



Regis Middle School
Parent/Guardian-Student Handbook
2020-2021

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Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website -- <https://dbqarch.org/>.

Parent/Guardian-Student Handbook 2020-2021

I. Philosophy

Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation, which challenges individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

Regis Middle School Mission Statement

The mission of Regis Middle School is to develop the whole person on a foundation of faith, service, academic excellence and character-based leadership in the Catholic environment through an active partnership with dedicated families.

Regis Middle School Philosophy

Regis Middle School is a part of the tradition and mission of the Roman Catholic Church and the Archdiocese of Dubuque. As a part of that tradition we are committed to proclaiming the Gospel of Jesus in a Catholic faith-filled environment that motivates each student, staff member, parent/guardian and supporter to share in that mission; developing each person's spiritual, intellectual, social, emotional, and physical gifts; respecting each individual person's unique value and talents; building God's Kingdom through service to our community, nurturing family relationships and modeling Christ in our everyday actions; creating an atmosphere of justice and trust through embracing the Gospel in our decisions and actions; fostering stewardship through personal commitment, responsibility, and accountability to one another and to our world; and providing a learning atmosphere where creativity and innovation are honored and celebrated.

II. Catholic Dimension/Uniqueness

Catholic Atmosphere

Religious education at Regis Middle School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. Besides classroom instruction in religion, liturgical preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and the opportunity to participate in Mass are part of the spiritual life of the school. Parents/guardians are encouraged to become aware of and encourage their child(ren) in his/her faith life. The school can only support what is taught and experienced at home.

Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level, and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers, and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

Spiritual Program

Regis Middle School encourages and challenges students to grow in their faith beliefs and practices of the Catholic religion. The spiritual program of the school recognizes that "to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living" cannot be gained in the formal classroom only. Spiritual activities are the backbone of Regis. Prayer begins each school day, assemblies, extracurricular activities, and all other meetings. School Masses and liturgical activities are planned

around the Church year and school events. Opportunities to celebrate the Sacrament of Reconciliation are provided during the school year.

Liturgical Celebration

Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. Please call the office or check the website to verify the Mass schedule. The Sacrament of Reconciliation is provided during Advent and Lent.

III. Admission Policies/Notice of Non-Discrimination

Admission

Families at Regis Middle School are charged a tuition rate based on their status of Catholic or non-Catholic. Regis Middle School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes, including those of a religious nature. Religious formation is the primary purpose of Catholic education. Both parents/guardians seeking to enroll students, and likewise the prospective students, shall be informed of the philosophy and objectives of the Archdiocesan formation and education system.

An application for admission is required of all students wishing to enroll at Regis Middle School. The application should be completed and returned to school. Once an application for admission is received, an admissions interview may be set up with the principal and school counselor.

Equal Opportunity

Regis Catholic Middle School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students and their parents/guardians are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

IV. Academic Policies/Programs

Academic Program

The requirements for promotion in/from Regis Middle School are listed below. All students must enroll in the following year-long classes: Religion, Mathematics, Language Arts, Social Studies, and Science. In addition, students must take Essentials Courses which will meet on a rotating basis. Exploratory classes will meet for a varying amount of time. Students have a choice of being in Choir and Band. Sixth-grade students NOT enrolled in Band or Choir will be required to take General Music. If students choose to be in Show Choir they must be enrolled in Choir. If students wish to be in Jazz Band they must be enrolled in Band.

- Students who receive two end-of-quarter U's in core area classes during the school year will be required to make up the class through summer school (at a yet to be determined fee), or repeating the class as determined by the teacher and administration.

Assessment

Students in grades 6-8 will take any state-mandated testing as required by the Iowa Department of Education. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments through the counseling office if they would like more information.

Cheating and Plagiarism

Any student caught cheating on a test, quiz or any assignment will receive a zero for that work. Students who share work through copied material distributed via iPads or electronically are subject to cheating penalties as well. A teacher may, at his or her discretion, allow a student to retake a quiz or test (usually a different form of the assessment) or re-write a paper for partial credit as determined by the instructor. A student who plagiarizes material will receive a zero for that assignment. Continued cheating or plagiarism will result in disciplinary action.

Classroom Procedures

Each teacher will provide students with his/her classroom rules, regulations, grading scale, and expectations at the start of each Semester. All students are expected to follow our school mantra, the Royal Way, in the classroom and throughout areas in the building. Students are also expected to follow these behavior expectations while learning in an online setting.

R: Respectful- to all teachers and peers through their words and actions. Treating everyone how Jesus would.

O: Optimistic- Students smile and follow directions with enthusiasm even when it isn't fun.

Y: Yearn for Christ- Be serious and intentional during prayer and Mass, to grow in a relationship with Jesus.

A: Accountable- Students admit their mistakes, apologize, take action, and move on to be better.

L: Leader-Students stand up for what is right and look out for each other, they strive to always do what's right.

Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assume all liability.

Course Fees and Fines

Some classes require course fees, which are listed in the registration packet sent to parents/guardians in early August or available during Exploratory Course Registrations. In the event school materials (i.e. books, iPads, etc.) are damaged or lost, appropriate fines will be assessed at the end of each school year by the teacher or administrator.

Dress Code

Shirts

- Solid color polo's (both long and short sleeve) without logos may be worn in the following colors: red, yellow, black, white, navy, light blue, and gray (no neon).
- Solid color collared dress shirts without logos (buttons down the front) in the above-approved colors.
- Shirts must be tucked in at all times and shirts must be long enough to stay tucked in.
- Shirts must be buttoned up so as to reflect Christian modesty (one button from the top) and should be modest in fit (not too tight).
- Xavier and Regis approved dress code shirts (polos with Regis/Xavier school logos) may be worn.

Sweaters

- Solid color traditional crew neck, V-neck, or cardigan sweaters without logos and without hoods may be worn in the following colors: red, yellow, black, white, navy, light blue, and gray (no neon).
- A dress code shirt (see above) must be worn under sweaters and shirts must be tucked in.

- Sweaters must be long sleeved and at least waist length.

Sweatshirts/Fleece

- Approved Dress Code Regis Quarter Zip Fleece in Red, Navy, or Gray.
- XHS Dress Code Quarter Zip and/or Crew Neck Sweatshirt may be worn.
- A dress code shirt (see above) must be worn under sweatshirts/fleece and shirts must be tucked in.

Pants

- Khaki, Navy, Black or Gray Colored dress pants may be worn (no Cargo pants).
- Pants should be appropriately sized and must be free of holes, rips, or tears.

Shorts/Capris

- Before October 1st and starting May 1st, girls and boys may wear khaki or navy shorts.
- During the same time period, girls may wear capri pants.
- Shorts are to be no shorter than mid-thigh in length (measured by four fingers width above the knee) and no longer than the knee.
- Cargo shorts may be worn.
- If weather conditions warrant, other days may be designated by the principal.
- No belts are required for shorts.

Hats/Outerwear/Other

- No hats, caps, sunglasses, or other head coverings are permitted.
- No coats, jackets, or sweatshirts other than the approved Regis or Xavier fleece should be worn during the school day
- No buttons/pins, logos, slogans, or stickers may be worn.

Watches

- Smart watches can only be worn to check the time and will be taken away if used for other reasons such as connecting to your phone.

Jewelry and Makeup

- Only girls may wear earrings. Earrings are allowed only in the ears and must be in good taste.
- Only natural foundation (cover-up), mascara and clear lip-gloss may be worn by girls. No other makeup is allowed.

Hair

- Hair is to be neat and well groomed. No extreme hairstyles (including faux hawks, Mohawks, feathers, non-natural hair colors, colored extensions, or other trends) are allowed.

Shoes

- Shoes (with closed toe and heel) must be worn at all times.
- Boots and sandals are not permitted. (Boots may be worn to and from school during the winter months and stored in the main office.)
- Additional footwear trends will be addressed on a case by case basis.

Physical Education Attire

- Students in P.E. are required to wear a Regis or Xavier t-shirt during PE Class.
- Students in P.E. are required to purchase Regis PE gym shorts for use during gym class.
- Students may purchase Regis Fitness & Wellness wear from school or through the online store.

Spirit Days

- The first Friday of each month will be a Spirit Day.
- Students may wear shirts, t-shirts or sweatshirts that read either "Regis" or "Xavier" (XHS) or have the Xavier Catholic Schools logos with either jeans or loose fitting athletic pants or sweatpants (no leggings/yoga pants allowed).
- During designated shorts or capris months, students may wear shorts or capris of appropriate length.
- Jeans or pants must be free of holes, rips, or tears.
- Students who choose not to wear Regis or Xavier wear should be in dress code.

Casual Days

- The last Friday of the Month will be designated as a Casual Day.

- Students may wear school appropriate shirts, t-shirts, sweatshirts with either jeans or loose fitting athletic pants or sweatpants (no leggings/yoga pants allowed).
- During designated shorts or capris months, students may wear shorts or capris of appropriate length
- Jeans or pants must be free of holes, rips, or tears.

Dress Up Days, Concert Wear, or Formal Events

- Skirts or dresses (measured by four fingers width above the knee).
- Skirts or dresses above the knee must be worn with nylons, tights or leggings.
- Shoulders must be covered.
- Christian modesty both in the hemline and neckline (tightness).
- Heels should be no higher than two inches.

Special Attire for Students involved in Extracurricular Activities

- Students involved in Regis extracurricular activities including, but not limited to -- athletics, mock trial, band, choir, FTC, and drama -- may wear their team jerseys or t-shirts on competition/performance days.
- Students must wear a collared, dress code shirt underneath their team jersey or t-shirt.
- Students must wear appropriate pants with their team jersey or t-shirt, i.e. dress code pants on dress code days or jeans/sweatpants on spirit or casual dress days.

Masks (as a precaution during Covid--19)

- Masks can be multi-colored and have prints and logos on them as long as they are deemed appropriate by administration. No offensive language or imagery that goes against Catholic teaching is allowed. Dress code violations will apply if the masks are off during a time that isn't a designated "mask break."

Penalties

- Students will receive demerits from staff members for dress code violations.
- See *Demerits* for further information.

Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

Guidance

The Regis counseling program complements the curricular offerings by offering support to students in a number of areas. A well-planned guidance program is fundamental to the school philosophy of education and assures the students a well-rounded formation. It is the aim of the Counseling office staff to assist the students in educational, vocational and occupational choices. Students are encouraged to utilize the Counseling office for personal counseling as well.

1. Counseling: Counselors are available to meet with students and parents/guardians throughout the entire school year. The selection of subjects related to the abilities of the student and matters of a more personal nature are discussed privately and confidentially.
2. Testing Services: Through a planned program of testing throughout the three years, a student is guided through the educational process. Each student participates in tests of achievement, aptitude, interest, and intelligence throughout the three years.
 - a. Any state-mandated testing as required by the Iowa Department of Education.
 - b. Psychological Tests are given through the Counseling Office when recommended by the GWAEA school psychologist, social worker, or speech therapist.

Other tests will be given to students as necessary. Parents will be informed of the type of test(s) and the purpose of the test(s).

Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

Honor Roll

Gold Honor Roll = All A grades; Red Honor Roll = A and B grades; On A Roll = improvement of two or more grades while maintaining all other grades. Honor Roll Certificates will be distributed electronically at the end of each term.

Human Sexuality Program

Human sexuality instruction is integrated into the Religion program, is presented from the Catholic perspective in the context of total growth, and is often referenced at Regis as "Family Life." Parental/guardian support and involvement is an essential component of this program. In compliance with Code of Iowa 279.50 and Archdiocesan policy 6141.11, Regis Middle School will provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships and acquired immune deficiency syndrome as required in Iowa Code, section 256.11, in grades six through eight. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to note the request for the student to be excused. Parents are permitted to review the course materials at any time. Please refer to ACSB policy #6141.11 for specific details.

Internet

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (ACSB #2511, ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Acceptable Use Policy

Regis Middle School is now 1:1 with iPads for 6th, 7th, and 8th grade students. This means that each student at Regis Middle School will be issued an iPad and charger purchased by Regis and used for educational purposes.

This iPad Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability from any misuse of the school issued iPad, cord and charger. Technology, on or off campus, must be used in accordance with the mission and philosophy of Regis Middle School. Teachers may set additional requirements and expectations for use and supervision in their respective class.

The iPad remains the property of Regis Middle School at all times. Therefore, there is no assumption of privacy. Regis Middle School reserves the right to inspect student iPads and school used online accounts at any time during the school year. Misuse of the iPad will result in disciplinary action up to and including dismissal, as stated in the following policy and Regis Middle School Parent/Student Handbook.

Above all, the iPad program at Regis is an academic program, and the policies of governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parent/guardians must acknowledge and agree to the following conditions of use:

1. iPad Use, Distribution and Care
 - a. The iPads issued to students are the property of Regis Middle School and are made available as learning tools for educational purposes.
 - b. Students will be issued iPads, cases, cords and chargers at the beginning of the school year. The iPads, cases, cords and chargers are to be returned at the end of each academic year for updates and routine maintenance (or on the last day of attendance).
 - c. Students are responsible for bringing their iPads to class each day. Students must have the iPad charged to at least 80% to be academically compliant.
 - d. Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, and anti-static cloth.
 - e. Students/parents are responsible for the care and security of student iPads. iPads must never be left in an unlocked car or any other unsupervised area. iPads must go home each night to be charged. Failure to charge the iPad may result in losing the “take home” privilege of the iPad.
 - f. If the iPad is damaged or malfunctions, students must take the iPad to the Technology Coordinator or a Teacher as soon as possible for evaluation. (Read the FEES section that explains insurance and billing for repairs).
2. Fees applicable
 - a. There is a REQUIRED self-insurance fee of \$35.00 that is to be paid for all students who are issued an iPad or student device.
 - b. This fee is to be paid at the start of the school year as part of E-registration; this fee is listed on the fees schedule for 2020-21.
 - c. If a device is turned in for repair, per the procedures described in *Section I ‘iPad Use, Distribution and Care’*, AND the self-insurance fee has been verified as paid, the device will be repaired by a vendor selected by Regis and there will be a \$50.00 repair charge that is to be paid on behalf of the student. The \$50.00 repair charge will need to be paid before the repaired device is returned to the student.
 - d. More than two repair instances for a student during the year, may result in the student/family paying for a new device at full cost. Regis will purchase the device and you will be billed accordingly.
3. Theft/Repair/Modification
 - a. If the iPad is lost or stolen, the student must report the incident to the Technology Coordinator or a Teacher as soon as possible. In the case of theft, the student must also file a police report. Depending upon the location, the students/parents may be responsible for the deductible cost to replace the iPad.
 - b. Students/parents are not permitted to repair, alter, modify, or replace iPads without express authorization from Regis Middle School. Under no circumstances will Regis replace or repair a student iPad without the required insurance payments from the student/parent.
 - c. Defacing the iPad or iPad case is strictly prohibited. iPads and iPad cases must remain free of any writing, drawing, stickers, or labels. With the exception of the name tag and asset tag.
4. General Expectations

- a. Students are responsible for understanding and adhering to this iPad Acceptable Use Policy, as well as all regulations in the student handbook.
 - b. Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jailbreaking” the device.
 - c. Students may only connect to the Internet via the wireless network provided by Regis while on campus.
 - d. Students are required to take the iPad home (unless privileges have been revoked). Students are expected to have their charged iPads at school daily.
 - e. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Bluetooth headphones are not allowed, but wired headphones are acceptable when appropriate. Appropriate times for headphones include outside of classroom time or when a teacher deems necessary.
 - f. iPads must always be within the protective cases. If an iPad must be removed from the case for cleaning, extreme caution must be used and any damages that occur will be the responsibility of the student the iPad is issued.
 - g. Students may not remove nor alter the “asset tag” or name tag located on the iPad.
 - h. The “find my iPhone/iPad” function must be on at all times. Location services must be turned on for each device.
 - i. Bluetooth must be left on for management purposes but students are not allowed to connect devices to their iPad via Bluetooth unless express permission is given by a teacher or administrator.
5. Apps, Files, Etc.
- a. Students are expected to back up all educational work using online sources such as Google Docs, Google Drive, and email. Regis does not take responsibility for any lost data.
 - b. In an effort to be good stewards to our environment, printers are available for limited student use as only directed by a teacher. If a student needs something printed, they must contact the teacher who assigned the document.
 - c. Educational Apps will be provided by the school. The software/apps originally installed by Regis must remain on the iPad and be easily accessible at all times. The school may add software applications throughout the year.
 - d. Students are not permitted to add any Apps or unapproved files.
 - e. Music may be stored on the iPads for educational and project purposes, but it must contain appropriate ratings and adhere to the mission and philosophy of Regis Middle School.
 - f. The iPad camera and voice recorder may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email, or share images and/or videos of Regis students, personnel, or campus beyond the scope of the assignment. Photos, videos, or voice recordings taken with the iPad for academic assignments must conform to the mission and philosophy of Regis Middle School. Recording of teachers or students without their direct permission is strictly prohibited.
6. Prohibited Use
- a. Exchanging iPads or using another student’s iPad.
 - b. Allowing other students to retain or remove the iPad from their presence.
 - c. Copying certain Internet materials or reproducing or transmitting materials without the permission of the author or other right-holder.

- d. Plagiarizing academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights.
- e. Using the iPad for any action that violates existing school rules or public law.
- f. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission or philosophy.
- g. Use of chat rooms, messaging services or social media not authorized by the teacher for academic use.
- h. Accessing sites selling term papers, book reports, and other forms of student work.
- i. Spamming: sending mass or inappropriate emails.
- j. Gaining access to other students' accounts, files and/or data.
- k. Bypassing the Regis web filter through a web proxy or any other means.
- l. Sharing passwords, addresses, or other personal information without the authorization of a parent or school representative.
- m. Using or possessing hacking software. Using or possessing software designed or intended for malicious purposes.
- n. Syncing device to any computer, unless directed by a Regis staff member. iPads should not be plugged into any computer or laptop.

7. Precautions

- a. In consideration for receiving the iPad from Regis Middle School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Regis Middle School, as well as their respective employees, personnel, staff, volunteers, affiliates and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Regis Middle School to the student.
- b. This iPad Acceptable Use Policy applies to Regis Middle School students at all times, whether or not the students are on campus. Regis students are school representatives at all times.
- c. This iPad Acceptable Use Policy will be reviewed periodically.
- d. The school administrator and school staff will enforce this iPad Acceptable Use Policy in concert with the Regis Student/Parent Handbook Discipline Code.

Acceptable Use Policy Violations

Any violation of the Acceptable Use Policy will be documented as a behavior referral. Each violation may have varying levels of severity, and therein, responses.

The most common "minor" AUP violations are as follows:

- Forgetting to bring the iPad to school
- Uncharged iPad
- Off task/misuse of apps/camera use without permission/use of games without permission
- Mishandling of iPad
- Possession of another student's iPad/login/user info
- Use of headphones/audio without teacher permission
- Inappropriate searches (severity of violation will vary depending upon the situation)

For incidents such as the above, the following procedures will be followed:

- Six overall violations per quarter will result in a Detention and a loss of take home privileges for the remainder of the quarter. The ipad will need to stay at school to charge and the student will be responsible for finding an alternative way to get the homework done when at home and will still be responsible for the grade that they receive on all of their work.
- Any student who reaches nine cumulative AUP Violations in one school year will be placed on a behavior contract for the remainder of the school year with further consequences outlined

In some cases of AUP Violations, other school rules may also be in violation. For example, a student who uses Regis technology for the purposes of bullying behavior is also subject to not only technology violations but also is subject to the consequences of disciplinary action related to the bullying behavior. The above violations outlined demonstrate the minimum consequences for AUP violations. Some violations may be more severe and the consequences for such behavior will be in accordance with the actions. Technology is an ever changing world, and the items listed above are not exclusive. With changes in technology will come changes in appropriate behavior and Regis students are expected to act appropriately at all times.

Internet Use Agreement

Internet access will be available to students and teachers at Regis Middle School. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The internet is an "electronic highway" connecting millions of computers and individual users all over the world. Along with this access comes the availability of material that may be of questionable educational value. Families should be warned that some material on the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. The purpose of this agreement is to ensure that the use of internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty and their adherence to strict guidelines. These guidelines are provided here so users are aware of the responsibilities they are about to acquire. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations listed below. To gain access to the Internet, all students must obtain parent/guardian permission. The signatures at the end of the Internet Use Agreement are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Internet - Terms and Conditions

1. Students are responsible for good behavior on the school computer network.
2. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated. Security on any computer system is a high priority, especially when the

system involves many users. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log in to the internet as anyone but you may result in cancellation of user privileges.

3. Regis Middle School will assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, and misdeliveries. Use of any information obtained via the internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
4. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

Low-Grade List & Study Table Procedures

***Due to the nature of the 2020-2021 school year, this policy may be adapted to fit the current nature of the needs of our school community. This will be communicated to parents accordingly.**

Starting two weeks into the 1st quarter and one week into the 2nd, 3rd, and 4th quarter, a list of all students currently at 70% or below will be run on the first day of the school week. Any student who appears on that list will be required to attend TWO (2) study tables during the week of appearing on the "Low-Grade List."

A study table is a 30 minute session after school with a teacher that the student has a 70% or below in. During this time the teacher will work with the student to help them on what they need to do to get the grade up.

Notification of this requirement will be sent to both parents AND students (via their regisroyals.org email account). Students will be expected to serve two study tables by 3:30 pm on Thursday of that week. If students are learning online they need to attend with that teacher via zoom. In the event of a shortened week, students will only need to serve ONE study table during that week. Please note that any student appearing on the "Low-Grade List" MUST serve study tables during that first week of notification. Once both study tables are served, the teacher will note whether the grade has been raised to above 70%. The teacher will also note whether the student has served their study tables.

- **If the student served two study tables and the student's grade has improved by the end of the week,** then the student will be released from study table expectations for the following week.
- **If the student's grade has improved, but the student DID NOT serve the required study tables, that student will serve detention on the first day of the next school week after school for failing to comply with the study tables requirement.** In addition, a grade check will be completed during the detention to ensure that the student's passing grade is able to be maintained. If the student's grade check results in grades of 70% or lower, then the student will be required to attend study tables for that week.
- **If the student served two study tables, but the grade is still not improved,** then the student will become ineligible for activities during the following week. Notification of ineligibility will be sent to the student and parents on the last day of the week. Coaches and moderators of any current activities will also be notified on that same day.

The expectations for a student who is ineligible are as follows:

- The student **MUST** attend a study table session with teachers on the first day of the following school week. **The student WILL NOT be allowed to practice nor participate in any extracurricular activity. The student is INELIGIBLE for a minimum of one day.** This includes but is not limited to: practices, rehearsals, games, and events. During this time, the student must work with the teacher to improve his or her grades.
- An email will be sent to ineligible students and parents on Tuesday morning (or the second day of the week) of that school week to communicate the student's current status. The student will fall into one of the following categories:
 - If the student was able to submit work to the teacher to improve his or her grade by 3:30 pm on the first day of that week, then the student will become eligible for the following day and will be allowed to fully participate in activities.
 - If the student is NOT able to improve his or her grade by 3:30 pm on the first day of that week, then the student will remain ineligible for the full week and will be expected to serve one additional study table (a total of TWO that week). If at the end of the ineligibility week, the student's grade is above 70% then the student will be able to fully participate in activities during the next week.
- **If the student's grade remains at or below 70% at the end of the ineligibility week, then additional intervention will be expected.**
 - Students and parents will be notified on the last day of the school week of the need for additional intervention. At that time, the student will remain ineligible for all extracurricular activities until the grade is above 70%. In addition, a conference will be required with the Regis guidance department, parents, students, and teachers during the next week. The student will be expected to attend study tables EVERY DAY of the following week until the student's grade is able to be maintained above 70%.

Additional information relating to Study Tables and Ineligibility procedures will be shared with families at the beginning of the school year.

Media Center/Library

The Regis Library is available for students to use throughout the school day. Students often use the library under the direct supervision of a classroom instructor during regular class time. Students may also use the library throughout the day for taking supervised assessments or for research. Most students use the library during their Royal Time. (See Royal Time on pg 14 for more information)

Students may use the library during RLC on days in which the library is not being utilized by a class or when the library is free from multiple test takers. Students may work in small groups as long as the groups are quiet and seated. However, when students are taking makeup tests or quizzes, the library is to remain silent at all times.

Students who are testing in the library should note that the teacher is to deliver the exam/quiz to the library and that the student is never to bring or take the tests outside the library. Students taking a test should be in close proximity to the adult supervisor in the library. There is to be no talking during the test, no additional materials on the table during the test (unless the test calls for it), and eyes should be kept on their own test. Once the test is completed, the student should return the test and all testing materials to the adult supervisor in the library for the test to be returned to the instructor.

Students in the Library from Royal Time – Students who want to work in the library during Royal Time should get a pass from a classroom instructor. Students may come to the library during Royal Time for a specific reason, and the librarian will require a pass from the teacher to work on a specific project. Students must first report to the Royal Time room to be signed in before going to the library.

If students need to use computers, they are allowed to do so and will be wiped down accordingly. However, there are limited numbers of computers; therefore time on the computer may be limited in order to accommodate multiple student requests for usage. Students who come to the library from Royal Time should do so with the expectation of working. Students will be sent back to Royal Time if they are disrupting the quiet library environment. The number of students from Royal Time is limited so as to maintain a quiet study location.

Multicultural/Gender Fair/Global Education

Regis Middle School offers a global, multicultural, gender fair approach to the educational program. Regis Middle School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.” (ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

Physical Education Waiver

A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parent or guardian files a written statement with the school principal that the course conflicts with the pupil’s religious beliefs. (ACSB #6144.3)

Royal Time

Each student will have one full class period of Royal Time which will be used for a variety of purposes. Students will have time to work on classwork, check out library books online or in person, and also have music class and small group ensembles for band and choir.

School Day

School begins at 7:50 am and dismissal is at 2:50 pm.

Service Hours

All students are required to complete 15 service hours per academic school year. Personal service hours are defined as activities outside of immediate family chores and students are required to complete five personal service hours. Options include parish activities, community work, and assisting neighbors or extended family members for no pay. Five service hours will be completed as a grade level project within the school day. Five service hours will be completed as the student works within a Service Exploratory Course during the school year. Service hour reflection forms, to record personal service hours, are available on the Regis website. A homeroom grade reflecting completion of student service hours will be issued by the homeroom teacher at the end of the last academic term of the school year.

Special Services

The service of a psychologist, social worker, speech therapist and diagnostic testing for learning disabilities are available through Grant Wood AEA. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal through the Child Study Team at school. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child’s educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child’s needs. If you don’t agree with the school’s findings you may request an outside evaluation.
4. The right to see your child’s records kept at school.

5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

Spiritual Activities

Regis Middle School encourages and challenges students to grow in their faith beliefs and practices of the Catholic religion. Spiritual activities are the backbone of Regis. Prayer begins each school day, assemblies, extracurricular activities, and all other meetings. School Masses and liturgical activities are planned around the Church year and school events. Opportunities to celebrate the Sacrament of Reconciliation are provided during the school year.

Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies.

Sunday/Wednesday Evening Policy

While Regis Middle School encourages its students to be involved in a variety of academic and extracurricular activities, it also recognizes the sacredness of Sunday and the need for family/parish-based faith experiences. For these reasons, the Regis administration, faculty, staff, coaches, and moderators will keep all day Sundays and Wednesday evenings after 6:30 pm free of school-sponsored activities. All exceptions to this policy must be requested through the administrative staff. If approved by the administration, the exception will be reported to the school board at the next regular meeting.

Withdrawal from Regis

In the event that a student wishes to withdraw from school, the parent/guardian must contact the main office in writing or in person and complete an official withdrawal form. A student is not considered withdrawn until this form is turned in and all school property (i.e. books, uniforms, etc.) is turned in or fines are paid. All tuition and fees will be prorated based upon the days of attendance. Enrollment fees are non-refundable, as are activity fees.

V. Communication

Absence & Attendance Policy

Students doing school online will also have required attendance taken and that will be communicated via administration on how it will work. Students are expected to watch the lessons and do the coursework at home and check in with their classroom teachers. Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up with out-of-class work. Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment must have a written note or email from the physician. The parent/guardian must call the school by 9:00 am or email the absence to attendance@regisroyals.org in order to inform the school that the student will be absent. No child is released from school unless administration knows the reason for the release and the person to whom the child is released. The school may request written confirmation of the excused absence. No

student shall leave school without first checking out in the Main Office. A parent/guardian must sign out the student. The school accepts no responsibility for any child who leaves without the proper permission.

Excused absences are for the following reasons only:

- personal illness
- medical appointments (including PT, dentist, orthodontist, counseling/therapy, etc)
- bereavement
- religious observance
- court appearance
- prearranged absences for family activities, where one of their parent/guardian will be present
- school-sponsored trips
- administratively approved absences

Note: parents/guardians must note what specific kind of appointment a student is excused for (see approved medical appointments above)

The principal/secretary/nurse approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements.

A student who is absent for the reasons listed above and follows approved procedures will be allowed to make up the work missed and will be given credit for the work made up. It is the student's responsibility to contact the teachers for make-up work assignments and the deadlines for the work. If students know they will be missing class periods, they should contact their teacher before the absence takes place. If a student is absent in a given school day, including a study hall, for any reason other than those listed above, he/she will be considered **unexcused**. The parent/guardian will be notified and the student will be given a Wednesday detention. Multiple unexcused absences will lead to other sanctions including suspension.

Upon receiving the **second unexcused absence** during a given school year, the student will be assigned an in-school suspension. Further incidents of unexcused absences may result in a referral to a school disciplinary committee with a recommendation for immediate action, which may include out of school suspension and possible expulsion.

A student who leaves school must attend at least four cumulative class periods before he/she is allowed to participate in or attend any co-curricular activity scheduled for the same day. If a student leaves school ill and does not return he/she will not participate in school activities on that day for the health of the student. In addition, a student who leaves on one school day with either a fever or vomiting will not be allowed to participate in any school activity for a period of 24 hours.

Truancy

All incidents of truancy (an absence without parent/guardian consent) are reported to the Linn County Attorney as prescribed by Iowa code #299.1 and Archdiocesan Policy #5144.2.

Regis Truancy Procedures

Regular attendance is essential for students if they are to make progress in their schoolwork. Therefore extended absences are to be discouraged unless justified (e.g. serious illness). If the student is to be absent, the parent/guardian must notify the school office before one-half hour elapses after the morning session begins. Students who are absent at least half (4 class periods) of the school day due to illness may not participate in co-curricular activities on that day.

The Iowa Compulsory Education Law (Iowa Code 299.1) states: "Children in Iowa are required to attend school between the ages of 6 and 16 by September 15th of each year. If a child is at least 4 by September 15th and

enrolled in a statewide preschool program, the attendance rules apply to the child.” This law specifies procedures for dealing with attendance concerns.

Archdiocesan Policy 5144.2 states: The Archdiocesan Catholic School Board requires 148 days annually, to be met by attendance for at least 37 days per quarter unless excused for medical reasons as verified by a doctor.

1. Attendance Staff/Administrators monitor student attendance and make a referral to the building principal after the 7th absence during the semester. The student’s attendance record is reviewed. After review of the attendance records, the parent/guardian will be notified via an attendance letter. Documentation of the notification will be placed in the student’s cumulative folder.
2. If warranted, a home visit is made after the 7th absence in a semester. This visit is made by the appropriate school, parish, and/or community personnel, and a report is placed in the students’ cumulative folder.
3. Following the 15th day of absence in a semester (two quarters) and a review of the student’s attendance record by the local school administration, an attendance contract will be implemented. As per policy 299.1 of the Iowa Code the County Attorney’s office will also be notified.
4. All points detailed above are subject to administrative discretion on a case-by-case basis.

Tardies

Students who are not in their assigned areas at the start of school are considered tardy. (The classroom teacher has the right to hold students accountable for classroom tardies.) Unexcused tardies will warrant after-school detention assigned by the teacher, served with the teacher and are asked to serve the detention within three days of when the detention was issued. Any student who has accumulated 6 unexcused tardies in a quarter will be referred to administration and a continued accumulation up to 10 unexcused tardies will warrant a Wednesday detention. The administration reserves the right to determine the validity of all tardies. Their decision is final.

Complaints

The following policies of the Archdiocesan Catholic School Board (ACSB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, Board of Education chairperson, or the Office of Educational Services:

- Instructional Materials and Activities, ACSB 1312
- Complaints Against Teacher/Employee, ACSB 4119.4g
- Complaints Against Administrator, ACSB 4119.4h
- Complaints Against Board Members, ACSB 8252

Dual Parent Reporting- Divorced/Separated Parents

According to ACSB 5124, in the case of a student whose parents’ marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Regis Middle School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

Early Dismissals - School Closing - Late Starts Policy

In the event that school or any school-sponsored event is delayed, canceled or dismissed early, it will be announced over local radio and/or television stations. Regis uses Cedar Rapids Public Schools transportation. Therefore, when the Cedar Rapids School District has a delay or closing, Regis will follow that decision unless otherwise noted. Text and email alerts through a school messaging system will be sent to consenting families.

Parent/Guardian - School Communications

Adequate and clear communication between school and home is essential for the success of the children. Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. If parents/guardians have concerns relating to their child's instruction, they must first contact the teacher before contacting an administrator with the concern.

Parent/Guardian-Student-Teacher Conferences

Core Team and Individual conferences are held in the fall and the spring. Conference dates are posted on the school calendar. Either parents/guardians or teachers can schedule other parent/guardian-student-teacher conferences as the need is recognized. Students are invited and encouraged to attend these conferences. Parents/guardians are encouraged to contact their student's teachers whenever there is a perceived need for a conference. If parents/guardians have concerns relating to their child's instruction, they must first contact the teacher before contacting an administrator with the concern.

Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent/guardian-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment that enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are based on the Iowa Core essential skills and concepts, so too, reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs. A written evaluation of a student's academic and social performance is issued in the form of a report card at the end of each term. PowerSchool reports are available online to parents/guardians on a daily basis to understand student performance. Progress Report codes, as per permission from the Archdiocese, is as follows: A, B, C, U – unsatisfactory or I – Incomplete.

Student Privacy Act

In conformity with the Student Privacy Act, and ACSB 5125, Regis Middle School does not send out student information to any outside organizations without written authorization of the student.

Student Records

A permanent record of each pupil is kept on file at school in accord with ACSB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

Visiting Classes

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call or email us and let us know what time would be convenient for you.

VI. Discipline Code

Demerits

Students will earn a demerit for dress code violations, cell phone/electronic device misuse, and student use of candy/food/non-water beverages.

- For each demerit, a student receives a copy of the demerit and a copy is kept on file.
- After three demerits in one quarter, parents are notified and the student receives an after-school detention from 3:00 pm to 3:30 pm.

- Each demerit past three will result in further detentions. If a student surpasses six demerits in a quarter, a 60-minute Wednesday detention will be issued which must be served from 3:00 pm to 4:00 pm.
- After six demerits in one quarter, a parent meeting will be scheduled.
- Any demerits past six will result in an additional 60-minute detention and may be subject to further sanctions, including in-school suspension.

Discipline Code - Suspension & Expulsion

The administrator or designee has the authority to place a student on probation or to suspend a student temporarily. There is no appeal of the administrator or designee's decision. In some extreme situations, the school may feel the need to move forward with expulsion. In these cases only, a Discipline Committee of the school, appointed by the administrator or designee, shall have the authority to expel a student. The Discipline Committee would be comprised of four teachers and campus ministry.

The decision of the Discipline Committee may be appealed to a Disciplinary Review Board appointed by the Board of Education president or his/her designee. The Disciplinary Review Board shall have the authority to affirm, reverse or modify the decision of the Discipline Committee.

A. Probation

1. Probation is conditional attendance during a trial period. Probation may, but need not always precede suspension. It is hoped that through probation and notifying the student and the parent/guardian, suspension can be avoided. Probation may be imposed by the administrator or designee for infractions of school rules which do not warrant the necessity of removal from school. The following procedures shall be followed:
 - a. The administrator or designee shall conduct an informal investigation of the allegations against the student prior to the imposition of probationary status;
 - b. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond;
 - c. If it is necessary to place a student on probation, the parent/guardian shall be notified and a probationary contract drawn up by the administrator or designee and signed by the student and his/her parent/guardian.
2. Should the student breach the conditions imposed for probation, the student may be removed from academic or extracurricular privileges or be given more severe penalties such as suspension. An investigation similar to that for the informal investigation above shall be made to determine whether the condition imposed has been breached.

B. Suspension from School for a Definite Time

1. A suspension is the removal of a student from the school environment for periods of short duration. A suspension is to be employed only when all other available school resources are unable to cope constructively with the student misconduct.
2. A student may be suspended for up to five (5) school days by the administrator or designee for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The administrator or designee may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:
 - a. oral or written notice of the allegations against the student
 - b. the factual basis for the charges
 - c. the opportunity to respond to those charges.

If the administrator or designee finds it advisable, the student may be allowed to confront witnesses against him/her or call witnesses on his/her own behalf.

3. The notice to the student, investigation and informal hearing must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's

continued presence on the school grounds would endanger the student's safety or well-being, the safety or wellbeing of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will ordinarily be held within three (3) school days to determine future action. Such a hearing will be conducted in the spirit of the process described above.

4. Notice of the suspension shall be mailed as soon as possible to the student's parent/guardian. Written notice to the parent/guardian shall include a brief statement of the circumstances which led to the suspension.
5. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
6. If practical, efforts shall be made to continue the student's educational program or an alternate program during the time of suspension so that after the matter has been resolved there will be a minimum of harm to the student's future.
7. A copy of all in-school and out-of-school suspension notifications shall be given to the chair of the Discipline Committee.

C. Suspension from School for an Indefinite Period of Time

1. When the administrator or designee deems it necessary, a suspension from school may be for an indefinite period of time with reinstatement conditioned upon a conference between school authorities and the parent/guardian upon the completion of educational or psychological testing and observation. In such instances, prior to the suspension, the administrator or designee shall make known to the student the allegations against him/her and allow the opportunity for his/her response. The administrator or designee will notify the parent/guardian in a brief written statement of the circumstances involving the student.
2. The parent/guardian of a student so suspended shall make an appointment to meet with the administrator or designee at the earliest possible time. At the conclusion of such a conference, the administrator or designee shall determine whether the student will be reinstated and, if so, under what conditions.
3. If practical, efforts shall be made to continue the educational program during the time of suspension so that after the matter has been resolved there will be a minimum of harm to the student's future.

D. Expulsion

Expulsion is the removal of a student from the school program, and possibly the denial of future access to the program. The expulsion of a student from a Catholic school is such a serious punishment that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her. The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as a referral to guidance personnel, a physician or the parish priest.

Ordinarily, expulsion will not be the first punishment invoked against a pupil. His/her record should normally show that many and serious conferences have been held, including conferences with parents/guardians, to discuss the student's problems. The record should normally show that at one time or another he/she has been on probation or has been suspended so that he/she is fully aware of the consequences of subsequent infractions.

Upon the recommendation of the principal, the Discipline Committee of the school may expel a student. The decision of the Discipline Committee may be appealed to a Disciplinary Review Board made up of representatives of the following groups: the Board of Education, school administration, faculty, pastor(s) and parent/guardian. (The representative for parent/guardian shall not be the parent/guardian of the student being disciplined. Faculty members who serve on the Discipline Committee are not eligible to serve on the Disciplinary

Review Board which considers the appeal of that same case.) The principal shall provide necessary administrative services to the functioning of the Disciplinary Review Board.

Discipline Committee Hearing Procedures

1. When the principal determines that long-term suspension is not an adequate discipline, he/she shall place the student on long-term suspension while recommending to the Discipline Committee that expulsion be considered. A copy of the recommendation shall be mailed to the parent/guardian of the student. This recommendation shall include a brief statement of the essential elements which form the basis of the charge.
2. The Discipline Committee shall schedule a hearing; a notice of the time and place shall be sent to the parent/guardian in advance of the hearing. The notice shall also advise the parent/guardian of his/her right to be represented at the hearing, to question any evidence and testimony presented and to present witnesses and other evidence on the student's behalf.
3. Every effort shall be made to ensure the presence at the hearing of persons having knowledge of the facts concerning the charges. Such persons shall state their understanding of the facts at the hearing.
4. The student, his/her parent/guardian, or their representative shall have the right to question the evidence and testimony provided. The student and his/her parent/guardian may present witnesses or other evidence.
5. The chairperson of the Discipline Committee shall conduct the hearing in an orderly fashion and further, shall be responsible for determining the sufficiency of the evidence. The chairperson shall not be bound by either standard rules of evidence or courtroom procedure.
6. An accurate non-verbatim record of the proceedings shall be made.
7. The Discipline Committee shall render a written opinion as soon as reasonably possible, stating its decision and the reasons, therefore, a copy of which shall be mailed to the parent/guardian. The Discipline Committee may adopt, modify, or reject the recommendation of the principal. The student remains suspended pending the results of the Disciplinary Committee's hearing.
8. The decision of the Discipline Committee may be appealed by the student or parent/guardian to the Disciplinary Review Board by a formal written request stating the grounds or basis for the appeal. Said request must be filed with the president of the Board of Education within ten (10) days of receipt of the decision of the Discipline Committee. The Disciplinary Review Board will schedule and conduct a hearing using the same procedures as described above for the Discipline Committee. The Disciplinary Board may adopt, modify or reject the decision of the Discipline Committee. The student remains suspended pending the results of the Disciplinary Committee's hearing.
9. The student, parent/guardian have the right to waive their rights to a hearing before the Discipline Committee by a written statement to the principal of the school. The parent/guardian shall be deemed to have waived their right to appeal the decision of the Discipline Committee to the Disciplinary Review Board by failing to file a written request within ten (10) days as noted in item D-8 above.

E. Records

The fact of a student being placed on probation or suspension is indicated in the student's cumulative record but not placed on the permanent record. An expulsion is noted on the permanent record.

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the Regis Middle School Board and administration after consultation with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation and support of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each Regis Middle School Catholic student. Neither ignorance or lack of understanding of the rules and regulations will release a student nor parent/guardian from responsibility to cooperate with the

stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Regis Middle School, are to be respected and followed.

Discipline Code

Discipline in a Catholic School is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living.

Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office.

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco, vaping devices
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment

Consequences include, but are not limited to:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

Following any suspensions will be a parent/guardian conference that is required before a student is readmitted. All consequences shall be carried out according to the ACSB 5144.I. (See also Gangs ACSB 5133)

E-Readers, Kindles, iPads and Tablets

E-Readers may be used by students during the school day; however they must be used for appropriate purposes, not gaming devices nor social media during the school day. Teachers reserve the right to limit the use of E-Readers in the same manner as they may restrict the use of a free reading book.

Electronic Devices

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Personal cell phones, laser pointers, mp3 players, portable gaming systems and other electronic devices are NOT to be out of a student's locker nor turned on during school hours. At all times during the school day, a student's phone should be OFF (not on silent nor in airplane mode) and PUT AWAY.

Smartwatches should only be used for checking the time or academics. If a staff member sees or hears a student in possession of any such devices or using a smartwatch inappropriately, the student will be asked to deliver it to the main office. The devices may then be picked up at the end of the day by the student. If a student violates the electronic devices policy three times, the device will only be released to a parent on subsequent violations.

In order to protect students from posting without consent, students will not be allowed to take pictures or video of themselves or others (generally, students should not be using the camera on their devices) while on campus,

including before and after school. The consequence of a student using their cell phone during school hours or using their camera function on school property is as follows:

- **1st Offense** - The student's device will be confiscated and sent to the office. The student will need to retrieve the device from the office at the end of the day.
- **2nd Offense** - The student's device will be confiscated and the student's parent will have to retrieve the device in the office at the end of the day. The student will need to serve an after school detention (3:00 pm - 3:30 pm) with administration that week.
- **3rd Offense** - The student's device will be confiscated and the student, along with his/her parent/guardian will be required to meet with administration. The student will serve a Wednesday (3:00 pm - 4:00 pm) detention. Administration may require the student's device to be turned into the office before school daily for the remainder of the quarter.

Please note: During school hours, a student may report to the main office and ask permission to use their cell phone to contact a parent if needed.

Fighting

Fighting on school grounds or at school-sponsored activities or initiated on school grounds and moved to another location to avoid being on school grounds is strictly forbidden. Fighting may result in an automatic three-day suspension for the first offense, a five-day suspension for the second offense, and indefinite suspension for the third offense. In each case, a parent/guardian conference is required before a student is readmitted. The suspensions will be enforced when punches are thrown (not necessarily landed) by either party, whether the student is the aggressor or is acting in self-defense. The administration determines any suspensions based upon these criteria. The definition of fighting or punches being thrown will include pushes, swinging at the other person, hair pulling or kicking, etc.

Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00 and could face further disciplinary action.

Gangs

In accordance with ACSB 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when the use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.
- 10.

Harassment/Bullying - ASCB 5144.3

It is the policy of the Archdiocesan Catholic School Board and Regis Middle School to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of

harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location.

It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to 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: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) 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 educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is not limited to 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.

“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, and electronic text messaging.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victims or perpetrators teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and ACSB policies 2515.1, 2515.11, 5144.3.

Hall Passes

All Hall passes will be electronic having students use their iPads to scan a QR code that signifies they have left the room.

Search and Seizure

It is the policy of the Regis Middle School Board to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, Regis Middle School adopts the policy as stated in ACSB 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes, by way of illustration but is not limited to, drugs, narcotics, tobacco, vaping devices, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

Tobacco, Drinking, the Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco or vaping devices on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student possession of tobacco, all forms of non-FDA approved nicotine, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

Weapons and Dangerous Instruments

It shall be the policy of the Regis Middle School Board that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB 5131.7a.

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent/guardian.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

Wednesday Detention & After School Detentions

A student who receives three or more demerits in a quarter will be assigned a 30-minute detention by the administration. If a student surpasses six demerits in a quarter, a 60-minute detention will be issued. Wednesday detentions can also be issued by the administration. Detentions will be served on Wednesdays after school. Detentions begin at 3:00 pm and conclude at 3:30 pm or 4:00 pm. Students who do not attend their assigned detention or arrive after 3:00 pm will be denied admittance, receive additional detention and may be subject to further sanctions, including in-school suspension. If a student is in attendance at school, they must attend the detention assigned that day. If absent from school, the student will attend the next scheduled detention. Note: Teachers may issue an after school detention (3:00 pm - 3:30 pm) as a part of their classroom conduct expectations and those are subject to teacher-parent/guardian agreed upon times and dates. If a

student has missed their assigned study tables they will need to serve them the following week with administration Monday afterschool.

Vandalism

Students vandalizing school property, school employee property or any Regis student property will be required to clean the area vandalized and make any necessary remuneration. The administration, at its discretion, may also require either an in-school or out-of-school suspension of no more than five days. Continued acts of vandalism may lead to expulsion.

VII. Extracurricular Activities

Activity options

Students have opportunities to participate in:

- Boys Wrestling
- Football
- Girls and Boys Basketball
- Girls and Boys Cross Country
- Girls and Boys Soccer
- Girls and Boys Swimming
- Girls and Boys Tennis
- Girls and Boys Track
- Girls Volleyball
- Jazz Band
- Honor Bands
- OPUS Honor Choir
- Show Choir
- Show Choir Combo
- First Tech Challenge
- Mock Trial
- Musical and Play
- Student Council
- Speech
- Art Club
- Catholic Heart Work Camp
- Regis Ambassadors of Faith (RAF)

Athletics

Regis Middle School provides organized sports for boys and girls. Students participating in these programs are required to have an annual physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

Good Conduct Code

Policy # 5131.6c

Good Conduct Code for Students Involved in Co-Curricular Activities – In Season – This policy pertains to any student participating in any co-curricular activity offered through Regis Middle School. This includes, but is not limited to, athletics, drama, speech, music, and clubs involved in the competition. The use, possession, or knowingly being in the presence of underage alcohol consumption, tobacco, marijuana, or any illicit drug (including look-alikes such as vaping devices) is prohibited as are all criminal acts as subject by law. Students in violation of this policy are also subject to Policy # 5131.6b

First Violation

1. The administrator meets with the student.
2. The parents/guardians are notified of the violation by the administrator.
3. The police are notified of the violation by the administration.
4. The student will be suspended from participation in the activity he/she is currently participating in for one-third of the season or activity period. During the ineligible period, the student must practice and attend all events but is prohibited from participating in the competition. If less than one-third of the season/activity remains, the period of ineligibility shall be applied to the next season/activity in which the student participates.

Second Violation

1. The administrator or designee meets with the student.
2. A parent/guardian meeting with the administration will take place.
3. The police are notified of the violation by the administration.

4. The student is suspended from participation in all activities for one-half of the season or activity period. If less than one-half of the season/activity remains, the period of ineligibility shall be applied to the next season/activity in which the student participates.

Third Violation

1. The administrative team meets with the student and parent/guardian.
2. The police are notified of the violation.
3. The student is banned from participating in all co-curricular activities for the length of his/her career at Regis Middle School.

The above policy refers to the entire length of a student's career at Regis Middle School. All students who violate this policy will be referred to the nurse practitioner for a counseling recommendation per Policy #5131.6b.

Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities. Further reference can be found in Archdiocesan Catholic School Board Policy Manual, ACSB 1251

Sportsmanship

Regis takes tremendous pride in its reputation as a Catholic school. It is the expectation that all fans conduct themselves in a way that exhibits respect for all players, coaches, referees, and opponents. At athletic contests students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers that interfere with the competition. Therefore, taunting opponents, violently disagreeing with officials' calls, chanting unsportsmanlike cheers, or uttering any obscenities are not allowed. We should strive to be known for our good sportsmanship. Students or parents/guardians who engage in unsportsmanlike behaviors will be removed from the event and may be suspended from future activities.

Student Activities

We are all identified with Regis Middle School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

VIII. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and ACSB 4116.30a any certificated or licensed employee of Regis Middle School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms. Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

Regis Middle School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— . 15 (280), ACSB 4116.30a & ACSB 4116.30b.

Alcohol/Drug Policy

The Regis Middle School Board develops guidelines that are in accordance with ACSB 5144 and ACSB 5144.1 on student responsibility and discipline.

Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the Regis Middle School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was 2018.

Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HIV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB 5141.2.

Canine Drug Unit

Regis Middle School will from time to time invite the Canine Unit of the Cedar Rapids Police Department and/or Linn County Sheriff's Department to conduct training at the school. These "drug dogs" will search all lockers, automobiles and book bags on the school grounds. In the event this training results in the discovering of illegal drugs, parents will be notified, and charges will be filed by the police and students are subject to school discipline.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

Fire and Tornado Drills

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher, and return the same way. State law requires four tornado drills and four fire drills each year.

Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed. Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

School Safety

The safety of all students, faculty, and staff is always considered a top priority. The school conducts semi-annual tornado and fire drills in accordance with state laws. All entrances of the building are locked during school hours. All parents/guardians and guests who have business at the school must use the west entrance of the school, use the buzzer system and be prepared to identify yourself for admittance into the building. All guests must sign in and obtain a guest badge at the main office upon arriving at school, and sign out in the main office when leaving. Unwelcome guests anywhere on the Regis campus are subject to criminal trespass charges.

School Sponsored Social Activities

School sponsored social activities held at Regis are to be attended only by students enrolled at Regis Middle School. School-sponsored social activities will be designated as either a "lock-in" or a "lock-out." "Lock-in" means that a student must arrive within fifteen minutes after the start of the activity and may not leave until fifteen minutes before the end of the dance. "Lock-out" means that a student may arrive at any time during the activity and may leave whenever he/she wishes. However, a student may not re-enter after he/she leaves.

Smoking / Smoke Free Campus

Regis Middle School has been designated a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine be permitted within the building or anywhere on school grounds.

Student Health

Please refer to the Health and Safety portion of the Return to Learn Document that highlights all needed protocols for this current school year. Students who are injured or feel ill at school should tell a staff member immediately and ask for a pass to the nurse's office. The School Nurse or office personnel will assess the student, provide needed treatment, and make a determination as to whether the student should return to class, rest in the office, or be sent home. Students who have a temperature of over 100.3 degrees, vomiting, or diarrhea will be sent home. No student should be sent home without a health assessment by the school nurse or an office staff member. Students are not allowed to text/call parents without the permission of a staff member.

A child must be free of a fever, vomiting or diarrhea for 24 hours before returning to school. A school nurse at Regis reviews student health records. Students who need ongoing medical accommodations will have a health plan created for them.

All COVID like symptoms, procedures, and routines, will be stated in the Health and Safety portion of the RTL plan and communicated accordingly. All procedures are based upon guidance from the CDC, IDPH, IDE, and the Archdiocese of Dubuque. As information is constantly changing, weekly updates will be provided by the school to identify protocols and safety measures.

Theft Policy

Anyone who steals another's property or belongings or steals school property is subject to disciplinary action including up to three days of suspension for a first offense and further suspension or expulsion for repeated offenses. In addition, students may be required to make restitution and/or perform community service. Students will also be subject to suspension from activities during their time of suspension.

Visitors

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, visitors must have a visitors badge clearly visible. This badge must be shown to each teacher before class begins and the visitor introduced to the teacher. Teachers have the right to refuse permission to a visitor.
3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

IX. Services

Before/After School Supervision

Students who arrive at Regis prior to 7:40 am should report to the gym for before school supervision or to their before school activity. Regis provides an adult supervisor in both the cafeteria and the gym starting at 7:15 am.

- Students who stay at Regis after school are expected to be in one of the following locations:
 - Students may work quietly in the cafeteria if they are in good standing and orderly.
 - Students who have U's or are in need of making up work should be in a teacher's classroom until 3:30 pm and then should report outside.
 - Students involved in activities may report to those activity locations once a coach or moderator is available to supervise.

Supervision will be provided by Regis until 4:00 pm and will be supervising students waiting outside. Upon inclement weather, students may be in the cafeteria. Many of our Regis students are involved in before and after-school activities. Those students are to remain in their designated activity locations under the supervision of their coach or moderator. Parents are asked to pick up students promptly at the end of each scheduled practice/rehearsal/event.

Bicycles on School Grounds

Students are permitted to ride bikes to school. The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

Breakfast and Lunch Programs

Breakfast and lunch are available through the school nutrition program. Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. Information about breakfast and lunch menus and prices is available on the Regis website at www.regisroyals.org.

Regis Middle School is a closed campus. Students must eat their lunches in the cafeteria or designated area only. Students may either bring their own lunches or purchase lunches from the school. Food brought in from an outside vendor is not allowed in the cafeteria during the school day.

Regis Middle School complies with the State of Iowa Healthy Kids Act Initiative. Any food served is to be consumed only in the cafeteria unless specific permission has been given by the classroom instructor/administrator. All food provided by the school must follow HKA guidelines

School Nutrition Account Policy

It is the policy of Regis Middle School to offer nutritious meals to all students who desire them.

Low Balances: Parents are notified of low balances via email starting at **\$20.00** via **daily emails**. In addition, the Regis Food Service will send a **letter home with the student (via student backpack)** to a family whose account reaches a **\$10.00** (or below) balance. In addition, students who reach a \$10.00 (or below) balance will also receive a **verbal notification from the lunch staff upon check out** to remind them of the low balance.

When the balance becomes zero or is negative, the following procedures will apply:

- No additional beverages, “double” meals, snacks or ala carte items may be purchased through the student account. Students who seek to purchase these items will be denied the opportunity to do so.
- Students qualifying for free meals will always receive a regular meal *daily*, even if there is a negative balance from other purchases on the account. *Students qualifying for free meals cannot be denied a meal no matter what the balance in the account is.* However, students who have zero or a negative balance will not be allowed extra items including, but not limited to: an extra milk, “double” lunch, additional beverages, snacks or ala carte items.
- Students qualifying for reduced meals will always receive one regular meal, even if there is a negative balance from other purchases on the account. However, students who have zero or a negative balance will not be allowed extra items including, but not limited to: an extra milk, “double” lunch, additional beverages, snacks or ala carte items.
- If a student with a negative balance attempts to purchase a beverage, snack, extra milk, “double” lunch, or ala carte items with cash, the money must first be applied to the negative balance (and be greater than the negative balance) before being allowed to purchase additional items on the account.
- Students may charge any of the available regular meals up to a balance of -\$10.00. When an account reaches -\$10.00, a certified letter will be sent home in addition to the daily emails.
- Any student who accumulates a negative balance of -\$10.00 or more will be served an alternative lunch main meal of a cheese/sunbutter sandwich and milk. All students are allowed unlimited fruit and vegetables with their meals. The alternative lunch will not be charged to the student’s account and parents will be contacted that day to inform them of the adjusted lunch for their child on that school day.

Bus

Transportation is provided by the Cedar Rapids Community School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of Regis Middle School. A student may be suspended from bus transportation for inappropriate conduct. A student living two or more miles from school and within the Cedar Rapids Community School District may be eligible for bus transportation from Cedar Rapids Community Schools. Families will be notified by the Cedar Rapids Community Schools Transportation Department if busing is available to them.

If such transportation is not available, the family may be eligible for reimbursement from Cedar Rapids Community Schools. Families living outside the Cedar Rapids Community School District may be eligible to receive transportation reimbursement from the school district in which they live. Transportation reimbursement forms are due each December and May, and reimbursement checks are mailed in August for the previous school year. Transportation reimbursement forms are available at the Regis Main Office or on your resident school district’s websites.

Lockers

Lockers are to be kept clean, orderly and be locked at all times. Students are to provide their own combination locks. Valuables should not be placed in a student locker and students are encouraged to place their valuables in the main office if necessary. No decals are to be glued on lockers nor may scotch tape or paste be used for pictures. Masking tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values. All unused lockers will be zip-tied.

Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. There is a box outside of the guidance office of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

School Driving Permits

Middle school students will not be granted a school driving permit.

Textbooks

Textbooks are provided to all students. Materials such as workbooks may be charged to the student at cost. Undue wear, damage, or loss will require payment at the end of the school year.

Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the Our Faith, Our Children, Our Future School Tuition Organization. Families can apply for financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB #3240.1)

Tuition Policy & Delinquency

In accordance with Regis Board Policy #3241, any family whose account becomes delinquent will not be allowed to re-enroll their student for subsequent years without a payment plan in place. In addition, any student whose account is not paid in full (including fines and fees) will not be allowed to participate in end of year activities including but not limited to: field trips, activity days, and recognition ceremonies.

Regis relies upon the tuition program for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition payments become delinquent it is a serious matter. If a family's financial circumstances change to such a degree that they cannot fulfill their tuition commitment, it is the responsibility of the family to contact the Business Office as soon as possible. If satisfactory payment of the account is not received after reasonable notice, the account will be turned over to a collection agency at the discretion of the Business Office.