

# **Regis Middle School 2018-2019**

## **Student/Parent Handbook**



# REGIS MIDDLE SCHOOL

## 2018-2019 - Student & Parent/Guardian Handbook

*\* Due to the requirements for publishing, the information in this handbook may change. Any changes will be provided to the students and parents via the school website – [www.regisroyals.org](http://www.regisroyals.org).*

### Regis Mission & Philosophy

Mission Statement.....	3
Philosophy.....	3

### Admission, Attendance & Academics

Admission Process.....	3
Attendance Policy .....	3
Truancy.....	4
Tardies .....	4
Leaving the Building .....	5
Unscheduled Early Dismissals, Late Starts, and Closings.....	5
Academic Program .....	5
Classroom Procedures .....	5
Progress Reporting .....	5
Honor Roll .....	5
Low Grade List & Study Table Procedures ....	5
Course Fees and Fines.....	6
Student Records.....	6
Withdrawal from Regis .....	6
Parent/Guardian-Teacher Conferences.....	7
Guidance Program .....	7
Cheating and Plagiarism .....	7
Regis Learning Center - RLC.....	7
Library Expectations .....	7

### Faith & Service

Spiritual Activities .....	8
Service Hours.....	8
Sunday/Wednesday Evening Policy .....	8

### Regis Environment

Dress Code.....	9
Demerits.....	10
Saturday School .....	10
Hall Passes.....	11
Electronic Devices .....	11
Student Health.....	11
Before/After School Supervision .....	11

E-Readers, Kindles, and Tablets.....	12
Bus Transportation.....	12
School Driving Permits.....	12
Student Lockers.....	12
Guests.....	12
Cafeteria.....	12
Food & Drink.....	12
Phones .....	12
School Sponsored Social Activities .....	12
Co-Curricular Program Sportsmanship .....	12
Good Conduct Code for Students Involved in Co-Curricular Activities - In Season.....	13

### School Safety & Discipline

School Safety.....	13
Canine Drug Unit.....	13
Use of Tobacco .....	13
Good Conduct Code for All Students .....	14
Guns/Weapons in Schools.....	14
Mandatory Reporting of Child Abuse .....	15
Charging and Investigating Allegations of Abuse of Student by Employee .....	15
Complaint Procedure against Employee .....	15
Human Growth and Development .....	15
Harassment and Bullying Students.....	16
Fighting .....	18
Vandalism.....	18
Theft Policy.....	18
Board Policies – Discipline Code.....	18
Discipline Committee Hearing Procedures .....	20

### Technology Use and Policies

Acceptable Use Policy .....	20
Acceptable Use Policy Violations .....	22
Internet Use Agreement .....	23
Internet - Terms and Conditions .....	23

## Regis Mission & Philosophy

**Mission Statement** - The mission of Regis Middle School is to develop the total person in a Catholic environment.

**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.

### Admission, Attendance & Academics

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

Educational programs governed by the Archdiocesan Catholic School Board maintain a policy of open enrollment. No student will be discriminated against because of his or her color, creed, disability, gender identity, marital status, national origin, race, religion, sex, sexual orientation, or socioeconomic status. However, students are required to meet the school's academic and financial requirement(s). In addition, as bona fide religious institutions, 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. All such considerations must be in consultation with the Office of Catholic Schools prior to any decision.

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.

Students are to be admitted to Catholic schools only if their parents/guardians subscribe to this principle. With particular regard to Catholic schools, the admission policy must reflect the purpose for which the Catholic school was established, its constituency, and those people responsible for its foundation and maintenance. Consequently, priority is given to the admission of children of its constituency. Other students are admitted as space and conditions allow. Both faculty and students will, in true ecumenical spirit, welcome all admitted students into the educational community of the school. Catholic schools may not accept pupils whose parents/guardians seek to have them admitted in order to avoid racial integration or situations involving racial tension.

**Attendance Policy** - When a student is unable to attend school, the parent/guardian **must** call the school by 9:00 a.m. to inform the school that the student will be absent. The school may request written confirmation of the excused absence. No student is permitted to attend a class from which he/she has been absent unless he/she has checked in through the main office and received an admit slip. No student shall leave school without first checking out in the Main Office. A parent/guardian must sign out the student.

Excused absences are for the following reasons only:

- \*personal illness
- \*medical appointments
- \*bereavement
- \*religious observance
- \*court appearance
- \*prearranged absences for family activities, where at least one of their parent/guardian will be present
- \*school-sponsored trips
- \*administrative approved absences

A student who is absent for the reasons listed above and follows approved procedures will be allowed to make up the work missed and will be given credit for the work made up. It is the student's responsibility to contact the teachers for make-up work assignments and the deadlines for the work. If students know they will be missing class periods, they should contact their teacher before the absence takes place. If a student is absent in a given school day, including a study hall, for any reason other than those listed above, he/she will be considered unexcused. The parent/guardian will be notified and the student will be given a Saturday School. Multiple unexcused absences will lead to other sanctions including suspension. There is no appeal.

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

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

### **Regis Truancy Procedures**

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

The Iowa Compulsory Education Law (Iowa Code 299.1) states: "Children in Iowa are required to attend school between the ages of 6 and 16 by September 15th of each year. If a child is at least 4 by September 15th and enrolled in a statewide preschool program, the attendance rules apply to the child." This law specifies procedures for dealing with attendance concerns.

Archdiocesan Policy 5144.2 states: The Archdiocesan Catholic School Board requires 148 days annually, to be met by attendance for at least 37 days per quarter.

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

**Tardies** - Students who are not in their assigned areas at the start of school are considered tardy. (The classroom teacher has the right to hold students accountable for classroom tardies.) Unexcused tardies will warrant an after school detention assigned by the teacher and served with the teacher and asked to serve the detention within three days of when it 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 Saturday School. The administration reserves the right to determine validity of all tardies. Its decision is final.

**Leaving the Building** - Regis Middle School is a closed campus. A student who needs to leave during the day must bring a permission slip from his/her parent/guardian to the main office at the beginning of each school day. If a student becomes ill or injured, he/she needs to report to the main office and if the school nurse is available, the student must see the school nurse prior to going home. If a student must leave school due to an illness or injury, the parent/guardian will be contacted for permission before the student may leave. A student who needs to leave for scheduled appointments must be signed out of the building in the main office. ***A student who leaves school must attend, at least four cumulative class periods before he/she is allowed to participate in or attend any co-curricular activity scheduled for the same day.*** If a student leaves school ill and does not return he/she will not participate in school activities on that day for the health of the student. In addition, a student who leaves on one school day with either a fever or vomiting will not be allowed to participate in any school activity for a period of 24 hours.

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

**Academic Program** - Requirement for promotion in/from Regis Middle School - The requirements for promotion in/from Regis Middle School are listed below. All students must enroll in the following yearlong classes: Religion, Mathematics, Language Arts, Social Studies, and Science. In addition, students must take Essentials Courses which will meet on a rotating basis. Exploratory classes will meet for a varying amount of time. Students have a choice of being in Choir and Band. Sixth grade students NOT enrolled in Band or Choir will be required to take General Music. If students choose to be in Show Choir they must be enrolled in Choir. If students wish to be in Jazz Band they must be enrolled in Band. Students who receive two end of quarter U's during the school year will be required to make up the class through summer school (at a yet to be determined fee), additional assigned work and/or repeating the class.

**Classroom Procedures** - Each teacher will provide students with his/her classroom rules, regulations, grading scale, and expectations.

**Progress Reporting** - The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, e-mails, 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. A written evaluation of a student's academic and social performance is issued in the form of a report card four times a year. **Power School reports are available online to parents 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.

**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.

**Low Grade List (referred to as 70% List) & Study Table Procedures** – Starting two weeks into each quarter, a list of all students currently at 70% or below will be run on the first day of the school week. Any student who appears on that list will be required to attend TWO (2) study tables during the week of appearing on the “70% List.” Notification of this requirement will be sent to both parents AND students (via their regisroyals.org email account). Students will be expected to serve two study tables by 3:30 pm on Thursday of that week. In the event of a shortened week, students will only need to serve ONE study table during that week. Please note that any student appearing on the “70% List” MUST serve study tables during that first week of notification. There is no longer a “grace period” as the expectation is that if a student is struggling, they need to get additional assistance. Once both study tables are served, the teacher will note whether the grade has been raised to above a 70%. The teacher will also note whether the student has served their study tables.

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

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

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

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

**Course Fees and Fines** - Some classes require course fees, which are listed in the registration packet sent to parents/guardians in early August. 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.

**Student Records** - Permanent records and transcripts are available upon request in the main office at Regis Middle School. The records may be reviewed at any time by parents/guardians. All requests for copies of official transcripts must be in writing including the name and address to which the transcript is to be sent. There is no charge for the first transcript. There is a \$2.00 charge for each subsequent copy.

**Withdrawal from Regis** -In the event 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 pro-rated based upon the days of attendance. **Enrollment fees are non-refundable as are activity fees.**

**Parent/Guardian-Teacher Conferences** - Conference dates are posted on the school calendar.

Parents/guardians are encouraged to contact their student's teachers whenever there is a perceived need for a conference.

**Guidance Program** - A well-planned guidance program is fundamental to the school philosophy of education and assures the students a well-rounded formation. It is the aim of the guidance staff to assist the students in educational, vocational and occupational choices. Students are encouraged to utilize the guidance office for personal counseling as well.

1. Counseling: Counselors are available to meet with students and parents/guardians throughout the entire school year. The selection of subjects related to the abilities of the student and matters of a more personal nature are discussed privately and confidentially.

2. Testing Services: Through a planned program of testing throughout the three years, a student is guided through the educational process. Each student participates in tests of achievement, aptitude, interest and intelligence throughout the three years.

a. Iowa Assessments - This test is given annually to students in grades, 6, 7, and 8.

b. Any state mandated testing as required by the Iowa Department of Education.

c. Psychological Tests are given through the Guidance Office when recommended by the GWAEA school psychologist, social worker, or speech therapist.

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

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

### **Regis Learning Center - RLC (Study Hall)**

RLC/Study hall is an opportunity for Regis students to complete their homework, make up work, and go to the library. The environment for study hall must be conducive to student work and learning at all times. Failure to comply with teacher directives or supervisor requests will result in normal disciplinary actions such as loss of privileges, being sent to the office, or after school detentions.

1. General classroom procedures and courtesies are expected during study hall. The adult supervisor may have additional requirements and expectations for students.

2. Students are expected to bring homework materials, as well as a free reading book so as to be able to occupy their time during study hall with quiet academic work.

3. Students are expected to bring iPads/Planners in case they need leave the classroom.

4. Students are expected to be seated and quiet unless given permission to move or work together in groups.

5. Students will be given assigned seats at the beginning of each quarter and the adult supervisor will determine those seats.

6. Students who wish to work with a grade level or essentials teacher during RLC/Study Hall time must come to class with a pass from that teacher. Students must sign out with the adult supervisor.

### **Library Expectations**

The Regis Library is available for students to use throughout the school day. Students often use the library under the direct supervision of a classroom instructor during regular class time. Students may also use the library throughout the day for taking supervised assessments or for research. Most students use the library during their RLC time.

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 make up tests or quizzes, the library is to remain silent at all times.

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

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

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

**iPad Charging Station** - For student convenience, an iPad charging station is available in the library. Students must sign in their name upon use. The iPad Charging Station does not absolve a student of their own obligation to bring their device to school charged with at least 90% battery life upon arrival to school.

#### **General Library Rules Include:**

- Students who come from RLC must report to RLC for attendance purposes and once attendance is taken, they may be sent to the library from RLC.
- Talk in quiet voices
- No running or rough housing
- Respect books – bring them back on time or renew
- Pick up after yourself

### **Faith & Service**

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

**Service Hours** – All students are required to complete 15 service hours per academic school year. Personal service hours are defined as activities outside of immediate family chores and students are required to complete five personal service hours. Options include: parish activities, community work, assisting neighbors or extended family members for no pay. Five service hours will be completed as a grade level project within the school day. Five service hours will be completed as the student works within a Service Exploratory Course during the school year. Service hour reflection forms, to record personal service hours, are available online. 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.

**Sunday/Wednesday Evening Policy** - While Regis Middle School encourages its students to be involved in a variety of academic and extra-curricular 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, also, Wednesday evenings after 6:30 p.m. 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.

## Regis Environment

**Dress Code** -The Regis Middle School dress code strives to reflect good taste, neatness, cleanliness, Christian modesty and consistency with our Catholic schools.

### 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 (polo's with Regis/Xavier school logo's) may be worn

### Sweaters

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

### Sweatshirts/Fleece

- Approved Dress Code Regis Quarter Zip Fleece in Red, Navy, or Gray
- XHS Dress Code Quarter Zip may be worn

### Pants

- Khaki, Navy, Black or Gray Colored dress pants may be worn (no Cargo pants)
- Pants should be appropriately sized: modest in fit (not too tight) and not too loose
- "Jeggings" style pants may not be worn

### Shorts/Capris

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

### Hats/Bandannas/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.

### Jewelry and Make Up

- 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 make-up 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 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 in navy or white.
- Students in P.E. are required to wear either navy Xavier gym shorts or red Regis gym shorts of appropriate length.
- Students may purchase Regis Fitness & Wellness wear from the school.

### Spirit Days

- 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 sweat pants
- During designated shorts or capri months, students may wear shorts or capris of appropriate length
- Jeans or pants must be free of holes, rips, or tears. No skinny jeans, “jeggings,” or tight apparel allowed.
- Students who choose not to wear Regis or Xavier wear should be in dress code

### Casual Days

- Last Friday of the Month
- Students may wear school appropriate shirts, t-shirts, sweatshirts with either jeans or loose fitting athletic pants or sweat pants
- During designated shorts or capri months, students may wear shorts or capris of appropriate length
- Jeans or pants must be free of holes, rips, or tears. No skinny jeans, “jeggings,” or tight apparel allowed.

### Dress Up Days, Concert Wear, or Formal Events

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

### Penalties

- Third dress code violation results in a 30 minute after school detention (to be served with the main office within three days of offense)
- Successive dress code violations will result in additional detentions up to the fifth violation
- Sixth dress code violation will result in a Saturday School
- Successive violations will constitute non-compliance with school policy and may result in suspension
- Violations will accumulate during each academic term and students will begin with a clean slate at the beginning of each term

Parents and guardians are expected to work with the school in requiring students to leave home and attend school dressed in accordance with the above regulations. Regis teachers and administration reserve the right to interpret dress code. The decisions of the administration are final.

**Demerits** – Students will earn a demerit for dress code violations (including casual and spirit days) and student use of gum/candy/food/non-water beverages.

- For each demerit, a student receives a copy of the demerit and a copy is kept on file.
- After three demerits in one quarter, parents are notified and the student receives an after school detention (30 minutes).
- After six demerits in one quarter, parents are notified and the student receives a Saturday School to be served at the next regularly scheduled Saturday School date.

**Saturday School** - It is the philosophy of Regis Middle School that students belong in the classroom to learn. Time away from the classroom is a detriment to student learning. A student who acts inappropriately at school or at a school sponsored event may be held out of class on occasion. On occasion, the student may be assigned a Saturday School at the discretion of the administration. A student who receives a Saturday School during a given week must serve Saturday School at the next scheduled date. Failure to serve the Saturday

School will result in in-school suspension the following week. Saturday School begins at the time arranged by the principal.

Saturday Schools take place at Regis from 7:30 am until 9 am. Saturday Schools are NOT structured study halls. Students will perform school/community service. Activities may include, but are not limited to raking, cleaning, painting and/or any other activity assigned by the administration. Failure to perform the assigned duties appropriately will result in the student being issued an in-school suspension the following week or further disciplinary action if the student is not compliant. Students are to dress appropriately for the weather.

**Hall Passes** – Students in grades 6 and 7 are given a student planner/agenda at the start of the school year. Inside the planner are hall passes. A student must have a signed planner from a teacher/administrator/counselor to be in any corridor during the school day except during a passing period. Students in 8<sup>th</sup> grade will have hallway passes on their iPads from the teacher/administrator/counselor.

**Electronic Devices** – Personal cell phones, laser pointers, mp3 players, portable gaming systems and other electronic devices are NOT to be out nor on during school hours. If a staff member sees or hears a student in possession of any such devices 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.

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

**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 over 100 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.

**Before/After School Supervision** -Students who arrive at Regis prior to 7:45 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 until 4 pm are expected to be in one of the following locations:

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

Following 4 pm students are welcome to remain in the first floor lobby while they wait for parents/guardians to pick up by 5 pm.

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 at the end of each scheduled practice/rehearsal/event.

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

**Bus Transportation** - 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 from the Cedar Rapids Community Schools Transportation Department if busing is available. 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. Parents/guardians may call Regis Middle School for information.

**School Driving Permits** – Middle school students will not be granted a school driving permit.

**Student Lockers** - Student lockers are school property and should be **locked** at all times. Students are to provide their own combination locks. **Locks should be numeric only, no keyed, directional, or alpha/numeric locks.** Students are encouraged to place their valuables in the main office if necessary. Regis Middle School will inspect lockers as necessary. Regis Middle School is not responsible for any items stolen from the lockers.

**Guests** - All guest speakers and visitors must have a visitors badge clearly visible. All visitors must report to the main office upon immediately arriving at Regis Middle School to sign in and receive their badge. Any faculty member who sees a visitor in the building without a badge will direct the visitor to the main office. If the visitor refuses to go to the main office, administrators are to be notified immediately. Students who have guests must introduce them to their teachers at the beginning of each class period. These guests should have registered in the main office and should have a badge indicating that they have registered. If they do not have a pass, they should be sent to the main office.

**Cafeteria** - 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.

**Food & Drink** – 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.

**Phones** - Student phones are located near the main office. All other phones are to be used by the staff only or under the supervision and by permission of the staff.

**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.

**Co-curricular Program Sportsmanship** – Regis Middle School 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. Therefore, taunting opponents, violently disagreeing with officials’ calls, chanting unsportsmanlike cheers, or uttering obscenities are not allowed. Students or Parents who engage in these unsportsmanlike behaviors will be removed from the event and may be suspended from future activities.

## **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 competition. The use, possession, or knowingly being in the presence of underage alcohol consumption, tobacco, marijuana, or any illicit drug (including look-a-likes) is prohibited. 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 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.

## **School Safety & Discipline**

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

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

**Use of Tobacco** – In accordance with Iowa State Law tobacco of any kind is strictly forbidden at Regis Middle School. A student found in possession of tobacco (including but not limited to cigarettes, cigars, pipes, e-cigarettes, vapes, vaping devices or smokeless tobacco) will receive a \$25.00 fine and be subject to all

sanctions found in the Good Conduct Code. There is no appeal. ***Regis is a Tobacco Free campus. No smoking is allowed anywhere on Regis property.***

### **Policy # 5131.6b**

**Good Conduct Code for All Students** - Chemical use, abuse, and dependency is a major health problem in our society. Regis Middle School believes the use and abuse of alcohol, tobacco, and/or illicit drugs by our students in school, at school events, or as a representative of our school must be prevented. The school must be capable of working with families and health organizations in the community to assist the students to control their substance abuse when it occurs. Any student who attends school or a school function under the influence or in possession of alcohol or any illicit drug (including look-a-likes) is in violation of this good conduct code. (Possession on school grounds includes, but is not limited to, a student's locker, car, clothing or person and is covered by this policy.)

#### **First Violation**

1. An administrator meets with the student.
2. The parent/guardian is notified of the violation by the administration.
3. The police are notified of the violation by the administration.
4. An appointment will be set up with the nurse practitioner and the student by the administration.
5. The student shall receive a minimum of a one day in-school suspension to a maximum of five day out-of-school suspension.
6. The school will follow the recommendations made by the nurse practitioner for counseling for the student.
7. Failure to follow through on the recommendation of the nurse practitioner by the student will lead to referral to the Discipline Committee.

#### **Second Violation**

1. An administrator 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 will be suspended for one to five days by the administration.
5. The parent/guardian, student, and the administration meet with the nurse practitioner to develop a substance abuse program and contract.
6. Failure to follow through on the contract will lead to referral to the Discipline Committee.

#### **Third Violation**

1. An administrator 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 pending the Discipline Committee meeting to act upon the administrative recommendation.

The above policy refers to the student's entire career at Regis Middle School. It does not start over each school year. Any student who furnishes or sells alcohol or a controlled substance on school grounds or at a school function will be automatically suspended pending a Discipline Committee meeting. The administration will recommend the penalty for such a violation of the Good Conduct Code. This recommendation may include immediate expulsion.

### **Policy # 5131.7a**

**Guns/Weapons in Schools** - It shall be the policy of the Archdiocesan Board of Education that weapons and other dangerous objects be 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.

For the purpose of this policy, a "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

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. The principal, in consultation with the superintendent of schools, shall have the authority to recommend modification of the expulsion requirement for a student on a case by case basis. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the principal to the local board of education. For purpose of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Exceptions to this policy may be granted on a case by case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

### **Policy # 4116.3**

**Mandatory Reporting of Child Abuse** - In compliance with School Laws of Iowa and Archdiocesan Board of Education policy #4116.3 any certified 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.

### **Policy #4116.3a**

**Charging and Investigating Allegations of Abuse of Student by Employee** - Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A first level investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Regional Director), and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102 and Archdiocesan policy 4116.3a.

### **Policy # 4119.4h, 4119.4i, 8252**

**Complaint Procedure against Employee** - It is the policy of the Regis Board of Education to follow procedure for complaints against any employee, i.e., teacher, staff, administration or board member as set forth by the Archdiocesan Board of Education policies 4119.4h, 4119.4i, 8252. The initiator must first discuss the matter with the person against whom the complaint is made and if the problem remains unsolved, the initiator has another meeting with the respondent clearly stating the complaint in writing, including specifics such as evidences for complaint, sources of information, etc. If the problem remains unresolved the initiator or the respondent refers the complaint to the administrator in cases involving staff or board president or pastor in cases involving board members at which time procedure set forth by the Archdiocesan Office of Educational Services will be followed.

### **Policy # 6141.11**

**Human Growth and Development** - 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.

Regis Middle School will annually provide to parent/guardian(s) information about the human growth and development curriculum used in the pupil's grade level and the procedure for inspecting the instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil's parent/guardian files a written request that the pupil be excused from the instruction.

## **Harassment and Bullying Students – 5144.3 (Most recent review: September 1, 2016)**

*Policy adopted: May 5, 2007 (Archdiocesan Board of Education)*

*Reviewed: August 25, 2012 (Archdiocesan Faith Formation Commission & Catholic School Board); September 1, 2016 (Archdiocesan Catholic School Board)*

### **A. Purpose**

1. The Archdiocese of Dubuque and the State of Iowa are committed to providing all students with a safe educational environment in which all students of the community are treated with dignity and respect. A safe educational environment is necessary for students to learn and achieve at high levels. Harassing and bullying behavior can seriously disrupt the ability of employees and volunteers to maintain a safe environment, and the ability of students to learn and succeed.

### **B. Policy**

1. It is the policy of the Archdiocesan Catholic School Board (ACSB) to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the programs governed by the ACSB shall be subjected to any type of harassment/bullying while on school property, at any school function, or at a school sponsored activity regardless of location.
2. It shall be a violation of this policy for any school employee, volunteer, or student to harass/bully a student through conduct or communications as defined in Section C below.
3. Each administrator shall be responsible for promoting understanding, acceptance and compliance with local, state, and federal laws and board policy and procedures governing harassment/bullying within the educational program.
4. Violations of this policy will be cause for disciplinary action.

### **C. Definitions**

1. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property; 2) has a substantially detrimental effect on the student's physical or mental health; 3) has the effect of substantially interfering with a student's academic performance; 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing, and hazing.
2. "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.
3. "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.
4. "Volunteer" means an individual who has regular, significant contact with students.

*AFFC and ACSB Policy 5144.3, Edition: 080112*

### **D. Standard**

1. 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.

### **E. Prevention**

1. Prevention is the best tool for the elimination of harassment. Programs governed by the ACSB will maintain an environment free of harassment/bullying. Harassing/bullying conduct may be challenged even if the complaining person is not the intended target of the conduct.

### **F. Procedures**

1. 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 victim's or perpetrator's 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.

2. A school employee, volunteer, student, or student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy, to the appropriate school/parish employee shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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

4. The filing of a complaint or otherwise reporting of harassment or bullying will not reflect upon the complainant's status nor will it affect future employment or work assignments. School employees, volunteers, and students shall not engage in retaliation, reprisal, or false accusation against a complainant, victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

5. The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible. Confidentiality may be sacrificed, however, in light of the necessity to investigate allegations of misconduct and to take corrective action when such conduct is found to have occurred.

6. The local administrator designated by the Superintendent of Schools shall investigate a complaint to determine if, under the totality of the circumstances presented, the conduct in question objectively constitutes harassment or bullying under this policy. A written summary of the investigation and its findings will be developed. If charges are substantiated, the investigator should contact the Office of Catholic Schools for counsel.

7. Local programs should develop programs consistent with this policy to eliminate harassment and bullying from all programs in the Archdiocese.

8. Annually, the School Improvement and Advisory Committee (SIAC) must present recommendations to the local school board on preventing harassment or bullying, to include goals, programs, training, and other initiatives.

*AFFC and ACSB Policy 5144.3, Edition: 080112*

### **G. Sanctions**

1. A substantiated charge against a student in any program governed by the ACSB will subject that student to disciplinary action up to and including suspension or expulsion. (See also ACSB 5144.1)

2. A substantiated charge against an employee or a volunteer will subject that individual to disciplinary action, up to and including discharge.

### **H. Notifications**

1. Notice of this policy will be circulated to all programs governed by the ACSB. This policy will be incorporated in employee, volunteer, and parent/guardian/student handbooks.

2. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all programs governed by the ACSB.

3. Programs are required to develop and maintain a system to collect harassment and bullying incidence data. This information is to be reported annually to the local community as part of its Comprehensive School Improvement Plan.

### **Rationale:**

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. (Title VII); the Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621 et seq. (ADEA); the Americans with

Disabilities Act, 42 U.S.C. § 12101 et seq. (ADA); the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 et seq.; 29 C.F.R. § 1604.1. Iowa Code Section 280.12(2)(f) (2007).

**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, five-day suspension for the second offense, and indefinite suspension for the third offense. In each case a parent/guardian conference is required before a student is readmitted. The suspensions will be enforced when punches are thrown (not necessarily landed) by either party, whether the student is the aggressor or is acting in self-defense. The administration determines any suspensions based upon these criteria. The definition of fighting or punches being thrown will include pushes, swinging at the other person, hair pulling or kicking, etc.

**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.

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

### **Board Policies -- Discipline Code**

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. A Discipline Committee of the school, appointed by the administrator or designee, shall have the authority to expel a student. The Discipline Committee is comprised of four teachers and campus ministry.

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

#### **A. Probation**

1. Probation is conditional attendance during a trial period. Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parent/guardian, suspension can be avoided. Probation may be imposed by the administrator or designee for infractions of school rules which do not warrant the necessity of removal from school. The following procedures shall be followed:

- a. The administrator or designee shall conduct an informal investigation of the allegations against the student prior to 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 condition 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. Suspension is the removal of a student from the school environment for periods of short duration. 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; and
- c. the opportunity to respond to those charges.

Should the administrator or designee find 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 wellbeing, 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 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 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 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.

## **Technology Use & Policies**

### **Acceptable Use Policy**

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. 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:

**I. 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.
- b. Students in 8<sup>th</sup> grade will be issued iPads at the beginning of the school year. The iPads are to be returned at the end of each academic year for updates and routine maintenance (or on the last day of attendance).
- c. Students are responsible for bringing their iPads to class each day. Students must have a fully charged iPad to be academically compliant.
- d. Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, and anti-static cloth.
- e. Students/parents are responsible for the care and security of student iPads. iPads must never be left in an unlocked car or any other unsupervised area. iPads must go home each night to be charged. Failure to charge the iPad may result in losing the “take home” privilege of the iPad.
- f. If the iPad is damaged or malfunctions, students must take the iPad to the Technology Coordinator or a Teacher as soon as possible for evaluation. If a student damages the iPad (outside of reasonable wear and tear), the student/parent is responsible for the deductible cost (or cost of repair if less than their own insurance deductible).
- g. If the iPad is lost or stolen, the student must report the incident to the Technology Coordinator or a Teacher as soon as possible. In the case of theft, the student must also file a police report. Depending upon the location, the students/parents may be responsible for the deductible cost to replace the iPad.
- h. 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.
- i. iPads and iPad cases must remain free of any writing, drawing, stickers, or labels. With the exception of the name tag and asset tag.

**II. 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 fully charged iPads at school daily.
- e. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- f. iPads must always be within the protective cases.
- 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.

**III. Apps, Files, Etc.**

- a. Students are expected to back up all educational work using online sources such as Google Docs, Schoology, 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.
- c. During the school day, earphones may be only worn when given permission by a classroom teacher or hallway supervisor.

- d. 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.
- e. Students are not permitted to add any Apps or unapproved files.
- f. 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.
- g. 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.

#### **IV. 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.
- l. Sharing passwords, addresses, or other personal information without the authorization of a parent or school representative.
- m. Using or possessing hacking software.
- n. Syncing device to any computer, unless directed by a Regis staff member.

#### **V. Precautions**

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

#### **Acceptable Use Policy Violations**

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

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

- Forgetting to bring the iPad to school

- Uncharged iPad
- Off task/misuse of apps/camera use without permission/use of games without permission
- Mishandling of iPad
- Possession of another student's iPad/login/user info
- Use of headphones/audio without teacher permission
- Inappropriate searches (severity of violation will vary depending upon search words and search frequency)

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

- Three violations per quarter will result in loss of "take home privileges" for one week
- Six violations per quarter will result in a Saturday School and loss of take home privileges for the remainder of the quarter
- Any student who reaches nine cumulative AUP Violations in one school year will be placed on a behavior contract for the remainder of the school year with further consequences outlined

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

### **Internet Use Agreement**

Internet access will be available to students and teachers at Regis Middle School. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The internet is an "electronic highway" connecting millions of computers and individual users all over the world. Along with this access comes the availability of material that may be of questionable educational value. Families should be warned that some material on the internet may contain items that are illegal, defamatory, or 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 on-line 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 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 this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

### **Internet - Terms and Conditions**

1) Students are responsible for good behavior on the school computer network.

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

Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated. Security on any computer system is a high priority, especially when the system involves many users. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to logon 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 may a user suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries. 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.