

2021-2022



REGINA INTER-PARISH  
CATHOLIC EDUCATION CENTER

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# 7-12 Parent/Student Handbook

# Contact Information

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Iowa City, IA 52245

**Regina Business Office**                      319.337.2580                      fax: 319.337.4109  
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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 academic 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 and 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.
- 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.
- E. **The Buildings and Grounds Committee.** The primary function of the Buildings and Grounds Committee is to monitor the maintenance of the school facility.
- 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.

## 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

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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: Maxine McEnany, Human Resource Coordinator, who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

Contact-  
Maxine McEnany  
Human Resource Coordinator  
Phone: (563) 888-4384

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

## Dress Code

Regina Catholic Education Center's dress code was created to ensure that our students are focused on their learning and not trends, fads, or comparisons. Parents are expected to help the Regina staff enforce the dress code. Administration reserves the right to interpret dress code on what is appropriate and not appropriate. Their decision is final

### **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. (Jr/Sr High Only)
- **Skorts (girls only)\*+:** Girls may wear navy, khaki, gray, or white plaid skorts.
- **Sweaters:** Navy, white, blue, gray, or maize cardigans or crew neck/v-neck sweaters/vests with the designated Regina logo may be worn.
- **Fleece:** The navy polar fleece jacket or vest or the microfleece half-zip pullover with the designated Regina logo will be allowed. No other coats or sweatshirts will be allowed.
- **Skirts (girls only)\*+:** Girls may wear white plaid skirts.
- **Sweatshirt:** Crewneck, pewter heather with the designated Regina logo will be allowed.

### **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.
- **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.

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

- Lands' End typically has logo sales during the year.
- The administration reserves the right to determine if a clothing item meets the spirit of the dress code as listed above.
- Grade 7-12 - Non-school related buttons or stickers may not be worn during the school day.
- Coats, jackets, sweatshirts, or other apparel designed for outdoor wear may not be worn during the school day.

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

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

### **Dress-up Days**

There will be times throughout the school-year where students are asked to wear "dressier" clothing. Student dress on these days is expected to be suited more for a job interview, not a prom or social occasion. Girls may wear dress pants with a zipper (no yoga pants or leggings) or a skirt that is no shorter than 3 inches above the knee. Girls may wear a blouse or shirt that covers what is appropriate to be covered. Girls may wear a dress that is no shorter than 3 inches above the knee and covers what is appropriate to be covered. If there are narrow straps on the dress, something must be worn over the dress to cover the shoulders. Boys may wear dress pants with a dress shirt and/or sweater. Boys are encouraged to wear a tie.

### **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.

### **Casual days & Spirit Days**

There will be days set forth by administration in which students do not have to follow normal dress code. On these days, although the dress code is relaxed, students will be expected to comply with the specific dress parameters for the occasion

## **VIOLATION PROCEDURES**

Violations of the dress code will be considered a willful disregard of our standards. Violations can occur during school hours (8:20-2:10/3:10). 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 as soon as possible. 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 and activity suspension (including practice) the day of the offense. Subsequent offenses may also include in or out of school suspension, and in extreme cases expulsion. Offenses are cumulative throughout a semester. For example, Glenn wears a hooded sweatshirt on Wednesday and it is his 1st offense then he wears the same sweatshirt the following Wednesday. Glenn will receive an administrative detention and cannot practice, play, or attend any activities after school on Wednesday.

# 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 JMC Messaging. 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 “Y” to 67587**). 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 an Emergency Operations 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 JMC Messenger 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. This lets the driver know about daily attendance. Iowa Central School Bus 319-688-1900 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 BE ALLOWED TO RIDE BUS HOME ONLY IF THEY ARE CURRENTLY REGISTERED BUS RIDERS AND RECEIVE PRIOR APPROVAL.

## **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**

Iowa Central School Bus 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.

## JR/SR HIGH

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

FIRST OFFENSE	SECOND OFFENSE	THIRD & REPEATED OFFENSES
<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. 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

## JR/SR HIGH

Lunch A (all JH): 11:38 – 12:00 (M, T, F) 11:20 – 11:42 (W, Th)

Lunch B (all HS): 12:34 – 12:56 (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

### 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

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. If you have changes throughout the year please update your contact information in PowerSchool.

**CURRENT PHONE NUMBERS ARE VERY IMPORTANT.**

## Medications

### 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.**



# Bell Schedule/Attendance/Tardies/etc.

## Bell Schedule

### JR/SR HIGH

MONDAY		TUESDAY/FRIDAY		WEDNESDAY (Block)		THURSDAY (Block)	
8:20 – 8:57	1 <sup>st</sup> Period	8:20 - 9:05	1 <sup>st</sup> Period	8:20 – 9:30	1 <sup>st</sup> Period	8:20 – 9:30	2 <sup>nd</sup> Period
9:01 – 9:40	2 <sup>nd</sup> Period	9:09 - 10:00	2 <sup>nd</sup> Period	9:34 – 10:46	3 <sup>rd</sup> Period	9:34 – 10:46	4 <sup>th</sup> Period
9:44 - 10:22	3 <sup>rd</sup> Period	10:04 - 10:49	3 <sup>rd</sup> Period	10:50 - 11:20	Intercession	10:50 – 11:20	Intercession
10:26 - 11:04	4 <sup>th</sup> Period	10:53 - 11:38	4 <sup>th</sup> Period	11:20 - 11:42	"A" Lunch	11:20 - 11:42	"A" Lunch
11:08 – 11:38	SEL Time	11:38 - 12:00	"A" Lunch	11:46 - 12:56	"A" 5 <sup>th</sup> Period	11:46 - 12:56	"A" 6 <sup>th</sup> Period
11:38 - 12:00	"A" Lunch	12:04 - 12:52	"A" 5 <sup>th</sup> Period	11:24 - 12:34	"B" 5 <sup>th</sup> Period	11:24 - 12:34	"B" 6 <sup>th</sup> Period
12:04 - 12:52	"A" 5 <sup>th</sup> Period	11:42 - 12:30	"B" 5 <sup>th</sup> Period	12:34 - 12:56	"B" Lunch	12:34 - 12:56	"B" Lunch
11:42 - 12:30	"B" 5 <sup>th</sup> Period	12:30 - 12:52	"B" Lunch	1:00 – 2:10	7 <sup>th</sup> Period	1:00 – 2:10	8 <sup>th</sup> Period
12:30 - 12:52	"B" Lunch	12:56 - 1:38	6 <sup>th</sup> Period	2:15 – 3:10	Mass		
12:56 - 1:38	6 <sup>th</sup> Period	1:42 - 2:24	7 <sup>th</sup> Period				
1:42 - 2:24	7 <sup>th</sup> Period	2:28 -3:10	8 <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**

## 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 (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 (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 (7-12):** 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.

## 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 required to make-up the work missed. Students who have an excused absence receive one day for every day missed to complete all make-up work. Students can email their teacher, check Google Classroom, or communicate with a teacher ahead of time for their make-up work. Make-up work includes tests and quizzes. Ideally, students would take the test or quiz before their planned absence.

Example A - a student is sick on Monday, but they return on Tuesday. All work, including missed tests, is due on Wednesday for this student.

Example B - a student misses Monday and Tuesday due to an excused absence. They return on Wednesday. All work, including missed tests, is due Friday for Monday and Tuesday.

All make-up work for an unexcused absence, cut, or truancy is due on the day the student returns to the classroom. No extra day is given for the work to be completed.

Example A - a student misses Monday with an unexcused absence, all work is due on Tuesday when they return to school. Tests need to be made up by the end of the day.

Example B - a student misses Monday with an unexcused absence, the student will still be expected to take the test on Tuesday.

**EXCUSED ABSENCES**

These include absences due to school-sponsored activities, illness with an excuse from a physician or resulting in hospitalization, a doctor or dentist appointment with an authorized signature from the doctor/dentist, court appearance with an authorized signature from court personnel, or a death in the family

**PRIOR APPROVAL FOR FAMILY TRIPS, COLLEGE VISITS, OR OTHER PRE-PLANNED ABSENCE**

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 or parent must do the following:

1. At least one day prior to the absence, communicate via email, signed note, or phone call with the high school office to get approval for the absence.
  - a. If approval is not granted, the high school office will communicate directly with the student and parent with the reasons why the absence will not be excused.
  - b. If approval is granted, the student will receive an approval slip from the office that they need to take to their teachers for notification and due dates.
2. Not following these procedures will result in the absence(s) being classified as unexcused. All work, including tests and quizzes, will be due the day a student returns to school.

**\*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.

**UNEXCUSED ABSENCES**

**PARENT VERIFIED:** A student does not attend school with the knowledge of the parent/guardian, but it is not excused by the school. The student is responsible for all work missed and that work is due according to the original due dates. This includes tests, labs, and any in-class work.

**CUT:** An unexcused absence from class when a student’s whereabouts can be accounted for within the building.

Example: A student is found in the gym when they should be in another class.

Example: A student is wandering the halls when they should be in class.

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 when a student is not present within the building: this includes being on outside of school, but on school grounds without permission from a teacher or the office. Once a student arrives at school, he/she may not leave the building without proper authorization until the end of the school day.

Example: A student leaves campus to pick-up food for lunch.

Example: A student goes to the parking lot to talk to a friend in a car.

Example: A student leaves after 4th period without permission.

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

### **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. A student's absence/tardy total reverts to zero at the beginning of each semester.

## Arrival and Dismissal

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.***



# 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

	<b>Parish Stewardship</b>	<b>School Stewardship</b>	<b>Full Tuition</b>
<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 <ul style="list-style-type: none"> <li>Volunteering at the school is also expected</li> </ul>	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 Regal Rewards program</li> </ul>	Payment of tuition Active membership in Regina community
<b>Rates</b>			
<b>7-8</b>	\$5,760	\$8,740	\$12,390
<b>9-12</b>	\$7,190	\$10,840	\$18,495

**Multi-Child Discount:** A K-12 10% discount is available to families with three or more children enrolled at Regina in the K-12 program, based on the 3<sup>rd</sup> youngest child.

<b>Fee Type</b>	<b>Grades</b>	<b>Fee</b>
<b>Early Bird Registration</b>	<b>K-12</b>	\$100 If paid by March 31 <sup>st</sup> ,2021 and all 1 <sup>st</sup> time family
<b>Registration</b>	K-12	\$150
<b>Technology Fee</b>	7-12	\$100
<b>Sports Participation</b>	7-8	\$100 per sport
	9-12	\$150 per sport
<b>Strength and Conditioning Fee</b>	7-12	Contact Athletic Department
<b>Instrument Rental</b>	4-12	\$90 per instrument used
<b>Busing Fee</b>	K-12	\$50 ridership fee per student
<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.

## 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 COMMUNICATION INFORMATION POOR PERFORMANCE REPORTS

Parents will receive notification by the teacher of any student receiving a D or F in any class.

## 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.

## 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) and Background Check  
*www.virtus.org*

We have two active volunteer programs:

1. ACT - Assisting Classroom Teachers. This is a 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.**



# 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	0.50 unit
Social Studies	2 units	Fine Arts: Music	0.50 unit per year
English/Language Arts	3 units		

### 9-12 Grades

Religion	4 units	Senior Seminar	0.50 unit
English	4 units	Personal Finance	0.50 unit
Math	3 units	Health	0.50 unit
Science	3 units	Fine Arts	0.50 unit
Social Studies	3.5 units		
Physical Education	2 units		

Students will need 26 units to be eligible for graduation. Students must be enrolled in 3.5 units 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 any time 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 ensure that investigations are thorough and judgments are rendered fairly. Whether exercised by the classroom teacher, the school counselor (only in cases of mediation), 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 can be issued for handbook violations. These detentions will be served on a day and time determined by administration.
- **SATURDAY SCHOOL:** Saturday school is convened when needed by the administration. 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 and watches, tablets, and reading devices may be used during lunch or passing periods. Headphones and earbuds should only be used and worn at the direction of the classroom teacher. 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.

### **FOOD AND DRINKS IN CLASSROOM**

Food and drinks (with the exception of water) are not allowed in classrooms. Teachers will confiscate anything other than water that is brought into their classrooms. Repeated violations will result in disciplinary action.

### **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 a student's two years of junior high and four years of high school. Depending on the type of assignment/assessment (i.e. daily assignment vs. final), discipline may be altered to match with the level of offense.

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<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>• In-school suspension(1day)</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.



<b>Use of another's password (person who gave it out and person who used it)</b>		
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD &amp; REPEATED OFFENSES</b>
<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>

<b>Visiting, viewing, downloading, or storing of pornography, hate literature or other inappropriate materials</b>		
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<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> <li>• 2 day out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral</li> <li>• Parent/student conference with Administration</li> <li>• Requested to withdraw or recommendation for expulsion</li> </ul>

<b>Erasure, modification, intrusion (including installation of unauthorized software), or any damage to software, desktop, or computer systems</b>		
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD &amp; REPEATED OFFENSES</b>
<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>

<b>Access, intrusion, modification, or deletion of another's files</b>		
<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD &amp; REPEATED OFFENSES</b>
<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.

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH &amp; REPEATED OFFENSES</b>
<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**

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<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.

<b>FIRST OFFENSE*</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<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> <li>• Up to 20 days activity 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> <li>• 30 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>

\*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.

## **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**

Regina Junior Senior High School uses JMC as our student information system. JMC includes parent/guardian access to student grades. Parents and guardians should access JMC regularly to monitor their students' 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 grading period must have a teaming conference with the School Counselor and the teacher of the course. 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.

## **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
B	- 3.00
C	- 2.0
D	- 1.0
F	- .0
I	- none



## **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
B	=	3.25
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 varies from year to year, last year's cost was \$94.00.

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).

## **School Counselor**

Guidance is available to assist students in their educational, career, personal and social development, with the goal being success in school. This includes the development and monitoring of each student's 4 year plan as well as meeting with students in individual and small and large group settings. Student Services Department is designed to provide developmentally appropriate services to all students. The counselor will make attempts to meet with the students during their study hall, elective classes, or at other convenient times.

## **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.

## **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 sophomores, juniors and seniors have a chance to job shadow each year. At the beginning of each school year a job shadowing presentation is conducted for students by the Workplace Learning Connection. Students must complete the online application by the designated time at the beginning of the school year. The students are responsible for transporting themselves to their job shadowing site on the appointed day. All sophomores will complete one job shadow included in the Personal Finance course. This course is voluntary for juniors and seniors.

## Library Media Center (LMC)

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

## 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.
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. Faculty council will review applications and determine membership.

## **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 any time.
- 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. To qualify for reimbursement, the course(s) a student takes may not duplicate a course offered at Regina or the Iowa City schools. Students must complete the necessary paperwork with the Regina school counselor by the designated, announced deadline of the preceding semester of enrollment. 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. Counselor approval

Course 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 3.5 units in a semester.

Any course dropped prior to midterm will be recorded with a withdrawn grade.

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

Courses can 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 60 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 parents, 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, school 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, school 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 Regal Learning Program at [rlp@regina.org](mailto:rlp@regina.org).

**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

## APPENDIX B

### DANCE REGULATIONS

#### 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

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

This policy will be published in the student handbook



**APPENDIX D MEDICATION FORM**



**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
--------------------	-----------------------

**RETURN THIS FORM TO THE STUDENT'S SCHOOL**

**APPENDIX E**  
**LATE START SCHEDULES**

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

<b>M, T, F – Two Hour Delay</b>		<b>TW, H - Two Hour Delay</b>	
10:20 - 10:43	1 <sup>st</sup> Period	10:20 – 11:10	1 <sup>st</sup> /2 <sup>nd</sup> Period
10:47 - 11:11	2 <sup>nd</sup> Period	11:04 - 11:20	3 <sup>rd</sup> /4 <sup>th</sup> Period
11:15 - 11:38	3 <sup>rd</sup> Period	11:20 - 11:42	"A" Lunch
11:38 - 12:00	4 <sup>th</sup> Period	11:46 - 12:56	"A" 5 <sup>th</sup> /6 <sup>th</sup> Period
12:04 - 12:52	"A" Lunch	11:24 - 12:34	"B" 5 <sup>th</sup> /6 <sup>th</sup> Period
11:42 - 12:30	"A" 5 <sup>th</sup> Period	12:34 - 12:56	"B" Lunch
12:30 - 12:52	"B" 5 <sup>th</sup> Period	1:00 – 1:26	3 <sup>rd</sup> /4 <sup>th</sup> Period Cont.
12:56 - 1:26	"B" Lunch	1:30- 2:10	7 <sup>th</sup> /8 <sup>th</sup> Period
1:30 - 2:01	6 <sup>th</sup> Period	2:10 – 3:10	Mass (W only)
2:05 - 2:36	7 <sup>th</sup> Period	2:10 Dismissal	Thursday Only
2:40 - 3:10	8 <sup>th</sup> Period	Intercession CXL	

## **APPENDIX F**

### **STUDENT PERSONNEL – HARASSMENT & BULLYING**

#### **Anti-Bullying/Harassment Policy**

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 environment in which all members of the school 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.

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 committee; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

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 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.

"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.

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Policy Revised: June 10, 2009

Policy Reviewed: May 17, 2010

Policy Revised: December 2015

Policy Revised: September 2019

Policy Promulgated: October 17, 2019

## **STUDENT PERSONNEL**

### **Anti-Bullying/Harassment Policy**

Sexual harassment of a student by an employee or another student 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 or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student;
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school, faculty, staff, or volunteers, 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 or participation in school 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, the perpetrator will be removed from the situation 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 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 employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

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 employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. The policies of the Iowa Board of Educational Examiners will be followed in all instances involving teachers and administrators. If, after an investigation, a school volunteer is found to be in violation of this

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Policy Revised: June 10, 2009

Policy Reviewed: May 17, 2010

Policy Revised: December 2015

Policy Revised: September 2019

Policy Promulgated: October 17, 2019

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**POLICY 430.0**

policy, the volunteer shall be subjected to appropriate measures, which may include exclusion from school grounds.

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 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

Each local board 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

And a copy shall be made available to any person at the administrative office of each school or Diocese

It is the responsibility of all adults who supervise students directly (teachers, recess supervisors teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates etc.) to protect students and their well-being. They must demonstrate that it is safe and worthwhile to report bullying behaviors by responding effectively when students report bullying, report what they hear and see to the principal, and follow-up to see if the situation has been addressed. These staff members are empowered to intervene, take measures to ensure the child's safety temporarily, and record incidents.

**\*The Diocese of Davenport [Policies Relating to Sexuality and Personal Behavior](#) must be followed if there is a complaint on Sexual Harassment of an employee or volunteer**

# STUDENT PERSONNEL

## Anti-Harassment/Bullying Investigation Procedures

### Reporting suspected bullying behaviors

- a. An Individual who feels that he/she has been harassed or bullied should report it immediately to a teacher, counselor, administrator; and/or responsible staff member working in the area at the time of the incident
- b. The individual or his/her designee writes down exactly what happened including;
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the alleged harasser did;
  - witnesses to the harassment;
  - what the individual said or did, either at the time or later;
  - how the individual felt; and
  - How the alleged harasser responded.
- c. The individual or his/her designee keeps a copy of the written report and gives another copy to the teacher, counselor, administrator, and/or responsible staff member to whom the verbal report was made.
- d. The teacher, counselor, or responsible adult who receives a complaint of bullying must notify the principal or building investigator.

### COMPLAINT PROCEDURE

An individual (parent, teacher, or adult responsible for the supervision of children) who believes that a student has been harassed or bullied will notify building principal, who is the designated investigator. The alternate investigator is the school counselor or individual named by the building principal. The investigator will offer the individual the opportunity to complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator may waive the form and do an intake interview right away if the individual student is reporting the bullying behaviors.

The investigator, with the approval of the Superintendent of Schools, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

The investigator will review the difference between conflict and bullying. If it is clear the event (s) reported are not simply a conflict between two students, and appears the potential of bullying behaviors exists, the investigator will reasonably and promptly commence the investigation, upon receipt of the complaint.

### Pre-Investigation Safety Plan

The investigation begins with considering precautionary measures and, if necessary, the implementation of a pre-investigation safety plan.

### Investigator Meets with the Reporting Individual

The investigator next conducts an intake interview of the student, who claims to be the target of bullying behaviors, or the reporting teacher or parent who is submitted the claim of bullying behaviors against a targeted student. During the intake interview the investigator will meet with the complainant and explain the process including:

- Documentation of the allegation; a claim or assertion that an accused student has engaged in bullying behavior, usually made without proof.
- Explain his/her role as a neutral fact-finder
- Assure the complainant of non-retaliation
- Assure that the claim will be handled discreetly but confidentiality cannot be guaranteed because of witness interviews
- Address the filing of false claims and disciplinary action
- Obtain very specific details
  - o What happened?
  - o Where did this happen?
  - o When did this happen?
  - o Who is accused of this behavior?
  - o Who witnessed this behavior?
- Document the complaint in chronological order.
- Have the complainant review and sign the allegations.
- Communicate deadlines for investigation completion.
- Reevaluate precautionary measures and safety plan. The safety plan should ensure the target's emotional and physical safety during the investigation and must be targeted to the student's individual circumstances, worries and needs. All individuals, who need to know, will be informed of the safety plan and their individual responsibility for implementing and monitoring the plan.

**Investigator Interviews Witnesses Individually**

- A. Ask about their relationship with the complainant/target and the accused.
- B. Ask witnesses what they observed with their own eyes and heard with their own ears.
- C. Ask the witness about the specific allegations.

**Investigator Meets with the Accused**

- A. Explains the purpose of the meeting.
- B. Explains his/her role as a neutral investigator.
- C. Advises the accused of the non-retaliation policy.
- D. Addresses knowingly providing false information.
- E. Reviews each allegation with the accused and obtain responses from the accused.
- F. Obtains a witness list and follows the procedure for interviewing witnesses.
- G. Have the accused review his/her responses and sign off on his/her responses.
- H. Reevaluates precautionary measures and safety plan.

**Determination of the presence of bullying behaviors.**

The investigator will:

- a. Analyze collected data.
- b. Assess credibility.
- c. Determine what the preponderance of the evidence indicates.
- d. Determine if there was a violation of the policy for anti-bullying and harassment. If yes, a founded complaint is rendered; if no, an unfounded complaint is rendered.
- e. Complete the investigative report.
- f. Disclose the findings to the reporting individual (or designee) and the accused (or designee), while maintaining the confidentiality of all parties.
- g. If the investigation does not yield clear findings in either direction:
  - Advise the accused that the school environment is being monitored to guard against bullying behavior

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Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Revised: December 2015

Policy Revised: June 2019

Procedure Revised: March 20, 2020

Procedure Promulgated: May 5, 2020

- Advise the complainant to report future incidents immediately
- Meet with the complainant periodically to determine if there are further problems.

**Determine Action Steps with Accused Student if Claim of Bullying Behavior is founded**

- a. The principal or designee will determine the need for discipline and will administer the consequences he/she deems necessary for the scope of the bullying activity.
- b. The principal or designee will determine if the student engaged in bullying should receive counseling services.
- c. The principal or designee will develop a post-investigation safety plan that restricts a student in the environment in which they have been engaged in unsafe behavior.
- d. The principal will also follow all state laws regarding reporting of founded complaints.

**RESOLUTION OF THE COMPLAINT IF A DECISION IS UNABLE TO BE RENDERED**

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)



# STUDENT PERSONNEL

Anti-Bullying/Harassment Policy

## ANTI-HARASSMENT/BULLYING COMPLAINT FORM for Staff to Student, Student to Staff, or Staff to Staff Incidents

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 individual accused  
of bullying behavior: \_\_\_\_\_

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: \_\_\_\_\_

# STUDENT PERSONNEL

Anti-Bullying/Harassment Policy

## ANTI-HARASSMENT/BULLYING COMPLAINT FORM for Student to Student

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

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

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

Name of student target: \_\_\_\_\_

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

Name of alleged harasser or individual accused of bullying behavior: \_\_\_\_\_

Specific Details:  
What happened? \_\_\_\_\_

When did it happen? \_\_\_\_\_

Where did it happen? \_\_\_\_\_

Were there any witnesses? \_\_\_\_\_

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:

# STUDENT PERSONNEL

Anti-Bullying/Harassment Policy

## 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): \_\_\_\_\_

Reporter 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:        /        /

# STUDENT PERSONNEL

## Anti-Bullying/Harassment Policy

### 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)

<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"/>	

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

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

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

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

Policy Adopted: June 3, 2007  
 Policy Revised: June 10, 2009  
 Policy Reviewed: May 17, 2010  
 Policy Revised: December 2015  
 Policy Revised: September 10, 2019  
 Policy Promulgated: October 17, 2019  
 Form Revised: March 20, 2020

**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.

Policy Adopted: May 14, 1992

Policy Revised: June 5, 2002

Policy Reviewed: May 17, 2010

Policy Revised: December 2015

Policy Amended: October 25, 2018

Policy Revised: October 2019

Policy Promulgated: October 17, 2019

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. 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.

**Use of Tobacco or Other Nicotine Products**

Students use or possession of tobacco products, nicotine products, or electronic smoking devices (ESD) on school property, in school buildings, or in school vehicles is strictly prohibited. This policy applies at all times including school-sponsored and non-school sponsored events, including away events. Violation of this part of the policy will result in the following disciplinary measures (additional disciplinary consequences may result from coaches and moderators):

1. The administration meets with the student.
2. The parents/guardians of the student 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, exclusive of religious or academic activities, as described in section three under First Offense (Alcohol/Drugs), for a period of 30 days immediately following administrative action.
4. The student will complete 5 hours of community service to his or her parish/church or Regina. If these hours are not completed prior to the end of the ineligibility period then 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 Regina.

Tobacco products, whether smoked or smokeless, include, but are not limited to cigarettes, cigars, pipes, chew, snuff, and any other form of tobacco or plant material. Nicotine products include, but are not limited to gum, dissolvable, liquids, gels, and any other form of nicotine. Electronic smoking devices are devices designed to transform plant material, liquids, oils, nicotine, and other chemicals into a light aerosol (vapor) that may be inhaled by users. Such devices include, but are not limited to e-cigarettes, e-pens, mods, hookah pens, vape pens, personal vaporizers, and any other ESD regardless of appearance or name. This policy extends to include any substance to be used in ESD or any smoking paraphernalia.

**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.

Policy Adopted: May 14, 1992

Policy Revised: June 5, 2002

Policy Reviewed: May 17, 2010

Policy Revised: December 2015

Policy Amended: October 25, 2018

Policy Revised: October 2019

Policy Promulgated: October 17, 2019

## **APPENDIX H**

### **STUDENT SEARCH AND 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: May 14, 1992  
 Policy Revised: June 5, 2002  
 Policy Reviewed: May 17, 2010  
 Policy Revised: December 2015  
 Policy Amended: October 25, 2018  
 Policy Revised: October 2019  
 Policy Promulgated: October 17, 2019

## 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:**

**Tuant:** 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.

## 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 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 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

Policy Adopted: July 17, 1997

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Reviewed: December 2015

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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, nunchakus, 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.

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

Policy Reviewed: December 2015

Policy Revised: July 11, 2019

Policy Promulgated: July 29, 2019

**APPENDIX K****WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION****WELLNESS POLICY**

The Regina Catholic Education Center Board of Education promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. Regina supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Regina provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy Regina goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Regina will develop a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

**Specific Wellness Goals**

- Regina will provide nutrition education and engage in nutrition promotion that:
- is offered as part of a program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training for teachers and other staff.

Specific goals for physical activity:

**Physical Education**

Regina will provide physical education that:

- gathers a baseline assessment of student fitness each year;
- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- engages students in moderate to vigorous activity during at least 50 percent of physical education time.

**Daily Recess**

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand

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and be moderately active.

**Physical Activity and Punishment**

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

**Optional Issues**

**Physical Activity Opportunities after School**

After-school child care and enrichment programs will provide and encourage—verbally, and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants.

**Other school-based activities that are designed to promote student wellness**

**Integrating Physical Activity into Classroom Settings**

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, Regina will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games, etc.;
- provide opportunities for physical activity to be incorporated into other subject lessons; and,
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

**Communication with Parents**

Regina will support parents’ efforts to provide a healthy diet and daily physical activity for their children. Regina will:

- send home nutrition information, post nutrition tips on school web sites and provide nutrient analyses of school menus;
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet Regina’s snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
- support parents’ efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, special events or physical education homework.

**Staff Wellness**

Regina values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should:

- establish and maintain a staff wellness committee;
- develop, promote and oversee a multifaceted plan to promote staff health and wellness developed by the staff wellness committee;
- base the plan on input solicited from employees and outline ways to encourage healthy



eating, physical activity and other elements of a healthy lifestyle among employees.

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity at Regina.

**PLAN FOR MEASURING IMPLEMENTATION**

**Monitoring**

The administrative team will ensure compliance with established school-wide nutrition and physical activity wellness policies. In each school:

- the principal will ensure compliance with those policies in the school and will report on the school’s compliance to the administrative team; and,
- food service staff, at the school level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the administrative team.

In Regina:

- Regina will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes;
- the administrative team will develop a summary report every three years on school compliance with Regina’s established nutrition and physical activity wellness policies;; and,
- the report will be provided to the school board and also distributed to all school wellness committees, parent/teacher organizations, and principals.

**Policy Review**

To help with the initial development of Regina’s wellness policies, each school in Regina will conduct a baseline assessment of the school’s existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at school level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, Regina will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. Regina will revise the wellness policies and develop work plans to facilitate their implementation.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005)  
Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,  
Iowa Code 256.7(29), 256.11(6)  
281 IAC 12.5(19), 12.5(20), 58.11

**NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS**

**School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by state and federal law;
- offer a variety of fruits and vegetables;

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- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives; and,
- ensure that half of the served grains are whole grain.

Schools should:

- engage students, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents and students;
- encourage Family and Consumer Science and Health students to participate in planning school meals that meet guidelines.

### **Breakfast**

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation, “grab-and-go” breakfasts or breakfast during morning break or recess, to the extent possible;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

### **Free and Reduced-Priced Meals**

Regina will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, Regina may:

- utilize electronic identification and payment systems;
- promote the availability of meals to all students.

### **Meal Times and Scheduling**

Regina:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will make efforts to schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

### **Qualification of Food Service Staff**

Qualified nutrition professionals will administer the meal programs. As part of Regina’s responsibility to operate a food service program, Regina will:

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- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for nutrition managers and cafeteria workers, according to their levels of responsibility.

### **Sharing of Foods**

Regina discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Foods Sold Outside the Meal (e.g. vending, a la carte, sales)**

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law.

### **Fundraising Activities**

There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

Regina encourages fundraising activities that promote physical activity. Regina will make available a list of ideas for acceptable fundraising activities.

### **Snacks**

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. Regina will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

### **Rewards**

Regina will limit the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

### **Celebrations**

Schools should evaluate their celebrations practices that involve food during the school day. Regina will disseminate a list of healthy party ideas to parents and teachers.

### **School-Sponsored Events**

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Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to meet the nutrition standards for meals or for foods and beverages sold individually.

**Food Safety**

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.  
[http://www.fns.usda.gov/tn/Resources/servingsafe\\_chapter6.pdf](http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf)

For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

**APPENDIX L**  
**FINANCIAL ASSISTANCE, REGISTRATION, AND TUITION POLICIES**  
**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 Regal Rewards 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 Regina's tuition billing program for payment of tuition and some 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 10<sup>th</sup> 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.