



Regis Middle School
Parent/Guardian-Student Handbook
2021-2022

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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/>.

I. Philosophy

A. Philosophy of Education for Catholic Schools

Archdiocese of Dubuque

Philosophy of Education for Catholic Schools

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-based programs	Academic Excellence
<ul style="list-style-type: none"> ● Instill a love and knowledge of the Catholic faith. ● Integrate instruction with Catholic values. ● Lead students and families to active participation in their parish communities. ● Provide opportunities for worship, service and prayer. ● Support a safe and nurturing environment where students encounter Jesus Christ. 	<ul style="list-style-type: none"> ● Promotes life-long learning and advances the development of the whole person to the fullest extent. ● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world. ● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

B. 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.

C. 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.

D. Profile of a Regis Middle School Graduate

The Middle School years are a formative time of growth and development for students. In educating the whole child, by the time of 8th graduation at Regis Middle School each student will have achieved growth in four areas. Students will have grown academically, socially, physically, and spiritually.

1. Academic Growth- A graduate of Regis Middle School will:
 - Acquire knowledge and skills in a variety of disciplines
 - Strive to exceed expectations
 - Think critically and solve problems
 - Utilize technology effectively and appropriately
2. Social Growth- A graduate of Regis Middle School will:
 - Demonstrate respect for cultural, religious, and economic diversity
 - Collaborate successfully with others
 - Advocate for themselves and others
 - Accept responsibility for their actions
3. Physical Growth- A graduate of Regis Middle School will:
 - Respect their own body and the body of others
 - Be comfortable in who they are and what they look like
 - Have participated in and valued Co-curricular Activities
4. Spiritual Growth- A graduate of Regis Middle School will:
 - Share their faith and beliefs
 - Lead others by living the commandments and following the example of Jesus
 - Develop a personal relationship with God through prayer and actions
 - Serve their parish, school, and the broader community

II. Catholic Dimension/Uniqueness

A. 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.

B. 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.

C. 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.

D. 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. In weeks that liturgy is not available, a faith hour or prayer service may be held instead.

III. Admission Policies/Notice of Non-Discrimination

A. 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.

B. 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.

C. 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.

IV. Academic Policies/Programs

A. 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. 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.

B. 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.

C. Cheating and Plagiarism

Regis is committed to helping students become involved Catholics, active citizens of their community and life-long learners. Two components of this commitment are developing a student's sense of morality and ethics as they pertain to dishonest academic practices.

A "dishonest academic practice" would be defined as practices including, but not limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas off in class as one's own.

Definitions

1. **Cheating** - Within a school setting is defined as, "doing something dishonest or using misrepresentation." (World Book Dictionary, Vol. 1, pg. 347)
2. **Copying** - To make an exact, or nearly exact, duplicate of another's work and pass it off as your own. It is also copying if the student uses some type of electronic/digital device to complete his/her work and turns it in as his/her own.
3. **Plagiarize** - "Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use another person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas." (*MLA Style Manual and Guide to Scholarly Publishing* by Joseph Gibaldi. New York, The Modern Language Association of America, 1998.)

Education Examples of Academic Dishonesty (These examples below are only a small sample of possible academic standards violations)

1. Allowing another student to copy your work and turn it in as his/her own.
2. Copying someone else's homework and turning it in as your work.
3. Downloading sections of or an entire term paper from the Internet and turning it in as your own work.
4. Looking at someone's test and copying his/her answer(s).
5. Secreting possible test information on one's person or using an unapproved "crib sheet" to try and gain an advantage.
6. Translation software in any format is used to do homework without prior teacher permission.
7. Having someone else do your daily homework or research assignments and turn it in as your own work.
8. Having someone else take a test for you.
9. Use of any electronic/digital device to gain access to information to gain an unfair advantage.
10. Turning a paper in to one class and then turning that **same** paper in for a different class without prior teacher approval.
11. Copying a piece of published music or computer software.
12. Copying a paragraph and claiming it as your own work.
13. Copying a picture from a clip art website and using it for public distribution.
14. Removing a paper from someone else's folder on the school network and passing it off as your own.
15. Signaling in some way what answers to test questions might be.

It is the responsibility of each student to avoid cheating, copying, copyright violations and plagiarism while meeting requirements of any assignment.

Ignorance is never an acceptable defense for academic dishonesty; accountability is an essential part of the Royal Way.

It is understood that there are levels of academic dishonesty. Copying homework, although unacceptable, is not weighted the same as downloading a paper from the Internet. Therefore, receiving a "zero" for a daily quiz of ten points would have very different weight than if an entire term paper, worth one-hundred points, were plagiarized and received the same consequence.

The following system would be true for every class taken within the Regis curriculum. Numbers of violations would accumulate taking all courses into account.

Each violation requires the teacher to have a conference with the student(s) involved. Parents will be notified for each offense within any given class. Each offense will earn the student(s) a zero for that assignment. (If a teacher permits a student(s) to redo the assignment the most the student(s) can receive is half credit.) If there is a second offense, administration will be notified and a parent meeting may be scheduled.

D. Classroom Procedures

Each teacher will provide students with his/her classroom rules, regulations, grading scale, and expectations at the start of each Semester.

E. 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.

F. Counseling Office

The Regis Counseling Office's main goal is to support students academically, socially/emotionally, and with future planning. Students can come to the counseling office on their own, or may be referred by teachers or their families. The School Counselor is also available to collaborate with staff and families regarding student concerns. Confidentiality is a top priority in the counseling office and the staff strive to maintain strict confidentiality for all students, families, and staff. Below is a basic outline of services provided in the counseling office:

1. *Small Groups*: The School Counselor will create small groups regarding certain topics as she/he sees fit to meet the needs of the students. Small groups will typically meet on a weekly basis for approximately 30 minutes.
2. *Individual Counseling*: The School Counselor will meet with students regarding concerns with academics, peers, depression and anxiety, eating disorders, and other issues.
3. *Crisis Management*: The School Counselor will assist with any crisis situations that may arise. Additionally, the School Counselor will follow up with necessary stakeholders and help create safety plans to ensure the safety of staff and students.
4. *Classroom Lessons*: The School Counselor will create and present lessons on relevant topics to middle school students. Topics may include: friendship, bullying, peer pressure, self-esteem, time management, and coping skills.
5. *Testing*: 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.
 - c. Other tests may be given as needed, such as career interest tests, personality questionnaires, etc.

Parents will be informed of the type of test(s) and the purpose of the test(s).

G. Course Fees and Fines

Some classes require course fees, which are listed in the registration information 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.

H. Dress Code

All clothing should be appropriately sized and must be free of holes, rips, or tears.

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/Crewneck

- Approved Dress Code Regis Quarter Zip Fleece/Crewneck sweatshirt in Red, Navy, or Gray.
- Approved 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).

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.

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. Disciplinary action regarding smart watches is the same as cell phones. (See Cell Phone Policy).

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 red or navy Regis PE gym shorts for use during gym class. Regis Fitness & Wellness wear may be purchased 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. Leggings will be allowed with tops that cover the buttocks.
- During designated shorts or capris months, students may wear shorts or capris of appropriate length (measured by four fingers width above the knee).
- 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. Leggings will be allowed with tops that cover the buttocks.
- During designated shorts or capris months, students may wear shorts or capris of appropriate length (measured by four fingers width above the knee).

Concert Wear

- Concert wear as decided by vocal and instrumental directors.

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.

If students do not adhere to Regis Dress Code Policies, staff members will give students a demerit for dress code violations. See *Demerits* for further information on page 20.

I. 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. Permission will be given by parents/guardians at the beginning of the school year through an e-registration form.

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 unless prior arrangements have been made.

J. Grant Wood 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.

K. 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.

L. 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.

M. Human Sexuality Program

Human sexuality instruction is integrated into the curriculum, 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.

N. 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. Students must have a pass from a teacher.

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.

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 should do so with the expectation of working. Students will be sent back to class if they are disrupting the quiet library environment. The number of students is limited so as to maintain a quiet study location.

O. 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.

P. Physical Education Waiver (Archdiocese Policy # 6144.3)

Some courses are mandated by state law to be taken by all students. When rules are all-inclusive, they sometimes impinge on individual rights and beliefs. Exceptions are made to ensure that people do not have to act in conflict with their basic religious beliefs.

Exclusion from Participation

It is recognized that opinions differ concerning the appropriateness of courses of instruction. Occasionally parents/guardians may find a topic in the health class in conflict with their religious/personal views. In these circumstances the student may be excused from participation in the program.

In notifying the principal, the parents/guardians shall abide by the following:

- The notice shall be in writing;
- The objection shall be based on religious/personal beliefs;
- The objection shall state which activities violate their religious/personal beliefs;
- The objection shall state a proposed alternate activity or study. The principal shall have sole discretion in determining an alternative activity or study for the students.

State standard 12.5(6) "*Physical education and health courses exemption.* 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."

Q. ROYAL Support

Starting the second week of each quarter, a list of all students currently at a U will be run. Notification of low grades and recommendations will be sent to both parents AND students (via their regisroyals.org email account).

Any student who appears on that list will have the opportunity to attend a ROYAL Support Session with the teacher whose class they are failing. During this time, the teacher will work with the student to help him or her on what needs to be done to get the grade up.

Students will not be able to attend practices, rehearsals, events, games, and extracurricular activities through Regis until the student has met with the teacher. If the student has been cleared by the teacher, the teacher will provide a note to the coach/moderator allowing them back into practice/event/game etc.

R. Service Hours

Five service hours will be completed as a grade level project within the school day. Five additional service hours will be completed as the student works within a Service Exploratory Course during the school year. Five service hours will be completed outside of school. Students will not be paid for these service hours and hours will not be completed with or for immediate family members. 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.

S. Substance Abuse Education

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

T. 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.

V. Technology

A. 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.

B. 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, case, 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. iPads that run out of charge (anytime throughout the day) may be recharged with a personal portable charger. If the student requires the use of a school issued charger, they will be issued a tech violation.
- 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 a tech violation. If this occurs multiple times it may result in loss of Take home privileges of the iPad.

- f. If the iPad is damaged or malfunctions, students must take the iPad to the Teacher as soon as possible for evaluation. Students in 7th and 8th grade are responsible for bringing their iPads to class each day. All 6th grade students will start taking their iPads home 2nd Semester. Students must have the iPad charged to at least 80% to be academically compliant.

2. Applicable Fees

- a. If a device is turned in for repair, per the procedures described in *Section I 'iPad Use, Distribution and Care'*, 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 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. If the iPad is damaged or malfunctions, students must take the iPad to a Teacher as soon as possible for evaluation. The teacher will then report to an administrator and the administrator will work with Tech services through Grant wood AEA in next steps.
- 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. Wired must be available at all times.
- 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.
- O. Students will not be allowed to change passcodes.

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.

C. Acceptable Use Policy Violations

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

The most common “minor” AUP violations and subject to a tech violation, 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)
- The use of bluetooth earbuds.

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

- Three tech violations per quarter will result in a detention. After six violations, there may be 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.

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.

D. 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.

E. 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.

F. 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 for gaming purposes 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.

VI. Communication

A. Absence & Attendance Policy

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 8:30 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 the 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. In the event that students are learning virtually, students 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.

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 students who are ill. Parents or guardians are notified when an illness is detected and are asked to make arrangements to pick up their child from school as soon as possible.

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 during any part of a given school day, including a study hall, for any reason other than those listed above, he/she will be considered **unexcused**.

Upon receiving the **third unexcused absence** during a given quarter, the student will be assigned an after school detention. 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 must attend at least the second half of school hours before the event. 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 until symptom free for 24 hours without the assistance of medication.

B. 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.***

C. 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

D. 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.

E. 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, television stations, and social media. Text and email alerts through a school messaging system will be sent to consenting families.

F. Parent/Guardian Classroom Visit

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.

G. Parent/Guardian-Student-Teacher Conferences

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.

H. 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.

I. 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.

J. 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.

K. 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 detention. The administration reserves the right to determine the validity of all tardies. Their decision is final.

L. 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 by 8:30am. 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. 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.

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 or parent meeting is made after the 10th absence in a semester where an attendance contract will be implemented. 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. 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.

VI. Discipline Code

A. Behavior Expectations

All students are expected to follow our school motto, the Royal Way, in the classroom and throughout campus. Expectations of what this looks like will be taught and clarified to students in the first few weeks of school.

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.

B. 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.

C. Demerits

Students will earn a demerit for dress code violations, student use of candy/food/non-water beverages, and other violations as seen by staff and administration.

- For each demerit, the student and office will receive notification of a demerit.
- After three demerits in one quarter, parents are notified and the student receives a 30-minute, after-school detention.
- If a student receives six demerits in a quarter, a 60-minute detention will be issued, and a parent meeting may be scheduled.
- After six demerits in one quarter, a parent meeting will be scheduled.
- Any demerits past six may result in an in-school suspension.

D. 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).

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 consist 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.

E. Electronic Devices (cell phones, smart watches etc.)

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. 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, sent to the office, and a tech violation will be issued. 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, a tech violation will be issued, and the student's parents will have to retrieve the device in the office at the end of the day. The student will need to serve a 30 minute after school detention that week.
- **3rd Offense** - The student's device will be confiscated, a tech violation will be issued, and the student, along with his/her parent/guardian will be required to meet with administration. The student will serve a 60 minute 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: With permission from teachers/staff, a student may use their cell phones in the main office during school hours to contact a parent if needed.

F. 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 may be 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, slapping, swinging at the other person, hair pulling or kicking, or other acts of aggression.

G. Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$100.00 and could face further disciplinary action.

H. 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.

I. 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,
- 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.

J. Hall Passes

All students will have a hall pass when leaving the classroom during instructional time.

K. 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.

L. 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).

M. 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.

N. 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

Students have opportunities to participate in:

A. Activity options

- Jazz Band
- Honor Bands
- OPUS Honor Choir
- Show Choir
- Show Choir Combo
- First Tech Challenge
- Mock Trial
- Musical and Play
- Student Council
- Speech
- Art Palette
- Catholic Heart Work Camp
- Regis Ambassadors of Faith (RAF)

B. Athletics

- 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

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.

C. 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.

D. 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

E. 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.

F. 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

A. 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.

B. 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.

C. 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.

D. 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.

E. 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 discovery of illegal drugs, parents will be notified, and charges will be filed by the police and students are subject to school discipline.

F. 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.

G. 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.

H. 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.

I. 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.

J. School Safety

The safety of all students, faculty, and staff is always considered a top priority. 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 themselves 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.

K. 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.

L. 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.

M. Student Health

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.)

N. Theft Policy

Anyone who steals another's property, 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.

O. 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 must be 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 & conduct themselves properly. Visitors must dress appropriately & in good taste

IX. Services

A. Before/After School Supervision

Students who arrive at Regis prior to 7:40 am should report to the cafeteria for before school supervision or to their before school activity. Regis provides an adult supervisor in the cafeteria 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 report to the cafeteria.
- 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 4:30 pm and will be supervising students 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.

B. 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.

C. Breakfast/Lunch Programs & Policies

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.

D. Bus

Transportation may be 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.

E. Lockers

Lockers are to be kept clean, and orderly. 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. Magnets 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.

F. 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.

G. School Driving Permits

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

H. Textbooks and School Supplies

Textbooks and iPads 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.

I. 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)

J. 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.

K. 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.

Prayers, Beliefs & Practices

The following Prayers, Beliefs and Practices are found in the Compendium - Catechism of the Catholic Church ©2006 and the United States Catholic Catechism for Adults ©2006. Prayers are organized from the most foundational to more complex; Belief and Practices are alphabetized. The Prayers, Beliefs and Practices have been subdivided into the grades in which it is recommended that they are to be taught. While there is no definitive statement which assigns the Prayers, Beliefs and Practices to the various grade levels, the Prayers, Beliefs and Practices coincide with suggestions and recommendations as presented in "By Their Fruits You Shall Know Them. . ." (NCEA) and Sowing the Seeds of Faith (NCCL) which reflect developmentally appropriate levels.

This entire listing is also consistent with the following publications of the Archdiocese of Dubuque: the Catholic school religion standards/grade level expectations developed by the Office of Catholic Schools and the Basic Elements of Catholic Faith from the Office of Catechetical Services.

While other prayers of cultural/liturgical significance may be recommended and used as designated by the local site, students are expected to have an understanding of the Prayers, Beliefs and Practices contained herein, and they will be part of prayer in the school and religious education programs.

The sections are available in both English and Spanish and include:

- Prayers
- Beliefs and Practices
- Prayers, Beliefs and Practices by Grade Levels

Prayers

Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Our Father/The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven.

Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen. (Traditional wording)

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen.
(Found in the Liturgy of the Hours)

Angel of God

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

Grace Before a Meal

Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen.

Grace After a Meal

We give thee thanks, for all thy benefits, Almighty God, who live and reign forever. Amen.

Morning Prayer (younger children)

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen.
(Alternate version from the Rite of Penance)

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen. (Traditional version)

Jesus Prayer

Lord Jesus Christ, Son of the living God, have mercy on me, a sinner.

Confiteor

I confess to almighty God
and to you, my brothers and sisters,
that I have greatly sinned,
in my thoughts and in my words,
in what I have done
and in what I have failed to do,
through my fault, through my fault,
through my most grievous fault; therefore I ask blessed Mary ever-Virgin,
all the Angels and Saints,
and you, my brothers and sisters,
to pray for me to the Lord our God.

Apostles Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one

Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen

The Rosary

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

Say three Hail Marys on each of the next three beads. Say the Glory Be.

Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be. Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

After saying the five decades, say the Hail, Holy Queen.

Mysteries of the Rosary

Joyful Mysteries (recited Monday and Saturday)

The Annunciation

The Visitation

The Nativity (birth of Jesus)

The Presentation

The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)

The Baptism of Jesus

The Wedding Feast of Cana

The Proclamation of the Kingdom, with the call to Conversion

The Transfiguration

The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)

The Agony in the Garden

The Scourging at the Pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)

The Resurrection

The Ascension

The Descent of the Holy Spirit

The Assumption

The Crowning of Mary Queen of Heaven and Earth

Hail, Holy Queen

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy Mother of God. R. That we may be made worthy of the promises of Christ our Lord.

Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

Act of Hope

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

Act of Love

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Angelus

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary

V. Behold the handmaid of the Lord.

R. Be it done to me according to thy word. Hail, Mary

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

V. Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Mary's Prayer (Magnificat)

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever. Glory to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen

Come, Holy Spirit (Prayer to the Holy Spirit)

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

Let us pray: O God, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

Prayer of St. Francis/Prayer for Peace

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

Grant that I may not so much seek

to be consoled as to console,

to be understood as to understand,

to be loved as to love;

for it is in giving that we receive,

it is in pardoning that we are pardoned,

And it is in dying that we are born to eternal life.

Psalm 23

The Lord is my shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake. Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

Additional Prayers**Vocation Prayer (Archdiocese of Dubuque)**

Lord Jesus, life is Your gift to us.

Through Baptism You invite us to
share the gift of our lives in service to others.

Give us the courage and generosity
to respond to Your call.

Through the Eucharist You fill us with Your
life-giving presence and strengthen us in holiness.
Give us the grace to make our efforts in Your service
fruitful in Your kingdom.

Through Confirmation You seal us
with the gifts of the Holy Spirit and send us forth.

Give us the strength to proclaim Your Word
and make known Your Will to all the world.

Open our hearts to Your service and
move the hearts of men and women to follow You as
Priests, Deacons, Sisters and Brothers.

Help parents, grandparents and teachers to share their
Catholic faith and to encourage our young people
to explore religious vocations.

Guide all people, Lord, in Your ways
of compassion, truth, and peace,
that we may find joy
in fulfilling our vocation. Amen.

Prayer of Discernment

Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth. Renew us that we might be all that you want us to be, so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

Beliefs and Practices Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

- Blessed are the poor in spirit, for theirs is the kingdom of heaven.
- Blessed are they who mourn, for they will be comforted.
- Blessed are the meek, for they will inherit the land.
- Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- Blessed are the merciful, for they will be shown mercy.
- Blessed are the clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.
- Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

Communion Regulations

- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).
- A frequent reception of the Sacrament of Penance is encouraged for all.

Communion Fast

- We are expected to fast from food or drink for at least one hour prior to the reception of Holy Communion.

Four Gospels

- Matthew, Mark, Luke, and John

Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as

possible.

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

Liturgical Year

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

Parts of the Mass

Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite (or blessing and sprinkling with holy water)
- Glory to God
- Opening Prayer

Liturgy of the Word

- First Reading (usually from the Old Testament)
- Responsorial Psalm
- Second Reading (usually from one of the letters of the New Testament)
- Gospel Acclamation
- Gospel
- Homily (an explanation of the readings)
- Profession of Faith (Creed)
- General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen
- Communion Rite
 - The Lord's Prayer
 - Sign of Peace
 - Breaking of the Bread
 - Lamb of God
 - Reception of Communion
 - Prayer after Communion

Concluding Rite

- Blessing
- Dismissal

Regulations for Fast and Abstinence

- Fasting is refraining from food or drink to some degree.
- Abstinence is refraining from eating meat.
- In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.
- The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

Seven Sacraments

- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

The Four Cardinal Virtues

- Prudence
- Justice
- Fortitude
- Temperance

The Four Last Things

- Death
- Judgment
- Hell
- Heaven

The Fruits of the Holy Spirit

- Charity
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Generosity
- Gentleness
- Faithfulness
- Modesty
- Self-control
- Chastity

The Gifts of the Holy Spirit

- Wisdom
- Understanding
- Counsel (Right Judgment)
- Fortitude (Courage)
- Knowledge
- Piety (Reverence)
- Fear of the Lord (Wonder and Awe in God's Presence)

The Golden Rule (cf. Mt 7:12)

Do unto others as you would have them do to you.

The Five Precepts of the Church

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

The Seven Capital Sins

- Pride
- Covetousness
- Lust
- Anger

- Gluttony
- Envy
- Sloth