behavior is of significant concern, individual staffings are made available to parents. This meeting usually involves the parents, student, all teachers involved, the guidance counselor, and principal. Topics might include changing of poor classroom

performance, student behavior issues, and/or changes in attitude toward school or others. Such meetings can be initiated at the request of either faculty or parents.

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (resource teacher, counselor, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the Regina counselor.

## Appeals & Complaints

We encourage you to provide us with insight and suggestions throughout the year. A Regina objective is to help parents, teachers, administration, and board of education members to develop into a "family." Family is defined as a group of people united by a common philosophy, a common set of beliefs and common goals. At Regina, the beliefs are encompassed in the Catholic faith. The philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental to a healthy school family. However, a family is more than a group of people who can converse in a civil manner. The Catholic school family is bound together by Christian love. This love allows family to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

A family promotes love and goodwill through a continual series of simple gestures, such as greetings, compliments, concerns for one another, sharing, listening, and helping. When conflict arises in these settings, there is concern for individuals and a willingness to resolve the conflict without harm.

"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:15

The following is the suggested format to resolve such conflicts.

### **Complaints Against Teacher/Employee**

In summary, parents who have a concern about the classroom should go directly to the classroom teacher to resolve the issue.

1. The initiator shall first discuss the matter with the person against whom the complaint is made -- with the objective of resolving the matter formally at the point of origin.

2. If the problem remains unresolved, the initiator has another meeting with the respondent this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may refer the complaint to the principal/program director who will:
  - Name a conciliator (principal may assume this task or name another agreeable to the concerned parties)
  - Meet initiator and respondent individually
  - Meet with initiator and respondent together; endeavors to facilitate, enable and/or guide them to a peaceful solution of their problem.
4. If complaint is not resolved, formal arbitration may be necessary.

### **Complaints Against An Administrator**

1. The initiator first discusses the matter with the administrator with the objective of resolving the matter formally.
2. If the problem remains unresolved, the initiator has another meeting with the administrator. This time clearly stating the complaint in writing including specifics such as evidences for complaint, sources of information, etc.
3. If the problem remains unresolved, the initiator or the administrator may request a conciliator for informal conciliation.
4. If the problem is resolved in the informal conciliation, the conciliator shall prepare a summary statement of the problem and its resolution and shall affix the signature of the three participants. Each participant is to receive a copy of the signed statement of agreement.
5. If no agreement is reached in the informal conciliation, any one of the three parties may request of the Diocesan School Office a professional evaluation of the problem under consideration.
6. The professional evaluator(s) writes a brief report and presents it in meeting with the initiator, the administrator and the conciliator who serves as chairperson.
7. If agreement is reached in step 6 (above), the conciliator and professional evaluator(s) write a brief report including the problem and terms of agreement. The report is signed by all parties present, is given to each participant and a copy is provided the Diocesan School Office.
8. If complaint is not resolved, formal arbitration may be necessary

### **Complaint Against a Board Member**

1. The initiator shall first discuss the matter with the board member concerned (respondent) with the objective of resolving the matter informally at the point of origin.



2. If the problem remains unresolved, the initiator has another meeting with the respondent, this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may request the assistance of the pastor or the board president in the process of informal conciliator.
4. If the problem remains unresolved, any one of the above parties may take the problem to the board of education for decision.
5. Before proceeding with the problem, the local board president may arrange for a professional evaluation of the matter.
6. The local board president prepares for and chairs the decision-making meeting. The following data may be requested of initiator and respondent:
  - a. Initiator's written description of the problem including specifics such as evidences of the problem, sources of information, etc.
  - b. Respondent's written response to problem under discussion
  - c. Professional evaluator's written report.
7. The president and board involve the initiator and respondent in discussion and in movement toward decision. Finally, the board, after dismissing the parties involved in the problem, and the professional evaluator, bring the problem to decision. The decision, in writing, is given to both parties.
8. If the decision is unacceptable to either party, appeal may be made to the Diocesan School Committee. The procedure at that level is similar to step #6 (above). The decision of the Diocesan School Committee is final.
9. If complaint is not resolved, formal arbitration may be necessary.

*Initiator or respondents may request arbitration procedures. Copies of arbitration forms may be received from the Office.*

## Support Groups

### Home & School

This is a Regina Elementary support organization. Home and School sponsors various activities throughout the year, with the goal of providing social times and allowing families to get better acquainted. They sponsor several moneymaking events with the proceeds going to supplies and equipment for the school. This organization meets the first Thursday of each month.

### PTO

This is a Regina, K-12, educational organization. The primary purpose of PTO is communication, information, and educational support. PTO holds informational meetings throughout the year on current issues. They also create and sell a directory that assists with family communications.

### **PISA**

Parent in Support of Arts, has evolved to provide support to the Regina Elementary and High School visual and performing arts programs. Through vigorous fundraising and promotion of the Fine Arts at Regina, PISA strives to create an enhanced artistic environment in which students can grow and thrive.

### **Regina Booster Club**

The Regina Booster Club donates money directly to Regina to help finance athletic program needs not covered by the school's operating funds.

### **Regina Foundation**

The Regina Foundation serves as a channel for soliciting and receiving gifts in support of Regina's educational programs. Gifts to the Endowment Fund are accepted throughout the year and are usually given through memorials, bequests, and other outright and planned gift arrangements.

### **Volunteers**

Regina is pleased to have parent volunteers throughout the year in various classrooms. Volunteers have provided numerous hours of service for the children and teachers. We appreciate these hours given to benefit the children. This truly makes Regina a special place.

If you are volunteering in the school, we ask that you sign in/out at the office. Identification tags are provided for the volunteers. We ask that volunteers please respect the privacy of the teachers' lounge. Volunteers may be subject to criminal checks and sexual misconduct sign off sheets.

ALL VOLUNTEERS MUST HAVE (AS REQUIRED BY THE DIOCESE)  
VIRTUS TRAINING (online only)  
Background Check

We have two active volunteer programs:

1. ACT - Assisting Classroom Teachers. This is the broad based volunteer program with numerous opportunities.
2. RLP - Regal Learning Program. This is a one-to-one tutorial program, matching the volunteer to a specific student for the school year.

**ALL VISITORS, VOLUNTEERS, AND PARENTS ARE REQUIRED TO CHECK IN/OUT AT THE OFFICE.**

# Elementary

## A.M./P.M. Program

7:00 am - 8:00 am M-F

3:00 - 5:30 M, T, W, F

2:00 - 5:30 TH

Phone 319-331-1211

The A.M.-P.M. Program is a childcare program providing supervision and fun/learning activities for families in need of an extended school day. An A.M. - P.M. registration form is required for each child enrolled in the program.

### A.M. PROGRAM

Students K-6, check in the program held in the elementary library if they are in school before 8:00 a.m. Billing is figured per hour. All times are rounded up to the next half hour. Statements are sent home monthly.

### P.M. PROGRAM

Students become the responsibility of the P.M. program at the end of the day, if they are not picked up in car line or in a school sponsored club. Teachers send students with their name card to the program held in the cafeteria. Parents may pick up students any time from this program. Billing is figured per hour. All times are rounded up to the next half hour. Statements are sent home monthly.

Program fees may be paid in advance or on a monthly basis. Please send a separate check for the A.M.-P.M. Program. Bookkeeping for this program is done by the Business Office (337-2580). Extra charges will be incurred after 5:30.

### GUIDELINES

1. **Parents must make eye contact** with the supervisor when picking up a child. When picking up children from the P.M. Program, please enter through the south cafeteria doors, closest to the gym area.
2. If a child is going home with someone other than a parent, written permission signed by a parent needs to be sent. For a child's safety, we will not allow him/her to leave with anyone except the child's parent unless this permission is given. (Prior permission may be given on the A.M.-P.M. registration form.)
3. When the **school day is canceled** because of weather conditions, **A.M.- P.M. program is canceled.**
4. If weather causes early dismissal, someone will remain with the children until a parent arrives. Please make arrangements **AS SOON AS POSSIBLE**. School is dismissed early because of safety and well-being. We also want to get our staff home safely.
5. If there is a **late start** to the school day because of weather conditions, there will be **NO A.M. Program.** (See SEVERE WEATHER section of this handbook)

## Behavior and Discipline

Playground Policy (before, after and during)

1. Play in designated areas only.
2. Follow directions of supervisors.
3. Dangerous games or activities are not allowed.
4. Fighting, kicking, spitting, or abusive language will not be allowed.
5. Playground Supervisor's word is to be obeyed.
6. Classroom rules that are applicable continue on the playground.

Lunch Room Policy

1. Follow directions of supervisor.
2. Speak softly and in regular tones.
3. Walk in and around lunchroom (no running).
4. Remain at the table, once you have made a table selection.
5. Remove trays when table is called quietly, wait in assigned line.

Restrooms

1. Speak softly and in regular tones.
2. Respect property and facilities.
3. Enter and leave as quietly as possible.
4. Report damaged/broken fixtures to office for proper maintenance.

Hallways

1. Walk in halls, single file. (No running or sliding)
2. Be reasonably quiet.
3. Take stairs one at a time.
4. Keep hands and feet to self.

Actions Resulting in Immediate Discipline

1. Disrespect (physical or verbal) for teachers, adults, or students.
2. Abusive, obscene language.
3. Destruction of property.
4. Stealing or cheating.
5. Removal from a class.
6. Carrying dangerous objects.

Disciplinary sanctions may range from a note or phone call home, to a meeting with teacher and/or administrator, up to expulsion in extreme cases.

Discipline

It is the policy of our school to develop positive discipline in students by guiding them to develop self-control in a Christian atmosphere. We strive for mutual cooperation, respect, and knowledge of consequences among students, parents, and teachers for the purpose of establishing an orderly learning environment. If a student is unable to function in an atmosphere of Christian respect and discipline due to his/her actions, the result will be one or more of the following procedures:

1. Correction by the teacher or supervisor with appropriate consequences.
2. Teacher/Parent conference or phone call to parents explaining the problem.
3. After-school detention (parents will be notified one day prior).
4. Conference with principal, student and/or parent or both.
5. In-school suspension: The student will study and complete his/her assignments in an area separate from the classroom under the indirect supervision of the principal or other responsible person.
6. Out of school suspension: The student will be removed from school for a determined amount of time.
7. Expulsion: The student will not be able to return to school due to an extreme action/violation of the school policy.

Depending on the circumstances, additional procedures may be followed, as parents and the school work jointly, through the issues surrounding the matter.

#### USE OF PLAYGROUND EQUIPMENT

##### **Slides**

1. One person on at a time. Please check before you go down
2. Sitting down, forward only.
3. No climbing up slide.
4. No reaching in while someone is going down.
5. Platform at top of the slide is not a play area; it is a spot to wait your turn.

##### **Hanging Ladder**

1. Move one way across.
2. No sitting on top.

##### **Swings**

1. One person on a swing at a time.
2. Stay away from a swing in use.
3. No jumping out of a swing.
4. Swing straight ahead, no twisting.

##### **Flip Flops**

1. No standing, sitting only

##### **Wobble Wheels**

1. No jumping from the wheels

##### **Other Playground Rules**

1. Think About Safety - Use common sense.
2. Leave all objects on the ground. (sticks, bark, nuts, sand)
3. Use equipment as intended to be used
4. No sitting on top of any piece of equipment
5. No jumping on the swing bridge
6. Treat others appropriately.

7. Keep your hands and feet to yourself.
8. Please make sure everyone agrees on rules for the game you are playing.

**Remember the Following**

1. Please walk to new activities.
2. Line-up time - stop all activity, get off the equipment and walk to line.
3. No cutting over bushes to get to the line or to get to the equipment.
4. USE SIDEWALK!
5. No sleds of any type.
6. If someone is bothering you: ignore them, ask them to stop, walk away, or report to the supervisors.

**Play in the Proper Area**

1. North part of Elementary (end of building) for football
2. Soccer area immediately off playground area (flat)
3. Four square, jump rope on cement, not basketball areas
4. Basketball is assigned to area with hoops
5. Games not listed above should be played in large area below the sand pile

**Curriculum**

Our BASIC CURRICULUM for all students in grades K-6th includes:

Religion	Art
Language Arts	Physical Education
Reading	Computer
Math	Music
Social Studies	Library
Science	Guidance

Our EXTENDED CURRICULUM offered to particular grades includes:

Instrumental Music (whole group & individual lessons)	5 <sup>th</sup> & 6 <sup>th</sup>
Orchestra	4 <sup>th</sup> - 6 <sup>th</sup>
Enrichment Activities (classroom, theater trips, visiting artists)	K-6
Sacramental Overview (Reconciliation & First Communion)	2 <sup>nd</sup> grade

Our school curriculum is intended to target a population that is successful in academic achievement. Students at Regina Elementary typically score well on the Iowa Assessments. Our basic and extended core curricula are rigorous. The series that we use, allows classroom teachers to re-teach, extend, or enrich lessons daily on a given topic or skill.

Our philosophy maintains students within the classroom and gives them as much assistance or challenge within the homeroom. Classroom teachers provide interventions within the room to all children by enhancing our curriculum and providing enrichment activities for the entire class.

Our goal is to teach and assist all of our students to the greatest extent possible, **first** through the classroom teacher, and then if needed by outside resources.

Students with exceptional abilities or special needs will be identified and educational programming will be described through a Children's Action Plan. Students needing assistance to maintain grade level skills may receive Resource Room support. Students who meet criteria guidelines will receive Challenge Enrichment as determined by the Child Study Team through objective and subjective criteria.

From this, Regina Elementary will recommend outside opportunities that will benefit the student. Additional services from the Grant Wood Area Education Agency staff services include: Speech Therapist, Social Worker, Occupational Therapist, Audiologists, and School Psychologist.

The kindergarten, first, and second grade classrooms are basically self-contained; that is, the students remain with the assigned teacher during the core curriculum. Third through sixth grade classes engage in some shared teaching between sections.

#### RELIGION

Religion is taught daily to all students. These classes are enhanced through daily prayer, sacraments, and the Christian philosophy of the Center. Once a week throughout the school year, the students gather for singing, liturgy, or a prayer service. Each grade level follows the ***Blest Are We*** ([www.blestarewe.com](http://www.blestarewe.com)) religion curriculum. The faith goals for each grade are listed below.

- K- God is love and all gifts come from God.
- 1- Church Community, God the Father, Jesus, and the Holy Spirit.
- 2- Preparing/receiving the sacraments of Reconciliation & First Holy Communion. Believing, The Word, The Gift of Eucharist, and Forgiveness.
- 3- Church as One, Holy, Catholic, Apostolic and The Mission of Church.
- 4- The Goodness of God, moral values, and the Holy Spirit as a helper and guide.
- 5- The seven sacraments, the meanings and symbols of these sacraments.
- 6- God's call, the bible, especially the Old Testament.

#### HUMAN GROWTH and DEVELOPMENT

During the unit on human growth and sexuality, our teachers are reminded that information shared with children is based on the teachings of our faith. This information is typically presented in the spring semester. Parents will have prior notice, with the option to have your child not attend this class. Careful consideration is given to the material presented and the content level appropriateness for an intended age group. All information and objectives are based on the beliefs of our Catholic faith. Teachers may use the assistance of an approved guest speaker. Parents are encouraged to contact classroom teachers if they have specific concerns.

#### GUIDANCE

The guidance curriculum consists of structured developmental experiences presented through classroom and group activities.

The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills. The curriculum is organized around the following major areas: Exploration, Knowledge of Self and Others, and Educational and Vocational Development. While the counselor's responsibilities include the organization and implementation of the guidance curriculum, the cooperation and support of the entire

faculty and staff is necessary for its successful implementation. The guidance program maintains an “open door” policy for all students who would like to meet with the counselor.

#### MEDIA PROGRAM

Library skills, literature skills and literature experiences are planned to coordinate with classroom learning units/themes. Students visit the media center once in six-day cycle. Visits are devoted to learning library skills, literature/read aloud experiences, and guided book checkout. Students are encouraged to find books that are appropriate for their individual reading levels and interests. Students are encouraged to explore new genres. Every student has a bar code that allows checkout on the computerized circulation system.

Parents who have special needs for their children (for example, books that deal with a specific problem, or books to serve a current interest at home) should feel free to contact the librarian. The media center also provides useful titles regarding parenting tips, educational issues, learning behaviors and styles that you might find helpful. Please contact the school media specialist if you would like a complete list of these titles.

#### PHYSICAL EDUCATION

The Department of Public Education requires physical education class. Students attend two forty-minute classes, in a six-day cycle. We will acknowledge parents' requests to excuse a child from physical education for a few days due to illness or temporary injury; however, these notes will be valid only a few days. An excuse covering a longer period must come from a doctor.

Each student must have NON-MARKING GYM SHOES, as other types of shoes will mark the surface of the floor in the gymnasium. Those students wishing to have a change of clothes for gym should have a pair of shorts and shirt kept at school in a gym bag.

#### COMPUTER/TECHNOLOGY

Regina Elementary has a fully equipped computer lab that is used by all students in grades K-6. The lab has a wonderful collection of software used to enhance the curriculum. All the computers are connected to Internet. You will be receiving a usage release form that needs to be signed and returned to the school before the student may use the Internet. The Internet will be used as another supplemental teaching tool for our curriculum. All computer use will be in alignment and guidance of our Acceptable Use Policy.

#### MUSIC

Students at Regina elementary attend music for two forty-minute classes each sixth day cycle. Students will experience music of many styles, including songs used in liturgy. Students will be exposed to notes and musical terms, instruments, musicians, and concerts. Students perform at our K-5 Christmas Musical, K-2 Spring Musical, and 3-5 Spring Musical. Our 6<sup>th</sup> grade students perform twice a year with our 5<sup>th</sup> and 6<sup>th</sup> band students. Concerts are an extension of our music curriculum, and attendance at these concerts is mandatory.

In addition to regular music instruction, students may begin an orchestra instrument in fourth grade and a band instrument in fifth grade.



## ART

Students will attend one forty-minute art class during the six-day cycle. Students will create many styles of projects while learning the main concepts of art. Each spring, the art department hosts a K-12 art fair to display student work. Student work in art is also on display throughout the building during the year.

## The Learning Environment

Order must be maintained in the classroom and in the school building for the most effective teaching to take place and to establish an appropriate learning environment.

It is the teacher's responsibility to determine what is necessary to maintain an orderly classroom and to take the steps necessary to maintain that order. These basic suggestions are made:

1. Inform the students or collectively determine what the rules are for the classroom.
2. Meet with individual students who do not follow the prescribed rules to be sure he/she understands what is expected and to determine what can be done to improve his/her behavior.
3. Teachers are directed to inform parents of problems incurred with a child on an individual basis and expectations of improvements to occur.
4. If a serious problem arises or continuous disruptive behavior occurs, a student will be sent to the office. The teacher must send the student directly to the office and inform the office that the student is being sent. As soon as possible, the teacher will meet with the principal. An appropriate consequence related to the behavior will be sought. A resolution will be sought that is mutually agreeable to all concerned.
5. Teachers are reminded to deal with any disruptive behavior occurring in the building. Reasonable requests should be made, but insubordination by students will not be tolerated.
6. Grade level teachers provide guidelines to help with consistency in all three classrooms as well as specials, transitions, and all school gatherings.

In summary, the best atmosphere for learning in school will take place when all staff members and students do their share in helping to assure that all school regulations are followed. Students will respect and appreciate staff that work with them, and help them learn appropriate behavior.

## Miscellaneous

### ANIMAL & PET VISITATION

In the primary grades, bringing something from home to talk about with the class is a device used to develop language arts skills. We discourage pet visits due to allergies and safety. Parents, we do ask your cooperation in this, as some children are allergic to animals.

### BIRTHDAY BOOK PROGRAM

Regina Elementary has a wonderful tradition to commemorate a child's birthday. Any family who wishes to participate can contribute a book to the Media Center. The usual procedure is to contact the media

specialist (phone call, quick note, or in person) and then let the child pick out a book from the selection of new books kept on hand for this purpose. Then a check for the average price of library book is written to Regina Elementary to reimburse the school for the book. Other arrangements may also be made. The book gets a gift bookplate in front listing the child's birth date and name. It's a way to leave your "mark" upon the school. This program is purely optional, and there is no expectation for an individual to do this.

#### BIRTHDAY INVITATIONS

Invitations to birthday parties may be passed out in the classroom only if the ENTIRE CLASS or ALL GIRLS or ALL BOYS are invited. If only some of the children are being invited, we ask that these invitations not be distributed at school.

#### BIRTHDAY TREATS

If you desire to send treats for your child's birthday, please take into consideration that some of our classes are quite large. Simple nutritious treats that support wellness are recommended. Please remember to send napkins.

#### BUILDING MAINTENANCE FUND

Regina Education Center recognizes the need to pre-plan for capital maintenance items; therefore, we have a "Building Maintenance Fund". Projects such as roofing, major sewer repairs, major interior/exterior projects, etc. will be included. Half of the registration fee paid each spring is designated to help offset these projects.

#### CHILDREN'S ACTION PLAN (CAP)

Students with special needs receiving assistance from the classroom teacher should have a CAP on file in the office. Concerns, goals, and strategies for the students are filled out cooperatively with parents, administration, classroom teachers, resource teacher, and support staff. This form serves as a record for needs, as well as, a record for teacher interventions that are used to help the student reach the prescribed goals. CAP plans will also be used with students who are receiving special enrichment activities as described by the Child Study Team. If you feel your child is not receiving appropriate services, make an appointment with school administration to discuss your concerns.

#### CUSTODY

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned. If a parent has a court order that limits the rights of the other parent in matters such as custody or visitation, a copy should be provided to the office. Unless the court order is on file, we must provide equal rights to both parents.

#### DRIVEWAYS

The east driveway (closest to 1st Ave.) is one way and is used to **enter** the school grounds. The west drive is one way and is used as an **exit**, providing right and left turn lanes onto Rochester Avenue. **All students arriving by car should be dropped off at any of the doors behind the high school. Do not stop or double park** in the top area of the front circle as it creates a safety hazard for students.

Please notice the YELLOW curb around the circle in front of the high school and elementary building. **This area is for buses to load and unload.**

**NO PARKING ALLOWED IN THE YELLOW CURB  
AREA AT ANY TIME, ON EITHER SIDE**

HARASSMENT

Harassment between or among students will not be tolerated in any form. Actions that create a hostile learning environment will be investigated and dealt with promptly. Single or multiple incidences, whether physical or verbal, that cause intimidation of others may result in suspension or expulsion from Regina. Regina will follow the diocesan policy on harassment.

HOMEWORK

Kindergartners and first graders are given little or no homework. Reinforcement on alphabet, number flash cards, word recognition or reading may occasionally be required. Young children love to share everything they learned during the day. Time set aside for sharing accomplishments, daily work, and stories that they have written is such a positive learning experience for both parent and child.

Homework becomes a factor second through sixth grade. We recommend 15-30 minutes for grades two and three, 30-45 minutes for grade four, and maybe a little longer for grades five and six. In no case, should a student be spending more than an hour on homework unless a special project is due. If this is happening, you need to set up a conference with the teacher/ teachers right away. On a daily basis, work time in the classroom is allowed to at least start assignments and often time to finish work.

It is important for you to read the Class Profile provided by your teachers at the beginning of the year. This will provide specific information about expectations for schoolwork and homework.

HOMEWORK ABSENCE POLICY

In general, we will not send home homework for a child who misses one day of school. Most classes have a system whereby another student keeps track of assignments, worksheets, study sheets, or readings assigned and will give them to the absent student when he/she returns the next day. If the illness is longer, then we will gladly make arrangements to send the necessary work home.

We certainly encourage all students to have a library book at all times and even if they have no formal homework, read a few minutes from their book, magazine, or newspaper article.

KINDERGARTEN SNACK

For kindergarten snack, please send nutritious snacks. It does not have to be a lot. Graham crackers, cheese and crackers, vegetable sticks, and apples are ample and nutritious snacks. Individually wrapped items are very helpful. Milk is provided. Kindergarten students have an annual milk fee. Your teacher will notify you if special attention needs to be given to food allergies in your classroom.

#### LOCKERS

Students in sixth grade use hallway lockers. Homeroom teachers make locker assignments. Students are to keep lockers locked at all times for their own protection and should not give their combination to other students. If a locker becomes damaged through misuse, the student will be required to pay for all costs associated with its repair. No personal locks may be used. Report any locker problems to the office. Tops of lockers need to be cleared of all items at the end of each day. All lockers are considered to be the property of Regina and may be inspected at any time by the principal or a person designated by the principal. Students will be asked to remove any materials that the faculty or administration deems as inappropriate. No food in lockers.

#### PROTECTION OF PUPIL'S PROPERTY

It is the responsibility of the school to provide adequate safeguards to pupil's belonging. Parents should cooperate by clearly marking articles children bring or wear to school. Encourage children to put their names on lunch sacks/boxes, gym shoes, sweaters, gloves, boots, jackets, notebooks, and anything likely to be put down and forgotten. Personal items are frequently lost each year because we are unable to identify the owner. Adhesive tape and permanent marker are best suited to this purpose. Lost and found is kept in the hall by the office. Items are removed every other month. Children should not bring valuable items such as: DS game systems, iPods, iPads, other expensive electronics, or money to school. If it is a necessity for a student to have a cell phone, it needs to remain "OFF" and in the child's backpack during the school day. Your child may use the office phone if it is an emergency.

#### PROHIBITED ITEMS

The Regina Inter-Parish Catholic Education Center and Durham School Services consider items such as guns (real or toy), knives of any kind, firecrackers, lighters, noisemakers, and matches, as prohibited items. These items will be confiscated and not returned if brought to school, on the bus, or to school sponsored activities. Appropriate disciplinary action will be taken, including the possibility of expulsion and the pressing of criminal charges. The administration and/or their delegate reserve the right to confiscate other items, as they become a threat or distraction to other students.

#### SCHOOL VISITS

We invite you to become involved in your child's education. Classroom visitations, if appropriate, should be scheduled with the classroom teacher in advance. For our students' safety, we ask that all visitors check in at the office before going into the classroom. When visitors are present during instructional hours, teachers must conduct class as usual. This is not a good time for discussion. Teachers are available for conferences outside of class time, and they would be happy to make an appointment with any parent.

#### SCOUTS

Scouting opportunities also exist for boys in grades 1-5 with the Boy Scouts of America, and for girls grades K-6 with the Girl Scouts. Information will be sent home with your children regarding these groups in the early fall.

## STUDENT RECORDS

As a parent, you have access to your child's school records. School staff respects the privacy of student records and recognizes that only important, factual information should be in the permanent records.

# Jr/Sr High

## Academic Requirements

The following subjects are required of students in grades 7-8 and 9-12 for graduation:

### 7-8 Grades

Math	2 units	Religion/Advisory	2 units
Science	2 units	Physical Education	1 unit
Social Studies	2 units	Fine Arts: Music	0.50 unit per year
English/Language Arts	3 units	Computer Applications	0.50 unit

### 9-12 Grades

Religion	4 units	Senior Seminar	0.50 unit
English	4 units	Personal Finance	0.50 unit
Math	3 units	Speech	0.50 unit
Science	3 units	Health	0.50 unit
Social Studies	3 units	Technology Skills	0.50 unit
Physical Education	2 units	Fine Arts	0.50 unit

Students will need 26 units to be eligible for graduation. Students must be enrolled in 7 classes each semester. For further information refer to the Regina Junior/Senior High School Course Description Guide which may be found at [www.regina.org](http://www.regina.org).

## Bulletin Boards and/or Posters

Any person that wishes to place posters in the school must have the poster approved by a faculty advisor (for club-sponsored activities) or the administration.

## Calendar Event Procedures

Remember to get approval from the principal during the month before an event so it can be put on the printed calendar for the monthly newsletter.

## Computer Software

In order to prevent potential copyright infringements and the spread of computer viruses students are not allowed to use Regina computers for the purpose of running or storing personal software. Chromebooks checked out to students are the property of Regina. These computers can be searched at anytime by Regina staff.

## Dances

Regina periodically will host dances for students. Students are subject to all the rules and regulations set forth regardless if they have read them or not. A list of the regulations is also **included in Appendix B**

# Discipline & Conduct

## Philosophy

Regina Junior/Senior High School sponsors a multi-dimensional discipline program that covers a wide variety of cases involving discipline. We do not attempt to define all examples of misconduct or inappropriate behaviors. Instead, Regina Junior/Senior High School reserves the discretionary privilege of interpreting matters of discipline on an individual, case-by-case basis.

## Rationale

All students at Regina Junior/Senior High School are responsible for their own actions. For a student to succeed, behavior must ultimately be self-monitored. The school will impose sanctions when a student is not exercising appropriate judgment. Teachers and administrators have a legal and moral mandate to instill in each student a respect for persons and property, and to ensure a safe educational climate in the school. The student body and this community take this mandate seriously and deserve to have a school experience that is uninterrupted by disorder and disrespect.

## Students Rights & Responsibilities

When disagreements occur at school, there must be someone who has the responsibility for settling the disagreements to avoid disorder in the school. Such a structure is necessary to facilitate the teaching-learning process. The power and responsibility for settlement of disagreements has been given to the Board of Education, and through them, to the administration, teachers, and the Faculty Discipline Committee. In order for this power to be exercised fairly and so that students know their responsibilities, it is necessary that students' rights be stated.

1. All students have the right to be free from harassment and physical torment while in class, passing legitimately through the halls, or legitimately on the school grounds. Outward behavior (speech, actions, symbols) which is motivated by a bias revolving around any of the following – sex/gender, age, religion, race, color, disabilities, or national origin is expressly prohibited.
2. All students and staff have the right to be treated with respect, and in turn, have the obligation to treat others respectfully. This includes but is not limited to refraining from the use of vulgar, abusive, suggestive, or otherwise offensive language.
3. All students have the right to pursue participation in curricular and co-curricular activities so long as they have met the requirements of the Iowa Department of Education and Regina Junior/Senior High School.
4. All students have the right to a fair hearing on disciplinary matters with the understanding that the final decisions are made by the school.
5. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building. Along with these rights go the obligation and responsibility to respect these as the rights of all students. Any student violating the rights of others will be held responsible and appropriately disciplined (including forfeiture of their attendance rights), in accordance with the Regina Board of Education.

**Student Pranks/Vandalism:** A mischievous act, which, in the opinion of the administration, disrupts the educational process of the school or results in additional expenses for the school, which shall include labor of employees. A student who is involved in a “prank” will be disciplined as follows:

- The student will be suspended from classes and activities until a satisfactory parent conference is held.
- The student will be assigned to a period of in-school or out-of-school-suspension or community service. Depending upon the severity of the prank, the police may be notified.

*It is important for seniors to understand that participation in pranks near the end of the year could jeopardize their participation in year-end activities and ceremonies, including graduation.*

**Prohibited Behaviors:** The following is a listing of some of the areas of conduct, which will lead to immediate disciplinary action (removal from class, community service, detention, suspension, or expulsion):

1. Stealing or damaging school property or the property of others
2. Threatening, intimidating, and/or causing physical injury to anyone
3. Possession or use of anything defined as a weapon under Iowa School Code [702.7]
4. Using profane, indecent, or obscene language or gestures
5. Failure to comply with the directions of teachers and other staff members
6. Failure to comply with attendance regulations and procedures
7. Possession of or being under the influence of drugs or alcohol
8. Possession or use of tobacco products
9. Cheating/plagiarism
10. Harassment or hazing
11. Pranks/Vandalism
12. Fighting
13. Consistent disobedience or gross misconduct not here defined

Repeated problems/inappropriate behavior could result in a staff meeting involving the student, the parent[s]/guardian of the student, his or her counselor, and administration. A formalized contract will be required in which specific conditions of behavior will be issued. Violation of the contract may result in the student being officially removed from class or being asked to officially withdraw from Regina Junior/Senior High School.

### **Faculty Discipline Committee (Appeals)**

The Faculty Discipline Committee is comprised of four (4) faculty members and an alternate member, appointed by the administration. One of the faculty members will be appointed to serve as the Chair of the Faculty Discipline Committee. Members will be required to sign confidentiality statements. The Faculty Discipline Committee will convene, as cases require.

Classroom teachers are the primary level of enforcement of the disciplinary policy. The individual teacher will handle normal disciplinary matters. Cases in which a student wants to appeal the decision of the classroom teacher are to be referred to the Assistant Principal or the Principal. Disciplinary cases, which do not reach satisfactory conclusion through one of the above means, will be referred to the Faculty Discipline Committee.



1. The referring teacher or administrator must document the case.
2. The teacher and the student will present their case to the Faculty Discipline Committee. The Faculty Discipline Committee will review the testimony and supporting documentation provided by the teacher(s) and student(s) involved. Although students may request the presence of witnesses to speak on their behalf, the Faculty Discipline Committee may approve or deny such a request. The Faculty Discipline Committee may also request the presence of a student, faculty member, or administrator to respond to specific questions or to provide specific information. The goal of the Faculty Discipline Committee is to render a recommendation to the administration. The administration is not bound by the recommendation of the Faculty Discipline Committee. Within 24 hours of the conclusion of the Faculty Discipline Committee's deliberations, the Chair will submit a written report to the principal and the assistant principal.

Appeals to decision of the Faculty Discipline Committee and/or the administration will be made to the Board of Education.

## Code of Conduct

### PHILOSOPHY

As a Catholic educational institution, Regina Junior/Senior High School's mission is to prepare students academically, spiritually, and morally for the opportunities and responsibilities of the future. Students are expected to abide by all laws and to exhibit Christian behavior. Therefore, a Code of Conduct is established to set forth behavioral expectations of those students attending Regina Junior/Senior High School. Those expectations shall be applicable year-round, both on and off campus. All disciplinary action taken is for the purpose of educating and guiding our students to make appropriate choices as they develop.

### RATIONALE FOR CODE OF CONDUCT

Creating standards of good citizenship is an important aspect of Regina Junior/Senior High School's philosophy of education. Respect and character are two essential components of creating citizenship and are the qualities that are expected from the students who attend our school. Our students are held to a high standard and are expected to reflect the ideals of Regina Junior/Senior High School.

### DUE PROCESS

Due process is designed to protect both parties who are involved in an adversarial relationship. Due process is meant to insure that investigations are thorough and judgments are rendered fairly. Whether exercised by the classroom teacher, the guidance counselor, or by the school administration, due process should result in the following steps.

1. Conference with student.
2. Concern(s) are expressed to the student.
3. The student is given an opportunity to explain his/her circumstances.
4. Necessary remediation is explained to the student.
5. Parents are contacted (depending on the seriousness of the situation).

Disciplinary cases, which do not reach satisfactory conclusion, will be referred to the Faculty Discipline Committee. Appeals of a decision of the Faculty Discipline Committee and/or administration will be made to the Board of Education.

## Section II - Definitions

### ADMINISTRATIVE CONFERENCE

An administrative conference is a conference between the student, parent/guardian, and administration regarding a discipline issue.

### COMMUNITY SERVICE

Community service is service provided to Regina Junior/Senior High School or approved by administration. Community service completed to fulfill a disciplinary requirement cannot be used to fulfill other Regina Junior/Senior High School service requirements.

### DETENTIONS/SATURDAY SCHOOL

- **FACULTY DETENTION:** A Faculty Detention may be assigned for various infractions of classroom rules and procedures. These detentions will be held for any amount of time deemed sufficient by the faculty member assigning the detention, not to exceed thirty minutes. These detentions will be served before or after school with the faculty member who assigned the detention. Failing to serve a detention within three school days will result in additional disciplinary consequences.
- **ADMINISTRATIVE DETENTION:** An administrative detention will be assigned upon the receipt of 3 detentions. These detentions will be held for thirty minutes before school from 7:45-8:15 in a specified area. Failure to serve a detention will result in Saturday school.
- **SATURDAY SCHOOL:** Saturday school is convened when needed by the administration. Saturday School runs from 7:30-10:00 a.m. on the assigned Saturday. Saturday School includes community service around the school and study time.

### DISCIPLINE/BEHAVIOR CONTRACT

A discipline/behavior contract is an agreement signed by the parent, student, and Regina Junior/Senior High School administration. This contract outlines specific requirements that must be met for the student to remain enrolled at Regina Junior/Senior High School.

### ELECTRONIC DEVICES

Cell phones, smart phones, tablets, and reading devices may be used during lunch or passing periods. At no time, should these electronic devices or any other electronic device be used to disrupt the school environment. Teachers have the right to request that students turn in their personal devices before the start of class. It is recommended that all personal devices be left in a student's locker. Misuse of an electronic device will result in the item being sent to the office and the student being issued a detention. Subsequent offenses will result in the device being sent to the office with a parent required to pick up the device.

### EXPULSION

Expulsion of a student is solely the responsibility of the Regina Board of Education. The decision to expel is reached only after a recommendation by the administration. The students recommended

for expulsion are afforded due process before the board. For an explanation of the appeal procedure, please refer to APPEALS & COMPLAINTS SECTION.

#### FACULTY DISCIPLINE COMMITTEE

The Faculty Discipline Committee is comprised of four (4) faculty members and an alternate member appointed by administration. One of the faculty members will be appointed to serve as the Chair of the Board of Discipline. Members will be required to sign confidentiality statements, and the Board of Discipline will meet, as cases require.

#### NATIONAL HONOR SOCIETY

National Honor Society is a national organization. Members are expected to adhere to the criteria of membership in the areas of scholarship, service, leadership, and character. Violations of the Code of Conduct may result in a student losing membership privileges as outlined in the National Honor Society bylaws.

#### OFFICE REFERRAL

An office referral results in a student being sent to the office to be seen by an administrator in relation to a disciplinary matter. Consequences will follow and may include such things as detention, activity suspension, Saturday school, suspension, etc. The office referral will be communicated to the student's parent(s)/guardian.

#### POSSESSION

Possession is defined as owning, having, or being in control of material[s] either physically (on one's person) or in lockers, vehicles, bags, etc.

#### RESTITUTION

Restitution is defined as the replacement cost involved in replacing or repairing a victim's incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the injured/damaged party.

#### SEARCH AND SEIZURE

It is the philosophy of the Diocese of Davenport to operate its educational institutions in a Catholic, orderly manner. The presence of contraband on school/faith formation program property or on the person of a student attending school/faith formation program is not consistent with this philosophy; therefore, the Diocese of Davenport has a policy related to periodic inspection, to the search of students, and/or protected areas. See Appendix H :Diocesan Board Policy 542.0

#### SPORTSMANSHIP

The following are fundamentals of good sportsmanship in all activities that the Regina Catholic Education Center urges fans, spectators, participants, staff members and parents to follow:

1. Gain an understanding and appreciation for the rules of the environment.
2. Exercise positive representative behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for the opponents and officials at all times.
5. Openly display pride in your actions at every opportunity.

Unacceptable behavior shall include, but not be limited to, the following types of conduct and such conduct may result in removal from the activity:

1. Insubordination to referees, coaches, or other school personnel supervising the activity.
2. Fighting, intimidation of, or attempt to intimidate, or taunting of referees, coaches, players, participants, or spectators.
3. Throwing debris or littering the playing field or facility.
4. Verbal abuse or use of profane or obscene words or gestures during a game of activity.
5. Disruptive behavior or conduct.

Serious Violations of any of the above "Fundamentals of Good Sportsmanship" guidelines will result in the following consequences:

1. Immediate removal from the contest or activity.
2. Upon investigation by the administration of the schools involved violator(s) may be suspended from activities for a period from one week to indefinitely depending upon the severity of the infraction and previous violations.

#### SUSPENSIONS

**Activity Suspension (Code of Conduct):** An activity suspension is a period of time the student is excluded from participating in or attending all extra-curricular activities. This includes, but is not limited to, athletics, speech, drama, club activities, field trips (an academic alternative will be provided), dances, etc. Students will be allowed to attend and participate in practices. Activity suspensions will begin following an administrative conference.

**In-School Suspensions:** If a student is involved in any incident that the administration deems a disruption to the school setting or to our school mission, he/she will be removed from that class and placed in in-school suspension. Students may also be assigned in-school suspension for other violations or misbehavior. In-school suspensions are not intended to include an academic punishment. The due date for assignments will be followed as assigned.

**Out-of-School Suspensions:** In rare instances and for extreme misbehavior, out-of-school suspensions will be assigned. Students serving an out-of-school suspension can come to school only to get help from a teacher before or after the school day. Students suspended out of school may not attend any extra-curricular activities either as a participant or a spectator during the time of their suspension. This includes away from school events/activities. Out-of-school suspensions are not intended to include an academic punishment. All work missed due to the suspension will be due the student's first day back. Missed quizzes, tests and exams will be made up the student's first day back.

### Section III - Respect & Responsibility

Our greatest hope at Regina Junior/Senior High School is to afford students an environment allowing for their spiritual, physical, intellectual, and social growth. The expectation for all students in the Regina community is that they will show respect for others at all times regardless of differences.

Because Regina Junior/Senior High School is a faith community built on the sacrifices of others who share a common belief, each of us is called upon to model and bear witness to the Gospel

teachings. Once a student enters Regina Junior/Senior High School, that student is responsible for his/her actions both in and out of school. Any serious violation of school policy and/or legal or moral laws could result in serious disciplinary action.

***In extenuating circumstances, administration may use discretion when implementing discipline.***  
 In most cases, the following consequences will be implemented progressively.

**CHEATING/PLAGIARISM**

The teacher will inform the administration on each incident. These are cumulative throughout one calendar school year and will not carry forward to the next school year. Depending on the type of assignment/assessment (i.e. daily assignment vs. final), discipline may be altered to match with the level of offense.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<ul style="list-style-type: none"> <li>• Zero on assignment</li> <li>• 2 Admin. detentions</li> <li>• Parental notification</li> </ul>	<ul style="list-style-type: none"> <li>• Zero on assignment</li> <li>• Saturday school</li> <li>• Parent/student/teacher conference with administration</li> </ul>	<ul style="list-style-type: none"> <li>• Zero on assignment</li> <li>• Parental notification or conference</li> <li>• In-School Suspension (2 days)</li> <li>• 15 calendar days ineligibility from extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Zero on assignment</li> <li>• Parental notification or conference</li> <li>• 3 days Out-of-School Suspension</li> <li>• 30 calendar days ineligibility from extra-curricular activities</li> <li>• Possible recommendation for expulsion</li> </ul>

**COMPUTER/NETWORK RESPONSIBILITIES**

Regina Jr./Sr High School recognizes and promotes the availability of computers, networked services and Internet access as a valuable educational tool in all classrooms and across all curriculum areas. All users shall conduct their on-line activities in an ethical and legal fashion consistent with educational objectives, our Catholic faith, and appropriate State/Federal laws. The use of these resources is a privilege, not a right. Because some students make inappropriate choices that do not meet our guidelines for appropriate use they put themselves, others, and the computer systems at risk.

Regina Jr/Sr High School reserves the right to restrict access to computers and Chromebooks depending on the severity of the incident. Students who have restricted access will have access to alternative materials to access their education.

Use of another's password (person who gave it out and person who used it)		
FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• Admin. Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parent/Student conference with Administration</li> <li>• 2 Admin. Detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• 1 day in-school suspension</li> </ul>

Visiting, viewing, downloading, or storing of pornography, hate literature or other inappropriate materials		
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• 1 day in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parent/Student conference with Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parent/student conference with Administration</li> </ul>

	<ul style="list-style-type: none"> <li>• 2 day out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Requested to withdraw or recommendation for expulsion</li> </ul>
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Erasure, modification, intrusion (including installation of unauthorized software), or any damage to software, desktop, or computer systems		
FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• 1 day in-school suspension</li> <li>• Restitution for technician time</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parent/Student conference with Administration</li> <li>• 1 day out-of-school suspension</li> <li>• Restitution for technician time</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• 3 day out-of-school suspension</li> <li>• Restitution for technician time</li> </ul>

Access, intrusion, modification, or deletion of another's files		
FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• Saturday School</li> <li>• 10 day activity suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parent/Student conference with Administration</li> <li>• In-school suspension</li> <li>• 20 day activity suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• Out-of-school suspension</li> <li>• 30 day activity suspension</li> </ul>

STUDENT MISBEHAVIOR

This may include, but is not limited to classroom misbehavior, defiance of authority, obscenity, vulgarity, and profanity.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH & REPEATED OFFENSES
<ul style="list-style-type: none"> <li>• Faculty Detention</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental Notification</li> <li>• Admin. Detention(s) or Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Administrative conference</li> <li>• In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parental notification</li> <li>• Out-of-school suspension</li> <li>• Discipline/behavior contract</li> </ul>

## Section IV – Safe School Environment

Our goal to maintain a safe school environment is a priority because it is essential in a school that promotes a quality education. **Offenses in this category are cumulative throughout a student's career at Regina Junior/Senior High School.**

A reported incident of bullying or harassment will be investigated by the administrative team using the Easton Bullying Investigation System (EBIS). Disciplinary action if the complaint is founded will be determined on a case by case basis. Discipline could include detentions, Saturday school, suspensions, safety plans, restriction of privileges, and recommendation for expulsion.

### Initiations, Hazing, Bullying or Harassment

Initiations, hazing, bullying and harassment are violations of Regina Junior/Senior High School policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. Regina Junior/Senior High School has the authority to report students violating this policy to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop. If the student needs assistance communicating with the harasser or bully, the student should ask a counselor, assistant principal or principal to help.

If the harassment or bullying continues, or the student does not feel comfortable confronting the harasser or bully, the student should:

- ~ Tell a teacher, the counselor, asst. principal or principal; and
- ~ Write down exactly what happened, keep a copy and give another copy to the counselor, asst. principal or principal including:
  - What, when, and where it happened;
  - Who was involved;
  - Exactly what was said or what the harasser or bully did;
  - Witnesses to the harassment or bullying;
  - What the student said or did, either at the time or later;
  - How the student felt; and
  - How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Sexual harassment includes, but is not limited to:

- Verbal, physical, digital, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Policy 430 regarding Sexual Harassment is located in Appendix F. Please refer to this specific policy for information regarding cases of Sexual Harassment.

Harassment or bullying based upon conduct other than sexual harassment includes, but is not limited to:

- Verbal, physical, digital, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories or activities.

Refer to Diocese of Davenport Policy 430

#### PHYSICAL ALTERCATION

A physical altercation is generally a confrontation or physical aggression that may or may not result in injury. Physical altercations are distinguished from verbal altercations by the use of physical force or contact. It may also be referred to as fighting, or battery.

FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<ul style="list-style-type: none"><li>• Parental notification</li><li>• Immediately sent home</li><li>• 3 day out-of-school suspension</li><li>• Parent/Student conference with administration prior to returning to school</li><li>• 20 days activity suspension</li></ul>	<ul style="list-style-type: none"><li>• Parental notification</li><li>• Immediately sent home</li><li>• 5 day out-of-school suspension</li><li>• Parent/Student conference with administration prior to returning to school</li><li>• 30 days activity suspension</li><li>• Behavior contract</li></ul>	<ul style="list-style-type: none"><li>• Parental notification</li><li>• Immediately sent home</li><li>• Recommendation for withdrawal or expulsion</li></ul>

\* Depending on the severity of the altercation, Regina reserves the right to contact law enforcement officials.

#### PROHIBITED ITEMS

We consider items such as guns (real or toy), knives of any kind, fireworks, noisemakers, laser pointers, lighters and matches, as prohibited items. These items will be confiscated and not returned if brought to school, on the bus, or to school sponsored activities. Appropriate disciplinary action will be taken, including the possibility of expulsion and the pressing of criminal charges. The administration reserves the right to confiscate other items, as they become a threat or distraction to the student or others.

#### WEAPONS

Diocese of Davenport Board Policy 570.0

To help assure the safety of our students while on the property of Regina Junior/Senior High School, the following guideline has been adopted: Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or displays any object in a manner as to place another person in fear for his or her safety, will be subjected to discipline, including suspension or expulsion for up to a year. Confiscation of weapons or dangerous objects will be reported to law enforcement officials. (*See Handbook of Policies for Diocesan Catholic schools, Weapons Policy 570.0*).

### Section V – Criminal Activities

Serious misconduct or criminal activity will not be tolerated. At any time, if the student’s presence causes a continuing danger to the physical safety of other students, the student may be suspended, voluntarily withdraw, or recommended for expulsion.

Consequences for criminal activity will go into effect immediately upon a student’s legal citation or admission of guilt.

**Anonymous allegations about student misbehavior will not be investigated.**



CONSUMPTION, USE, POSSESSION, OR TRANSMISSION OF ILLEGAL DRUGS, ALCOHOL OR TOBACCO

Offenses in this category are cumulative throughout a student’s two years of junior high and four years of high school.

All consequences will be in accordance with board policy 540.2R [APPENDIX G]

MISUSE OF PRESCRIPTION DRUGS OR INHALANTS

Offenses in this category are cumulative throughout a student’s two years of junior high and four years of high school.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• 1 day in-school suspension</li> <li>• Parent/student conference with Administration</li> <li>• 30 days activity suspension**</li> <li>• Student is evaluated by an outside agency and follows the recommendation of the agency</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• 2 day in-school suspension</li> <li>• Parent/student conference with Administration</li> <li>• Discipline/behavior contract</li> <li>• 90 days activity suspension*</li> <li>• Student is evaluated by an outside agency and follows the recommendation of the agency</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• 3 day in-school suspension</li> <li>• Parent/student conference with Administration</li> <li>• Discipline/behavior contract</li> <li>• 180 days activity suspension*</li> <li>• Discipline contract</li> <li>• Student is evaluated by an outside agency and follows the recommendation of the agency</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• 3 day out-of-school suspension</li> <li>• Parent/student conference with Administration</li> <li>• Discipline/behavior contract</li> <li>• 1 calendar year activity suspension</li> <li>• Discipline contract</li> <li>• Student is evaluated by an outside agency and follows the recommendation of the agency</li> </ul>

\*If the violation occurs on school grounds or at a school-sponsored activity, the student will be placed on an out-of-school suspension (comparable number of days as listed in each category) and have an additional 10 days added to the activity suspension. A parent conference will be required before the student is admitted back into school.

+ On a first time offense, the student will be allowed to reduce the activity suspension by five days by contributing 10 hours of community service to Regina Jr/Sr High School.

THEFT OR CONSPIRING TO STEAL

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Financial restitution</li> <li>• Saturday school or 1 day in-school suspension</li> <li>• Up to 20 days activity suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Parent/Student conference with administration</li> <li>• Discipline/behavior contract</li> <li>• Financial restitution</li> <li>• 3 day out-of-school suspension</li> <li>• 40 days activity suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Financial restitution</li> <li>• Recommendation for withdrawal or expulsion</li> </ul>

VANDALISM, DESTRUCTION OF PROPERTY

Willful or malicious destruction or defacement of public or private property.

FIRST OFFENSE*	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Removal from school until a Parent/student conference with Administration</li> <li>• Financial restitution</li> <li>• Saturday school or 1 day in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Removal from school until a Parent/student conference with Administration</li> <li>• Discipline/behavior contract</li> <li>• Financial restitution</li> <li>• 2 day out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parental notification</li> <li>• Financial restitution</li> <li>• Recommendation for withdrawal or expulsion</li> </ul>

• Up to 20 days activity suspension	• 30 days activity suspension	
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\*For minor cases of vandalism that do not result in permanent damage to the public or private property, the administration reserve the right to assign appropriate community service.

**OTHER CRIMINAL ACTIVITY**

A Regina Junior/Senior High School student involved in any other criminal activity may be subject to activity suspension, Saturday school, out-of-school suspension, or recommendation for withdrawal or expulsion depending upon the results of an administrative investigation or legal citations. There will be parental notification.

**DISCIPLINE CONSEQUENCES WILL BE DETERMINED BY ADMINISTRATION FOR ANY ACTIVITY THAT CONSTITUTES A FELONY.**

## Driving & Parking Regulations

All vehicles parked on school property must display a Regina Parking Permit. The application form may be found in the Back to School packet or the office. These permits are issued by the Business Office. Parking permits may be revoked for repeated parking and driving violations at school.

**Bikes:**

Bicycle parking racks are provided for those students who ride bikes to school. All bicycles are to be parked in the racks or in the immediate vicinity. Regina is not responsible for any stolen bicycles.

**Cars, Mopeds and Motorcycles:**

Students who hold an authorized driver's license or school permit may drive cars/motorcycles to school. Students must register any car they will be driving to school with the office as part of the driving permit process. Students are to park in designated student areas only. Any vehicles parked on grassy areas, in front of the garages or dumpsters or in the handicapped spaces or fire lanes are subject to periodic checks from the Iowa City Police Department who have authorization to issue parking violation tickets. Three violations will result in a loss of parking privileges at Regina. Driving in a manner that is dangerous or disruptive (speeding, squealing tires, donuts, etc.) will result in the student losing the privilege to drive on school grounds.

**Parking:**

Please notice that the curb around the circle in front of the building and the gym entrance is painted yellow. This area is to be used for drop-off only and for the buses to load and unload. Parking in the yellow curb areas will not be permitted at any time. This includes the area in front of the high school driveway. Do not double park as it creates a safety hazard for students. Parking is not permitted in the driveways at any time. The east driveway (closest to 1st Ave.) is one way and is used to enter the school grounds. The west drive is used as an exit only, providing right and left turn lanes onto Rochester Avenue. From 8:00 - 8:20 a.m. and from 2:45 - 3:20 p.m. the circle drive in front of the school is reserved for BUSES ONLY. This area has room for buses only; cars that use the circle at these times create a very dangerous

situation for the students. If you have business in the school, please use one of the parking lots provided.

**IT IS RECOMMENDED TO KEEP VEHICLES LOCKED AT ALL TIMES.**

## Early Graduation Policy

Those students electing to graduate after their junior year or the first semester of their senior year must meet the criteria for graduation listed under Academic Requirements.

Those students electing to graduate after their junior year or the first semester of their senior year are to consider the following:

1. Tuition will be charged for 1/2 of the school year plus the registration fee for those graduating at semester.
2. Students will **not** be eligible to participate in extracurricular activities during the semester(s) not enrolled.
3. Students will **not** be eligible to participate in school-sponsored events during non-enrolled semester(s) unless the Principal grants permission.
4. Students **will** be allowed to participate in Baccalaureate and Graduation.
5. Students are to notify the Principal prior to the beginning of the second semester of their junior year.

## Extracurricular Eligibility

### **Activity Participation:**

Any student who participates in extracurricular activities must be present for a full day of classes to be eligible for that day's activity. (Excluded: Doctor appointments, funerals, prior approvals, etc.). Any student who is unexcused the following morning after an event or activity will not be able to participate in that day's event or activity. Students must bring a note from the physician, clinic or dentist in order to be excused and be able to participate in that day's extracurricular event.

### **Academic Eligibility:**

State Policy Effective 7-1-08:

- A student must pass all courses and make adequate progress towards graduation to remain eligible.
- If not passing all courses at the end of a grading period (semester), the student is ineligible to participate in competition for a period of 30 consecutive calendar days in any extra-curricular activity. The student is allowed to participate in practices and intra-squad scrimmages during this period, but may not practice/scrimmage/compete against teams from other schools.
- If not passing all classes at the end of the final school year grading period (semester 2), the student is ineligible to compete in competition for the first 30 calendar days of the next extra-curricular activity in which they participate.
- The period of ineligibility starts with the first day on which competition is allowed, not the first day of practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first day of school after grades are issued.

Example A: A football player receives a failing grade during the second semester. Practice begins on August 10. The first date competition is allowed by the state is August 28. He is eligible to participate in practices and scrimmages until August 28. Beginning August 28 he may participate in practices and intra-squad scrimmages, but he is ineligible to participate in competition for the next 30 days.

Example B: A basketball player receives a failing grade after the first semester grading period. The student becomes ineligible to participate in competition for 30 days after the grade is issued.

## Failed Classes

A student who fails a required course has the option to make-up the course during the summer or during the following school year. Students who fail to make-up the credit may face falling behind their peers and risk graduating late. A student who needs credit towards graduation is also an appropriate candidate for summer school. Make-up courses may be taken via the Regina Digital Curriculum or Kirkwood Community College High School Correspondence Program. It is possible that another program may be acceptable, but the Regina Administration must approve it.

## Field Trips

From time to time, various classes or groups take educational or community service field trips. These academic ventures provide some great first-hand knowledge and experiences for our students. Each activity off of the Regina campus requires a permission slip from the parent or guardian. The class sponsor and office remind the students daily about these permission slips being turned in with proper signatures. **In the event that a student fails to turn in the necessary forms one day prior to the field trip they will not be allowed to attend.**

## Grades

### **Alternate Grading System:**

**Grades 7 and 8** -- Regina Junior High School's Alternative Grading System allows students to be graded on a modified set of standards due to learning difficulties in a subject area. Student participation in the alternative grading system is optional and requires signed parental approval and approval from the Regina Junior High administration. Alternative grading must be agreed to during the first nine weeks of each semester. Ideally, the alternative grading system will be a decision made by an educational team in an effort to best serve Regina students. Students who receive alternative grading will receive full credit for the successful completion of any classes graded under this system.

**Grades 9 thru 12** -- Regina Senior High School's Alternative Grading System allows students to be graded on a modified set of standards due to learning difficulties in a subject area. Student participation in the alternative grading system is optional and requires signed parental approval and approval from the Regina Senior High administration. Alternative grading must be agreed to during the first nine weeks of each semester. Ideally, the alternative grading system will be a decision made by an educational team in an effort to best serve Regina students. Students who receive alternative grading will receive full credit for the successful completion of any classes

graded under this system. The transcripts of participating students will note: "Some grades were based on altered expectations."

**Failing Grades:**

A student who receives a mark of F in any course for a quarter grading period must have a teaming conference with the School Counselor and the teacher of the course.

**Procedure Regarding the Failure of Required Classes:**

The school counselor will provide students and parents with information regarding the correct procedures for making up required courses that the student has failed.

**Grading System:**

All academic courses at Regina are graded on an A, B, C, D, F, I, S, U, W scale.

Grades 7-8-9-10-11-12 --Letter grades are assigned the following values:

A+	- 4.0	C+	- 2.0	F	- .0
A	- 4.0	C	- 2.0	S	- none
A-	- 4.00	C-	- 2.0	I	- none
B+	- 3.00	D+	- 1.0	W	- none
B	- 3.00	D	- 1.0	U	- none
B-	- 3.00	D-	- 1.0		

**AP Class Grade Weighting:**

Regina AP classes will be graded using the following scale. The rationale for this is that AP classes require more work than a regular class. The following grade scale will be used in all Regina AP classes:

A+	=	4.50
A	=	4.50
A-	=	4.50
B+	=	3.25
B	=	3.25
B-	=	3.25
C+	=	2.10
C	=	2.10
C-	=	2.10

All students completing AP classes are required to take the AP exam in May. Students not taking the AP Test will not receive grade weighting for the year nor an AP designation for their course on their official transcript. The cost for each exam was \$92.00 last year.

All AP students will be evaluated quarterly. Students receiving grades below 70% after the first nine weeks will need to meet with the teacher of the AP course to determine a plan of action.

**Honor Roll:**

The requirements for the Honor Roll are:

- GOLD 3.75 + G.P.A. (current period)
- BLUE 3.50 - 3.74 G.P.A. (current period)

The current period G.P.A. is used for honor roll determination each semester.

## Graduation Requirements

Junior High and High School (see Academic Requirements).

## Guidance/School Counselor

Guidance is available to assist students in their educational, career, personal and social development, with the goal being success in school. The Guidance Program is designed to provide developmentally appropriate services to all students. To visit the Counselor students must have a pass from their teacher. If the counselor is in a meeting, a student may complete a "student referral form," available in the Counseling Office. Students will be seen during their study hall or elective classes.

## Hall Passes

When students are required to be in the hallways during class time it is necessary for them to have a pass in hand. Consequences for students that are habitually without a pass or misusing a pass can include detention(s) and not allowing the student hall access during class.

## Homerooms

All students will be assigned a homeroom. Homerooms will be used to distribute midterm reports and report cards, IA Assessments administration, and for important student communications. Students will be notified when they need to report to homeroom.

## Job Shadowing

Job shadowing is an important method for students to experience the world of work. It can help them make college and career decisions. Regina juniors and seniors have a chance to job shadow each semester. This program is voluntary, but encouraged and administered by the guidance department. At the beginning of each school year a job shadowing presentation is conducted for all eligible students by the Workplace Learning Connection. Students must complete the application and return it with a fee to the school counselor by the designated time at the beginning of each semester. The students are responsible for transporting themselves to their job shadowing site on the appointed day.

## Library Media Center (LMC)

The library is a place reserved for quiet study, research, and reading of books, magazines, and newspapers. Therefore, it is expected that all students will respect the needs of others using the room and conduct themselves appropriately.

1. Behavior which disturbs others using the room or which abuses library materials will result in temporary suspension of library media center privileges.
2. All students entering the library media center must present a pass. Unless the pass states a return time, you will be required to stay until the end of the period.
3. Students should come with a legitimate need or purpose for using the library media center. Students without an express purpose will be sent back to class or study hall.

4. Books may be checked out for a period of two weeks and may be renewed by bringing the book in to be rechecked, provided another student is not waiting for the material by having placed it on reserve.
5. Back issues of magazines may be checked out for three school days with renewal allowed. Current magazines may not be checked out.
6. Students are expected to return or renew materials on time and 5 minutes per day will accumulate for each day overdue. Time earned will be spent helping in the library media center.
7. On-line database searching may be done by students after class instruction, or by the librarian on behalf of a student if a legitimate need has been determined.

## Lockers

1. Students are to keep their lockers locked at all times and for their own protection should not give their combination to other students. Pen caps or other objects should not be used to keep lockers unlocked. A detention will be issued if a student is found to be keeping their lockers unlocked in this way.
2. If a school lock or locker becomes damaged through misuse the student will be required to pay for all costs associated with its repair.
3. If any problem develops with the locker, report the problem to the office.
4. All lockers are considered to be the property of the school and may be inspected at any time by the principal or a person designated by the principal.
5. Students will be asked to remove any materials that the faculty deems as inappropriate.
6. Students are to have all personal items (books, clothing etc.) removed from the top of the locker when they leave the building for the day. Items left overnight may be placed in the lost and found with no warning.
7. Students are not to place trash in or around their lockers.

## Lost & Found

Please return found items that have obvious value to the main office.

**Protection of Student Property:** It is the responsibility of the school to go as far as possible in providing adequate safeguards for pupil's belongings, but having once done this the school cannot be held responsible for loss. All students will be provided with a locking hall locker. It is up to the individual student to use this convenience and to safeguard their combination. The school will not be responsible for materials left behind in class, unsecured above lockers, or lying out in the locker room, gym, or cafeteria. P.E. uniforms are the most notorious for missing articles. Lock them up - don't leave them out. Students are discouraged from bringing valuables or large sums of money to school. Should it be necessary for a student to bring a significant amount of cash to school, it can be held in the office. Unfortunately, there are always a few among us who cannot be trusted and necessitate that we take such precautions against them. Despite the fact that things are often left undisturbed, it is unwise to leave valuables unattended. Locker rooms are unattended after school and seem to be a place where valuables come up missing. Lock your valuables in your locker or give them to your coach during practice or an event. There are enough gym lockers for each individual student to have a locker. Students must provide their own padlock for their gym locker.

## National Honor Society

Selection of students for admission to National Honor Society is based on the guidelines established by the national chapter of the National Honor Society. Students securing a 3.5 cumulative grade point average after the first semester of their sophomore year are automatically eligible to apply for NHS. Any students who achieve this academic standard during their junior or senior year, and are not already in NHS, are eligible to apply for admission. The scholarship aspect is one of four factors considered when accepting students to NHS. The other three components are service, leadership, and character. All eligible students will receive an application form from the NHS Moderator. Each candidate is responsible for returning the materials by the established and publicized deadline. Any applications submitted after the deadline will not be considered for acceptance.

## Physical Education (clothing)

- Uniform purchased through the P.E. department must be worn by all students (Navy blue shorts and gold Regina t-shirt purchased by student). Mark them with your name in a visible location.
- Gym shoes (not the same as shoes worn throughout the day).
- Socks (not the same as socks worn throughout the day).
- Students are responsible for P.E. clothing and should keep lockers locked at all times.
- Students should not have money or other valuable items in the locker room at anytime.
- Gym lockers are provided for all students.

## Post Secondary Enrollment Option

Any 11th and 12th grade Regina student (as well as 9th and 10th grade students identified as Talented and Gifted) may enroll in a college class (Kirkwood Community College, University of Iowa or other qualified institutions) for credit and have up to \$250 of the cost paid for. To qualify for reimbursement, the course(s) a student takes may not duplicate a course offered at Regina or the Iowa City schools. Students who enroll in a course and either do not complete or pass the course must reimburse the Iowa City School District for the amount. Students must complete the necessary paperwork with the Regina school counselor by the middle of the preceding semester. For example, students wishing to take a fall semester course at the University of Iowa should have paper work completed by March 15th.

## Schedule Changes

Students who wish to make schedule changes are to do the following:

1. See Counselor to obtain a change form
2. Parent approval (signature)
3. Teacher(s) approval (signature)
4. Counselor approval (signature)

Student changes are allowed for seven school days from the start of the semester. The student's parents or guardians must approve all schedule changes. Students cannot drop below seven courses in a semester.



Any course dropped after midterm will be recorded with a withdrawn or possibly a failing grade.

Courses can only be taken online through our digital curriculum if there is a scheduling conflict. Students cannot opt out of taking a course in the classroom for the online version.

## Search & Seizure

Please refer to Appendix H for a complete copy of the Regina/Diocese of Davenport Policy on Search and Seizure.

## Student Internship/Practicum

Available for students in grades 11 and 12. Semester class credit (.50) awarded for internship. Quarter class credit (.25) awarded for practicum. Grading will be Satisfactory/Unsatisfactory.

The internship provides a unique opportunity for interactive learning that cannot be simulated in the classroom. Interns apply classroom knowledge in a real world setting, developing job skills and professional contacts as they gain insight to help them to make informed career decisions. Student interns work with and learn from professionals (supervisors, mentors, program coordinators) and develop essential skills like punctuality, reliability, and appearance. An internship experience provides a practical application of communication, team work, and program solving, and goal setting skills. Students will work 90 hours for an internship and 45 hours for a practicum in a work situation of their choice. Students will also maintain a journal detailing their internship experiences and participate in three career development meetings with other interns.

To apply, students must see the school counselor and do the following.

1. Complete an internship application by the designated date the preceding semester.
2. Provide a letter of reference and a completed teacher referral.
3. Participate in the interview process and be approved for participation by the Program Selection Committee from the Workplace Learning Connection.

## Student Learning Center

The Regina Student Learning Center provides an opportunity for students to receive individualized assistance from a certified teacher. Placement decision for the Student Learning Center rests with the school counselor and the Student Learning Center teacher. Students wishing to be placed in the Student Learning Center should contact the school counselor.

### **Entrance Procedures to the Student Learning Center**

**Current Regina Students:** Parent/Teacher Referral forms are distributed, completed and returned. A team meeting will then be held to make the final decision. The team meeting will consist of the principal, guidance counselor, and Learning Center teacher.

**New Students to Regina:** The team will evaluate the previous records and documentation of previous services. A Parent Referral form is distributed, completed and returned. A Teacher Referral form is distributed to teachers to complete and return. All forms must be completed and

returned to the Learning Center teacher before any decision can be made. Once all necessary forms are completed and returned, a team meeting will then be held to make the final decision. The team meeting will consist of the principal, guidance counselor, and Learning Center teacher.

## Study Hall Regulations

Reading and study outside the formal classroom setting is an important aspect of students' education. Each student's schedule is structured to include periods of time and designated study where a student may complete outside-of-class assignments.

To ensure that an atmosphere conducive to study exists these are guidelines for study halls. The basic purpose of these guidelines is two-fold, (1) the student is to use this time for study, and (2) the student's behavior should reflect his/her respect for the right of the other members of the study hall to study undisturbed.

### **Expectations:**

1. All students are expected to have academic material or appropriate reading material for the entire study hall period. Failure to have enough work material for the entire period will result in a detention.
2. The study hall environment is to be silent. Students needing to work together on school material should get a pass to go to the library. If a student becomes a source of distraction in the library, he/she shall be returned to study hall.
3. Seating places are assigned.
4. No talking or leaving seats is permitted without permission.
5. Students who wish to use the media center or computer lab during study halls will remain for a minimum of 20 minutes or the entire period.
6. No card playing or any other games of chance are permitted in the study hall.
7. No personal electronic devices may be used at any time.
8. These students must sign-out. Moderator has the right to limit the number gone at any one given time.

## Tutoring

**Peer Tutoring:** As service to the school, the Regal Learning Program offers peer tutoring to students throughout the school year. Please contact the School Counselor.

**Paid Tutoring:** A list of tutors in the Iowa City area is available from the Student Services Office. The individual tutors set fees.

Students may also refer to each course syllabus for information on setting up a student conference with their teacher.

## Visitors

Non-students with a direct and personal interest in the Regina Inter-Parish Catholic Education Center (i.e. parents, alumni, etc.) are always welcome to visit. All non-student visitors are to check in with the office staff and receive a pass. This pass is in effect from 7:30 am to 4:30 pm.

School age visitors must have the principal's permission a week ahead of time and get a pass when arriving at school.

# APPENDICES

## APPENDIX A ATHLETIC POLICY

### Regina Inter-Parish Catholic Education Center

#### High School Athletic Policy

1. All student athletes must be academically eligible in order to participate.
2. All school rules and team rules, set by the coach, shall be adhered to in and out of school.
3. All students, 8th grade graduates - 12th grade, will be eligible for varsity competition at any time in any sport.
4. Students are responsible for any athletic equipment checked out to them. Lost or damaged items will result in a fee to the student.
5. Student athletes are NOT to be in an unsupervised area while waiting for a coach. Specifically this includes elementary and high school gyms, locker rooms, weight room and wrestling room. Failure to adhere to this safety issue may result in loss of athletic privileges and participation.

#### Junior High School Athletic Policy

Regina will provide a separate but equal program for boys and girls. The well-being of the student athlete must be given first priority. He or she must be given the opportunity to compete for a position on a team or squad. No initial preference should be given to a participant because of family prestige, race, color, sex or anything else that provides an opportunity for bias. Each coach shall make every effort to provide equitable playing time to all junior high athletes. Every precaution must be taken to provide the very best possible protection against injury or illness. This includes a medical examination, appropriate insurance, proper equipment and a safe playing environment. Even more important is an attitude of true concern on the part of the coaches and administrators. There should always be positive and encouraging practice sessions where an athlete can further his or her interest in any sport he or she cares to choose. Wide participation with low-key competition should be the aim so everyone can have an educational experience in competition. Programs, drills and techniques should be in progression and courage is never to be tested but developed. All coaches are educators who know the emotional, physical and mental strengths and weaknesses of this age group. Winning is a luxury and not the goal.

	Junior High	High School
<b>Fall Sports</b>	Football Volleyball Cross Country Dance Team	Football Volleyball Cross Country Girls Swimming (w/ICCSA)
<b>Winter Sports</b>	Wrestling Basketball Dance Team	Wrestling Basketball Boys Swimming (w/ ICCSD) Bowling (w/ ICCSD)
<b>Spring Sports</b>	Track	Track Golf Soccer Tennis (w/ICCSA)
<b>Summer Sports</b>	Softball	Softball Baseball

### Regina Dance Conduct Guidelines

Regina is a Catholic school, and as such, expects our students and their guests to conduct themselves in accordance with the beliefs and teachings of the Catholic Church. The following dance guidelines have been put in place in order to promote a healthy, safe, enjoyable evening for all students, guests and chaperones. Parents are expected to read and discuss these guidelines with their child to their attendance at a school dance. Students who violate these guidelines will be subject to disciplinary measures in accordance with the Parent-Student Handbook.

- Unless otherwise stated, dances are from 8:00-11:00 p.m. for high school students and 7:30-10:00 p.m. for junior high students.
- Admittance and attendance is subject to RHS administrative approval. Attendance at RHS dances is a privilege, not a right. No reimbursement or refund will be given when asked to leave the dance for not following these guidelines.
- Students or guests who leave during the dance will not be readmitted and must immediately leave the property.
- All students will remain tobacco, drug, and alcohol free at all school dances.
- Continued lewd and lascivious dancing will result in a student being asked to leave the event and may make him or her ineligible to attend all future dances.
- No mosh-pit dancing in a tight group.
- Violating the dancing policy results in **a warning**. If inappropriate dancing continues the students will be **removed from the dance**. The appropriateness of the dancing is completely at the discretion of the dance chaperones.
- Students who violate any school rule or the terms of these guidelines will be dealt with as determined by district and school policy.
- Regular dances are open only to Regina students unless permission for individuals is given by the Principal or designee. If non-Regina guests are permitted to attend a special dance it will be announced and a sign-up sheet will be in the office prior to the dance for students to sign up guests. All guests are to be signed up before the end of the school day of the dance and all guests are required to bring his/her school ID.
- Only RHS juniors, seniors and their guest are allowed to attend prom. RHS students are required to inform their guests of all guidelines and will be held accountable for the behavior of their guest.
- Formal attire is expected for Junior/Senior Prom and semiformal attire is expected for homecoming. No undergarments may be visible and gentlemen must keep their shirts on.
- Clothing that promotes or mentions use of drugs, alcohol or is otherwise offensive will not be allowed. Jeans are typically allowed at dances unless a formal or semiformal.
- Students dressed inappropriately will be **removed from the dance**. The appropriateness of the attendee's attire is completely up to the discretion of the dance chaperones. Students concerned about the appropriateness of their dance attire are encouraged to show a photograph to the Asst. Principal or Principal prior to purchasing the garment.

APPENDIX C ADVANCE PLACEMENT

**POST SECONDARY EDUCATION AND OTHER OFF-CAMPUS COURSEWORK**

**OFF-CAMPUS COURSEWORK ENROLLMENT AND GRADING**

Regina students may enroll in classes at off-site locations after receiving approval for the class by completing an Off Campus Course Request Form. All requests will be made through the Student Services Office and the Counselor will make the final decision. **Students will be given graduation credit for the class when proof of completion is provided by the associated educational agency. However, the class grade will not be used in figuring the student’s G.P.A.**

The following are examples of typical coursework which may be credited and appear on the student’s transcript but will not be considered in the computation of the student’s grade point average:

- Post Secondary Educational classes from colleges or universities
- Off-Campus High School Courses. A maximum of two such courses may be taken off campus and applied toward the credits needed for graduation
- Internships or Career Academy Programs offered through an accredited institution (e.g. Kirkwood Edge Program).

Rationale:

Regina HS students may consider post-secondary class options once they have fulfilled the standard high school curriculum and desire more challenging material. On rare occasion they may elect to substitute an appropriate college course for a comparable Regina offering because of scheduling limitations. But it must be understood that these are no longer considered secondary educational classes. Students taking post-secondary classes are considered to be beginning a college transcript. Regina High School only has jurisdiction over grading and class procedures for classes it sponsors and not for these off-site classes. Therefore, grades received from off-campus coursework not specifically offered by Regina High School will not be considered in the student’s grade point average (GPA).

AP CLASS GRADE WEIGHTING POLICY

Weighted Grades

**Only Regina AP Classes and Regina-approved online AP Classes will receive weighted grades.** Such approved Advanced Placement coursework will be “weighted” according to the following grading scale:

A	4.5	B+	3.25	C+	2.10
A-	4.5	B	3.25	C	2.10
		B-	3.25	C-	2.10

All grades below a C- will receive credit based on the non-weighted grading scale.

This policy will be published in the student handbook



**REGINA CATHOLIC EDUCATION CENTER  
HEALTH SERVICES MEDICATION ADMINISTRATION CONSENT**

To the Parent or Guardian:

We advise you that the staff at Regina Education Center does not normally administer or take any responsibility in the giving of medication to school children. If your child is on any medication, please give it at home and advise the school so the staff may watch for adverse side effects of the drug. However, if a medication must be given during school hours, the school must have the name of the drug, dosage, exact time to be given and the duration of the medication. This form must be signed by the attending physician for all prescription and over-the-counter medications.

**The medication must be maintained in the original/prescription container which shall be labeled with:**

- |                       |                               |
|-----------------------|-------------------------------|
| 1. Name of pupil      | 4. Name of physician          |
| 2. Name of medication | 5. Name & address of pharmacy |
| 3. Directions for use | 6. Date of prescription       |

Medication orders are only effective for the school year in which they are ordered. The physician must renew them each school year.

Since it is necessary that my child be given medication during school hours, I hereby give my permission for school personnel to administer it.

Student's Name	Birth date	Parent or Guardian
Name of Medication	Dosage	
Time to be given	Reason	

**Anticipated Reactions**

**If this is medication for asthma, please attach Student Asthma Action Plan**

**ASTHMA MEDICATIONS ONLY**

If you and your physician feel your student needs to carry their own asthma inhaler with them during school hours, you must have your physician sign this order sheet for them to do so. Except in an instance of gross negligence, the school district and its employees will incur no liability as the result of any injury arising from self-administration of medication by a student.

I feel this student is adequately educated in the appropriate use of his/her inhaler and is responsible to self-administer medication as needed.

Parent's Signature	Physician's Signature
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**RETURN THIS FORM TO THE STUDENT'S SCHOOL**

APPENDIX E LATE START & ASSEMBLY SCHEDULES

**Assembly Schedules**

<p><b>ASSEMBLY R</b> (REGULAR w/ 1 hr Assembly)</p> <p>8:20-8:52 1<sup>st</sup> period                      8:56-9:30 2<sup>nd</sup> period                      9:34-10:06 3<sup>rd</sup> period                      10:11-11:10 <b>Assembly</b>                      11:14-11:38 4<sup>th</sup> period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:38 6<sup>th</sup> Period                      1:42 - 2:24 7<sup>th</sup> Period                      2:28 -3:10 8<sup>th</sup> Period</p>	<p><b>ASSEMBLY S</b> (REGULAR w/ 9am Prayer Service)</p> <p>8:20-8:57 1<sup>st</sup> period                      9:00-9:30 Prayer Service                      9:34-10:14 2<sup>nd</sup> period                      10:18-10:56 3<sup>rd</sup> period                      11:00-11:38 4<sup>th</sup> period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:38 6<sup>th</sup> period                      1:42 - 2:24 7<sup>th</sup> period                      2:28 -3:10 8<sup>th</sup> period</p>	<p><b>ASSEMBLY T</b> (THURS w/ 20 Minute Assembly)</p> <p>8:20 - 8:40 <b>Assembly</b>                      8:44 - 9:15 1<sup>st</sup> period                      9:19 - 9:52 2<sup>nd</sup> period                      9:56 - 10:27 3<sup>rd</sup> period                      10:31 - 11:02 4<sup>th</sup> period                      11:06 - 11:38 6<sup>th</sup> Period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:31 7<sup>th</sup> Period                      1:35 - 2:10 8<sup>th</sup> Period</p>
<p><b>ASSEMBLY U</b> (REGULAR w/ K-12 Mass)</p> <p>8:20-8:48 1<sup>st</sup> period                      8:52-9:22 2<sup>nd</sup> period                      9:26-9:41 3<sup>rd</sup> period                      9:45-10:45 Mass                      10:49-11:06 3<sup>rd</sup> period                      11:10-11:38 4<sup>th</sup> period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:38 6<sup>th</sup> period                      1:42 - 2:24 7<sup>th</sup> period                      2:28 -3:10 8<sup>th</sup> period</p>	<p><b>ASSEMBLY V</b> (THURSDAY w/ K-12 Mass)</p> <p>8:20-8:48 1<sup>st</sup> period                      8:52-9:22 2<sup>nd</sup> period                      9:26-9:41 3<sup>rd</sup> period                      9:45-10:45 Mass                      10:49-11:06 3<sup>rd</sup> period                      11:10-11:38 4<sup>th</sup> period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:18 6<sup>th</sup> period                      1:22 - 1:44 7<sup>th</sup> period                      1:48 -2:10 8<sup>th</sup> period</p>	<p><b>ASSEMBLY W</b> (20 Minute Assembly-Morning)</p> <p>8:20 - 8:40 <b>Assembly</b>                      8:44 - 9:24 1<sup>st</sup> Period                      9:28 - 10:10 2<sup>nd</sup> Period                      10:14 - 10:54 3<sup>rd</sup> Period                      10:58 - 11:38 4<sup>th</sup> Period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:38 6<sup>th</sup> Period                      1:42 - 2:24 7<sup>th</sup> Period                      2:28 -3:10 8<sup>th</sup> Period</p>
<p><b>ASSEMBLY X</b> (20 Minute Assembly)</p> <p>8:20 - 9:05 1<sup>st</sup> Period                      9:09 - 10:00 2<sup>nd</sup> Period                      10:04 - 10:49 3<sup>rd</sup> Period                      10:53 - 11:38 4<sup>th</sup> Period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:31 6<sup>th</sup> Period                      1:35 - 2:09 7<sup>th</sup> Period                      2:13 -2:46 8<sup>th</sup> Period                      2:50 - 3:10 <b>Assembly</b></p>	<p><b>ASSEMBLY Y</b> (50 Minute Assembly)</p> <p>8:20 – 8:56 1<sup>st</sup> Period                      9:00 - 9:34 2<sup>nd</sup> Period                      9:38 - 10:09 3<sup>rd</sup> Period                      10:13 - 10:44 4<sup>th</sup> Period                      10:48 - 11:38 <b>Assembly</b>                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:38 6<sup>th</sup> Period                      1:42 - 2:24 7<sup>th</sup> Period                      2:28 - 3:10 8<sup>th</sup> Period</p>	<p><b>ASSEMBLY Z</b> (50 Minute Assembly)</p> <p>8:20 - 9:05 1<sup>st</sup> Period                      9:09 - 10:00 2<sup>nd</sup> Period                      10:04 - 10:49 3<sup>rd</sup> Period                      10:53 - 11:38 4<sup>th</sup> Period                      11:38 - 12:00 "A" Lunch                      12:04 - 12:52 "A" 5<sup>th</sup> Period                      11:42 - 12:30 "B" 5<sup>th</sup> Period                      12:30 - 12:52 "B" Lunch                      12:56 - 1:21 6<sup>th</sup> Period                      1:25 - 1:50 7<sup>th</sup> Period                      1:54 -2:19 8<sup>th</sup> Period                      2:20 - 3:10 <b>Assembly</b></p>

**Late Start Schedules** – in the event of a delay in the start of school the following will be used:

REGULAR – One Hour Delay		REGULAR – Two Hour Delay		THURSDAY - One Hour Delay		THURSDAY - Two Hour Delay	
9:20 - 9:51	1 <sup>st</sup> Period	10:20 - 10:43	1 <sup>st</sup> Period	9:20 - 9:51	1 <sup>st</sup> Period	10:20 - 10:36	1 <sup>st</sup> Period
9:55 - 10:28	2 <sup>nd</sup> Period	10:47 - 11:11	2 <sup>nd</sup> Period	9:55 - 10:28	2 <sup>nd</sup> Period	10:40 - 10:58	2 <sup>nd</sup> Period
10:32 -11:03	3 <sup>rd</sup> Period	11:15 - 11:38	3 <sup>rd</sup> Period	10:32 -11:03	3 <sup>rd</sup> Period	11:02 - 11:18	3 <sup>rd</sup> Period
11:07-11:38	4 <sup>th</sup> Period	11:38 - 12:00	4 <sup>th</sup> Period	11:07-11:38	4 <sup>th</sup> Period	11:22 - 11:38	4 <sup>th</sup> Period
11:38 - 12:00	"A" Lunch	12:04 - 12:52	"A" Lunch	11:38 - 12:00	"A" Lunch	11:38 - 12:00	"A" Lunch
12:04 - 12:52	"A" 5 <sup>th</sup> Period	11:42 - 12:30	"A" 5 <sup>th</sup> Period	12:04 - 12:52	"A" 5 <sup>th</sup> Period	12:04 - 12:52	"A" 5 <sup>th</sup> Period
11:42 - 12:30	"B" 5 <sup>th</sup> Period	12:30 - 12:52	"B" 5 <sup>th</sup> Period	11:42 - 12:30	"B" 5 <sup>th</sup> Period	11:42 - 12:30	"B" 5 <sup>th</sup> Period
12:30 - 12:52	"B" Lunch	12:56 - 1:26	"B" Lunch	12:30 - 12:52	"B" Lunch	12:30 - 12:52	"B" Lunch
12:56 - 1:38	6 <sup>th</sup> Period	1:30 - 2:01	6 <sup>th</sup> Period	12:56 - 1:18	6 <sup>th</sup> Period	12:56 - 1:18	6 <sup>th</sup> Period
1:42 - 2:24	7 <sup>th</sup> Period	2:05 - 2:36	7 <sup>th</sup> Period	1:22 - 1:44	7 <sup>th</sup> Period	1:22 - 1:44	7 <sup>th</sup> Period
2:28 - 3:10	8 <sup>th</sup> Period	2:40 - 3:10	8 <sup>th</sup> Period	1:48 - 2:10	8 <sup>th</sup> Period	1:48 - 2:10	8 <sup>th</sup> Period



## APPENDIX F STUDENT PERSONNEL - HARASSMENT &amp; BULLYING

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school/parish.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of each local boards of education/faith formation committee; while on school/parish-owned or school/parish-operated vehicles; while attending or engaged in school/parish-sponsored activities; and while away from school/parish grounds if the misconduct directly affects the good order, efficient management and welfare of the school/parish.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school/parish grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school/faith formation/youth ministry environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school/parish.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education/faith formation or benefits;
- Submission to or rejection of the conduct is used as the basis for academic/faith formation decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

In situations between students and school/parish officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education/faith formation or participation in school/faith formation programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, a "no tolerance" stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school/parish official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school/parish employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school/parish volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school/parish grounds.

The school/parish will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing

training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish board of education/faith formation committee.

Each local board/faith formation committee will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school/parish or school web site, and the Diocesan website
- (other)\_\_\_\_\_

**and a copy shall be made available to any person at the administrative office of each school/parish/Diocese**

**ANTI-HARASSMENT/BULLYING COMPLAINT FORM**

Check One (1):    Student    Staff    Family Member    Other/Volunteer

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Name of student  
or Employee  
target: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser  
or bully: \_\_\_\_\_

Date and place of incident  
or incidents: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other –Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM**

Check One (1):  Student to Student  Staff to Student  Student to Staff  Staff to Staff

School/Site of Incident: \_\_\_\_\_

Alleged Offender(s): \_\_\_\_\_

Complainant(s)/Target(s): \_\_\_\_\_

Report Name: \_\_\_\_\_

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DISPOSITION OF ANTI-HARASSMENT/BULLYING COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Name of student  
or Employee  
target: \_\_\_\_\_

Grade and building of  
Student or employee: \_\_\_\_\_

Name and position or grade of  
alleged  
Perpetrator/respondent: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

	Age		Physical Attribute		Sex
	Disability		Physical/Mental Ability		Sexual Orientation
	Familial Status		Political Belief		Socio-economic Background
	Gender Identity		Political Party Preference		Other –Please Specify:
	Marital Status		Race/Color		
	National Origin/Ethnic Background/ancestry		Religion/Creed		

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Anti-Harassment/Bullying Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or administrator; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or administrator including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify \_\_\_\_\_, the designated investigator. The alternate investigator is. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept **confidential** to the extent possible.

The investigator, with the approval of the Director of Faith Formation, or the Administrator has the authority to initiate a investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

#### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994).

42 U.S.C. §§ 2000d-2000d-7 (2004).

42 U.S.C. §§ 12001 *et. seq.* (2004).

Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).

Iowa Code §§ 216.9; 280.3 (2007).

281 I.A.C. 12.3(6).

Morse v. Frederick, 127 S.Ct. 2618 (2007)

Policy Adopted: June 3, 2007

Policy Revised: June 10, 2009

Policy Reviewed: May 17, 2010



## APPENDIX G

## POLICY ON USE/POSSESSION OF ALCOHOL/DRUGS/TOBACCO

**Registered Students of Regina****Alcohol/Drugs**

Any student who is found to be using, in possession of, or knowingly in the presence of illegal underage alcohol consumption, synthetic drugs, or use of any illegal drug (including look-a-likes) as determined and reported to the school by law enforcement personnel, student self-reporting, parent/guardian reporting his/her son/daughter, or as witnessed by faculty, staff or administration, is in violation of this policy. This policy is in effect throughout the student's career at Regina Inter-Parish Catholic Education Center, including the summer months. Junior high offenses are cumulative throughout junior high and do not carry over to high school.

**First Offense:**

Students who admit to or who are reported as having consumed alcohol, synthetic drugs, or using illegal drugs are subject to the following consequences:

1. The administration meets with the student.
2. A parent/guardian is notified of the meeting by the administration and is presented with the results of the meeting.
3. The student will not be permitted to participate in or attend any Regina activities (including, but not limited to prom, athletic contests, dances, fine arts activities, trips, post-prom and social activities of clubs) exclusive of religious activities, for a period of 30 calendar days (the "ineligibility period"), immediately following administrative action, during the school year. If the student is a member of a school-sponsored group, he/she must attend that group's public events and practices during his/her thirty-calendar-day ineligibility period, as a member of the group, but he/she cannot participate in the public events. In those activities that receive academic credit, at no time shall ineligibility affect the grade. In the event of an infraction during the summer, the ineligibility period will begin on the first day of school or the first day of competition, whichever comes first. Thanksgiving break, Christmas break and Spring break days do not count towards the ineligibility period, unless their activity has competitions during the break. For students involved in summer competitions, their ineligibility period will include that sport's season during the summer months, beginning with their first competition. For students involved in activities that compete during any break, the ineligibility period will include the days during that break. If the activity has no competitions during the break, the ineligibility period will not include days during that break. If an ineligibility period is not completed at the end of a school year, the ineligibility will carry over to the next school year, beginning on the first day of school or the first day of competition, whichever comes first.
4. The student will complete five hours of documented community service to his or her parish/church or to Regina. If these hours are not completed before the end of the ineligibility period, the period of ineligibility will continue until the service hours are completed.
5. The administration reserves the right to determine if a substance abuse evaluation is warranted. If it is determined that the student must complete such an evaluation, the parent/guardian will pay for and provide documentation of attendance and completion of a substance abuse program to the administration before the end of the ineligibility period if program attendance is warranted. If documentation is not provided before the end of the ineligibility period, the period of ineligibility will continue until documentation is received.
6. If the offense occurs on school grounds or at a school function, the student will serve a three-day in-school suspension and complete an additional five hours of community service, for a total of 10

hours, in addition to the sanctions listed above. At the discretion of the administration, the student may be prohibited from participating in graduation exercises.

7. Students who are knowingly in the presence of illegal underage alcohol consumption and/or illegal drugs and do not consume, as judged by law enforcement personnel, will be banned from school activities for a period of twenty (20) calendar days, immediately following administrative action, during the school year.

**Second Offense:**

Students who admit to or who are reported as consuming alcohol, synthetic drugs, or using illegal drugs as well as those who are in the presence of illegal substances are subject to the following consequences:

1. The administration meets with the student.
2. A parent/guardian is notified of the meeting by the administration and is presented with the results of the meeting.
3. The student will not be permitted to participate in or attend any Regina activities as described in section three under First Offense, exclusive of religious activities, for a period of 90 calendar days, immediately following administrative action, during the school year.
4. The student will complete 20 hours of documented community service to his or her parish/church or to Regina. If these hours are not completed before the end of the ineligibility period, the period of ineligibility will continue until the service hours are completed.
5. The student must complete a substance abuse evaluation before the 90-day activity suspension is completed. The parent/guardian will pay for and provide documentation of attendance and completion of a substance abuse program to the administration before the period of ineligibility ends or the period of ineligibility will continue until the documentation is received.
6. The student will serve an in-school three-day suspension.
7. If the offense occurs on school grounds, the student must complete an additional 10 hours of community service (for a total of 30 hours), in addition to the sanctions listed above, and, at the discretion of the administration, the student may be prohibited from participating in graduation exercises.

**Third Offense:**

Students who admit to or who are reported as consuming alcohol, synthetic drugs, or using illegal drugs as well as those who are in the presence of illegal substances are subject to the following consequences:

1. The student will be dismissed from Regina. The student will have the opportunity to appeal his or her dismissal to the Regina Board of Education in Executive Session. If this appeal is successful, the student will be subject to the consequences listed below.
2. The student will not be permitted to participate in or attend any Regina activities as described in section three under First Offense, exclusive of religious activities, for a period of 180 calendar days, immediately following Board of Education action.
3. The student will complete 40 hours of documented community service to his or her parish/church or to Regina. If these hours are not completed before the end of the ineligibility period, the period of ineligibility will continue until the service hours are completed.
4. The student must complete a substance abuse evaluation before the one-year activity suspension is completed. The parent/guardian will pay for and provide documentation of attendance and completion of a substance abuse program to the administration before the period of ineligibility ends or the period of ineligibility will continue until the documentation is received.
5. The student will serve an in-school suspension for up to 10 days.

6. If the offense occurs on school grounds, the student will complete an additional 20 hours of community service (for a total of 60 hours), in addition to the sanctions listed above, and, at the discretion of the administration, the student may be prohibited from participating in graduation exercises.

#### **Fourth Offense:**

The student will be dismissed from Regina without possibility of appeal.

#### **Tobacco**

Students who use or possess tobacco, tobacco lookalikes, or e-cigarettes on school premises or at a school-sponsored activity shall be subject to the imposition of disciplinary measures, outlined as follows:

1. The administration meets with the student.
2. The parents/guardians are notified of the meeting by the administration and are presented with the results of the meeting.
3. The student will not be permitted to participate in or attend any Regina activities as described in section three under First Offense (Alcohol/Drugs), exclusive of religious activities, for a period of 30 days immediately following administrative action, during the school year.
4. The student will complete five hours of community service to his or her parish/church or to Regina. If these hours are not completed before the end of the ineligibility period, the period of ineligibility will continue until the service hours are completed. Each subsequent tobacco violation will result in an additional 10 hours of community service to the student's parish/church or to Regina.

#### **New Student**

Any student seeking to enroll at the Regina Inter-Parish Catholic Education Center who has been suspended from school or extra-curricular activities at a previous institution shall complete the terms of the suspension prior to becoming eligible to participate in sports or extra-curricular activities.

#### **General Public**

Regina is a drug free/tobacco free campus as defined by state code 641 Chapter 153.

Any violation of criminal law that occurs on school premises or at a school sponsored activity will be reported to local law enforcement authorities for appropriate action.

Revised: March 1993  
 Reviewed: December 2002  
 Revised: July 2005  
 Revised: June 2011  
 Revised: June 2014

## APPENDIX H STUDENTS SEARCH &amp; SEIZURE

**Students Search and Seizure**

It is the philosophy of the Diocese of Davenport to operate its educational institutions in a Catholic, orderly manner. The presence of contraband on school/faith formation program property or on the person of a student attending school/faith formation program is not consistent with this philosophy; therefore the Diocese of Davenport hereby adopts the following policy relating to periodic inspection, to the search of students, and/or protected student areas:

## Search of student and/or Protected Student Area by school/parish/diocesan program Official

1. The Board of Education/Faith Formation Committee of the school/parish/diocesan program shall establish a procedure for the search of a student or protected student area. This procedure shall be published in the Student Handbook of the school/parish/diocesan program. A school/parish/diocesan program official may search individual students and individual protected student areas if both of the following apply:
  - a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school/parish/diocesan program rule/regulation.
  - b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and nature of the infraction.

If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

2. A search may not be made which is unreasonable in light of the following:
  - a. The age of the student;
  - b. The non-seriousness of the violation;
  - c. The nature of the suspected violation;
  - d. The gender of the student.
3. A school/parish/diocesan program official shall not conduct a search which involves:
  - a. A strip search;
  - b. A body cavity search;
  - c. The use of a drug sniffing animal to search a student's body.
4. All searches by a school/parish/diocesan program official shall:
  - a. Be conducted by a school/parish/diocesan program official of the same gender as the student being searched;
  - b. Be witnessed by another adult of the same gender as the student being searched.

School/parish/diocesan program officials may conduct periodic inspections of all, or a randomly selected number of, school/parish/diocesan program lockers, desks and other facilities or spaces owned by the school/parish/diocesan program and provided as a courtesy to a student. The furnishings of a school/parish/diocesan program locker, desk or other facility or space owned by the school/parish/diocesan program and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space. Allowing students to use a separate lock on locker, desk or other facility or space owned by the school/parish/diocesan program and provided to a student shall not give rise to the expectation of privacy with respect to that student's facility or space.

However, each year when the school/parish/diocesan program begins, the school/parish/diocesan program shall provide written notice to all students and the students' parents, guardians or legal custodians that school/parish/diocesan program officials may conduct periodic inspections, without prior notice, of school/parish/diocesan program lockers, desks and other facilities or spaces owned by the school/parish/diocesan program and provided as a courtesy to a student. Such an inspection shall occur in the presence of the student whose lockers are being inspected or in the presence of at least one other adult.

Students Search by Peace Officer:

The search of a student or of a protected student area by a peace officer who is not a school/parish/diocesan program official, or by a school/parish/diocesan program official at the invitation or direction of a peace officer who is not a school/parish/diocesan program official, shall be governed by the statutory and common law requirements for police searches.

Definitions:

1. "Student" means a person enrolled in, or participating in, a school/parish/diocesan program for any of grades preschool through twelve.
2. "School/parish/diocesan program official" means an employee or volunteer responsible for the supervision or security of the school/parish/diocesan program.
3. "Contraband" includes substances or items which, if found on school/parish/diocesan program/diocesan property, violate the law and school/parish/diocesan regulations, or are detrimental to, an orderly environment. Contraband includes, by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school/parish/diocesan environment, and/or which present a threat to the health and safety of the students and staff.
4. "Protected student area" includes, but is not limited to:
  - a. A student's body;
  - b. Clothing worn or carried by a student;
  - c. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student.
5. "Student search policy" means a policy established by the authorities in charge of the school/parish/diocesan program controlling the manner of the searching of students or protected student areas. To be valid, a student search policy shall require that all searches of students or protected student areas be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:
  - a. The nature of the violation for which the search is being instituted;
  - b. The age or ages and gender of the students who may be searched pursuant to the policy;
  - c. The objectives to be accomplished by the search.

Sec: Iowa Code Section 808A.1 (2001)

Policy Adopted: December 13, 2001

Policy Revised: June 5, 2002

Policy Reviewed: May 17, 2010

## APPENDIX I ATTENDANCE POLICY

**Rationale:** Attendance at school is vitally important to a student’s success. A student’s attendance record is part of his or her permanent academic record.

Iowa Code requires the governing body of an accredited nonpublic school to do the following:

*Iowa Code 299.1 Attendance Requirements*

“...the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control.”

“...the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.”

*Iowa Code 299.1A Compulsory Attendance Age*

“A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reached the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.”

*Iowa Code 299.5A Mediation*

“If a child is truant as defined in section 299.8, school officers shall attempt to find the cause for the child’s absence and use every means available to the school to assure that the child does attend.”

“If the parent, guardian, or legal or actual custodian, or child refuses to accept the school’s attempt to assure the child’s attendance or the school’s attempt to assure the child’s attendance is otherwise unsuccessful, the truancy officer shall refer the matter to the county attorney for mediation or prosecution.”

*Iowa Code 299.8 “Truant” Defined*

“Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board’s or school governing body’s attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant.”

*Iowa Code 299.9 Truants – Rules for Punishment*

“The board of directors of a public school district or the authorities in charge of an accredited nonpublic school shall prescribe reasonable rules for the punishment of truants.”

**Truancies:**

**Truant:** A student who is absent from school without an acceptable excuse.

**Habitual Truant:**

A student with 8 or more unexcused tardies in a school year.

A student with 5 or more unexcused absences in a school year.

A student with 12 or more absences (excused or unexcused) in a school year.

**Unexcused Tardies:**

**Unexcused Tardy (K-6):** A student who arrives at school within 60 minutes of the start of school without an acceptable excuse. Arrival beyond 60 minutes will be considered a half day unexcused absence.

**Unexcused Tardy (7-12):** Arriving to school after the tardy bell for the student's first class but within the first 10 minutes of the student's first class, without an acceptable excuse.

For tardies once the school day begins, please refer to the Junior High and Senior High Student Handbook.

**Unexcused Absences:**

**Unexcused Absence (K-6):** A student who is absent for more than 60 minutes of the day without an acceptable excuse.

**Unexcused Absence (7-12):** A student who is absent for more than 10 minutes of a class or all of a class without an acceptable excuse. The attendance office should receive the acceptable excuse before the absence occurs. It must be received no more than 48 hours from the beginning of the absence. A student who leaves school early without an acceptable excuse is also considered absent without an excuse.

**Excused Absences or Tardies:**

**Excused Absence or Tardy (K-12):** A student who is absent but the absence is deemed excused by the school using the following criteria:

**Acceptable Excuses for Absences and Tardies:**

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. Regina Catholic Education Center may request the parent or guardian to obtain a written statement from a physician or license practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
2. Medical, dental, chiropractic, optometric, or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
3. A death in the immediate family or funerals for close relatives.
4. Religious holidays.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parents/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school office and administration prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. If attendance is satisfactory, the administration of each school may excuse up to 5 days a year for family trips. Student vacations or trips without parent/guardian accompaniment are not excused absences.
6. A court appearance or other legal procedure which requires the attendance of the student.

7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value or school activities as approved by the administration of each school.
9. Special circumstances that show good cause which the school's administration approves in advance.
10. Out of school suspension.

**Enforcement**

When a student has:

- 8 unexcused tardies, or
- 5 unexcused absences from school, or
- 12 absences from school (excused or a combination of excused and unexcused)

a notification letter will be sent home to the parents and a meeting will be setup with the parents to develop an attendance plan to help ensure the student is attending school on a regular basis.

Once an attendance plan has been put in place, any future absence or tardy outside the agreed upon conditions of the attendance plan will require the school to take further action, which may include referring the student's attendance issues to the Johnson County Attorney's office. Parents will be notified of the next action steps regarding continued attendance issues.

Policy Adopted: January, 2014



## APPENDIX J WEAPONS POLICY

Weapons and other dangerous objects in Diocesan Parish and School Facilities cause material and substantial disruption to the school/parish environment or present a threat to the health and safety of students, employees and visitors on the premises or property within the jurisdiction of the school/parish.

School/parish facilities are not an appropriate place for weapons or other dangerous objects. Weapons or other dangerous objects shall be taken from students and others who bring them onto the school/parish property or onto property within the jurisdiction of the school/parish or from students who are within the control of the school/parish.

Parents/guardians of students found to possess a weapon or a dangerous object shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school/faith formation programs shall be expelled for not less than twelve months. The superintendent/director of faith formation shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

As used in the policies, rules, regulations, codes, codes of conduct, and any other written documents of the Office of Director of Faith Formation and Superintendent of Schools pertaining to the governing and operation of the schools, the term "weapon(s)" and "other dangerous objects" shall include, but shall not be limited to the following:

1. Pistols;
2. Revolvers;
3. Any other firearm meeting the definition of such under Public Law No. 103227, including pistols, revolvers, rifles and shotguns;
4. Daggers;
5. Razors blades and blades for opening packets;
6. Stilettoes;
7. A knife of any type or nature regardless of the composition of the materials used to make the knife;
8. Any object which is an offensive weapon as defined by Section 723.1, Code of Iowa 1993, or as so found by any interpretation of the Supreme Court of the State of Iowa;
9. Any object which is a dangerous weapon as defined by Section 702.7, Code of Iowa 1993, or as be modified for a student on a found by any interpretation of the Supreme Court of the State of Iowa;
10. Any instrument designed primarily for use in inflicting death upon a human being or animal and which is capable of inflicting death upon a human being when used in the manner for which it was designed;
11. Any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the user intends to inflict death or serious injury on another;
12. Starter pistols and any other mechanical device of any nature whatsoever designed for or capable of discharging blank rounds;
13. Pellet guns and air guns, whether the projectile is discharged by CO<sub>2</sub>, air, or some other form of propellant;

14. Replicas and models of any type of firearm, whether or not said replicas and models are capable of discharging a projectile and of whatever construction or material. (This includes any object which appears when shown as if it is a pistol, revolver, firearm of any type. or any other "weapon" or "dangerous object" as defined herein.)
15. Any type of martial arts device including, but not limited to, throwing stars, nunchaus, staffs, batons, or swords (wooden or metal);
16. Stun guns;
17. Ammunition or magazines for any firearm regardless of whether the ammunition is capable of being fired and regardless of whether the ammunition and magazines are installed a firearm, and regardless of whether the firearm is present;
18. Pipe bombs and any other explosive device including hand grenades, mines, and claymores regardless of whether or not any of said devices are, in fact, capable of exploding;
19. Any incendiary device, of any nature whatsoever, including but not limited to "Molotov Cocktails, " and other fused containers of petroleum or explosive products designed to explode, regardless of whether or not said devices are capable of exploding;
20. Mufflers or silencers for any firearms regardless of whether the mufflers or silencers are installed on a firearm and regardless of whether the firearm is present;
21. Mace, pepper spray, gas of any nature propelled from any type of spraying device, and poison gas.
22. Weapons under the control of law enforcement officials shall be exempt from this policy. The program administrator may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Legal Ref.: Goals 2000; Educate America Act, Pub. L. No 103-227,108 Stat. 125 (1994)

Policy Adopted: July 17, 1997

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

APPENDIX K  
WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION

**Instruction**

Catholic Schools “exist in order to educate the whole person; mind, body, and soul”.<sup>1</sup>  
In educating students about the body, they strive to develop “a profound reverence for the great gift of life, their own lives and the lives of others, along with readiness to spend themselves in serving all that preserves and enhances life.”<sup>2</sup>

The schools governed by the Diocesan Board of Education strive to maintain a learning and working environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore:

1. Schools will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing local nutrition and physical activity practices and policies. Each school shall form a local committee which includes representation from the following: students, parents, food service staff, board of education, administration, and the public. Consideration may be given to expanding the School Improvement Advisory Committee (SIAC), or establishing a subcommittee of the SIAC, to serve as the local review committee. (checklist and procedures following this Policy 680.1)
2. All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis. This will include an articulated curriculum, offering a wide range of activities leading to lifelong physical health.
3. To the extent possible, foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
4. Food Service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. To the extent it is possible, schools will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program [including suppers]).
6. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
7. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and National School Hot Lunch Act.

8. Establish procedures on physical activity, nutrition education, food service, fundraising projects, vending machines and classroom (snacks and treats).

<sup>1</sup> National Directory of Catechesis 61.4.b

<sup>2</sup> Stewardship: A Disciple's Response

See also DBE policy:  
710.0 Health Services

Policy Adopted: April 26, 2006  
Policy Reviewed: May 17, 2010

## APPENDIX L

## FINANCIAL ASSISTANCE, REGISTRATION, AND TUITION POLICIES

It is the Regina Inter-Parish Catholic Education Centers hope that any child who wishes to receive a Catholic Education at Regina is able to do so.

In accordance with Regina's mission, the Board of Education has determined three levels of tuition available for students wishing to attend Regina Catholic Education Center. They are as follows: Parish Stewardship, School Stewardship and Full Tuition.

Financial Assistance - Parents are given the opportunity to apply for financial assistance through the Student Tuition Organization of Southeast Iowa (STO). The amount of aid given depends on (1) need and (2) available funds granted by the STO, Regina's budgeted financial assistance, Foundation endowment, or other sources. Parents must pay the agreed minimum as established by the Board of Education.

Procedure for Financial Assistance - Parents who want to obtain financial assistance must complete a Financial Aid Application before the deadline (usually April 15) announced by the STO. Notification of procedures will be announced as soon as Regina receives current year forms from the STO.

Parish Stewardship - In order for a student to be registered in school as a member of a parish, a form must be signed by the pastor indicating that the student is a member of the parish. The individual parish approves the Parish Stewardship rate of tuition based on a family's commitment and fulfillment of time, talent and treasure forms reviewed by the Parish Priest.

School Stewardship – Families, regardless of religious affiliation may earn the school stewardship rate based upon hours of volunteer services as defined and participation in the SCRIP program.

Enrollment Fee - During February or March each year, Regina will begin accepting enrollment for the following school year. This time will allow students to express their desire to return to Regina the following school year and to begin the class selection process for grades 7-12. A non-refundable \$100 fee is required to enroll.

In addition to enrollment, families are required to register. Registration will take place during the summer with exact dates and details announced each year. This mandatory process allows for the completion of required current contact and emergency information, medical notifications, permissions, and activity forms.

Tuition Billing Program – Effective July 1, 2013, all families are required to enroll in the Regina Tuition Billing Program for payment of tuition and all school-related fees. Payment due dates and procedures will be outlined by the Regina Business Office. All fees associated with the tuition billing program (registration, processing, convenience or late fees) are the responsibility of the student family.

Delinquent Tuition - Any tuition not paid by the due date is considered delinquent and subject to late fees. If a payment cannot be made on time (according to the previously agreed terms), a written request shall be made by the family to the Alternative Payment Plan Group (consisting of the President, Director of Finance and the Provost) to change the terms of payment. This request should include reasons for the delay, specify an alternate payment amount and date on which payment will be made.

An ACH or other remote pay option is preferred with alternative payment requests. If a request for alternate payment is not submitted in writing and approved, the student(s) may not register for the succeeding semester.

All tuition payments (regardless of payment plan) should be paid in full by June 10th of the current school year. Failure to pay all charges may jeopardize a student's enrollment at Regina. Seriously delinquent student accounts will be pursued, up to and including legal collection.

Delinquent Tuition from Prior School Years – Any families with unpaid tuition from prior school years may not register for the succeeding semester until all outstanding tuition and fees are paid in full or an acceptable payment plan is established with the Alternative Payment Plan Group.

Revised: May 1995

Reviewed: April 2000

Reviewed: February 2010

Policy Revised: 2013

Policy Revised: June 2014