

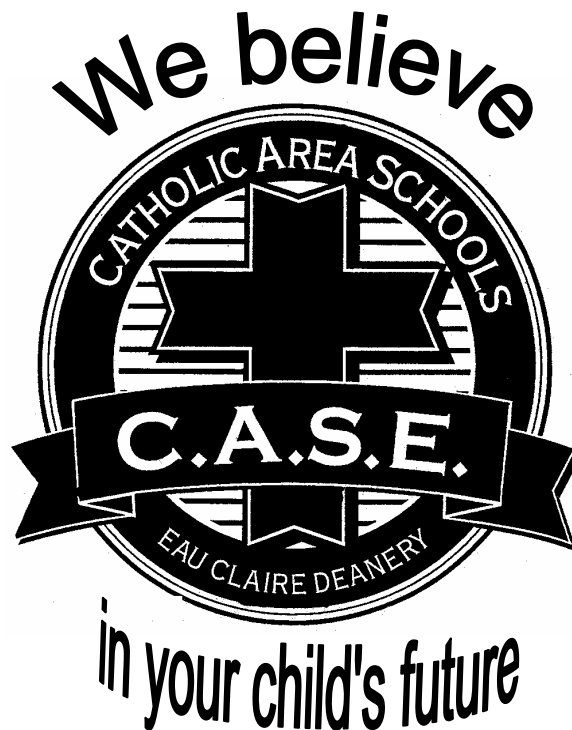
Eau Claire and Altoona Catholic Schools

2009-2010

2100 Fenwick Avenue - Eau Claire, WI 54701

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Student/Parent Handbook

Regis High School
Regis Middle School
Immaculate Conception Elementary School
St. James the Greater Elementary School
St. Mary's Elementary School

Updated: August 10, 2009

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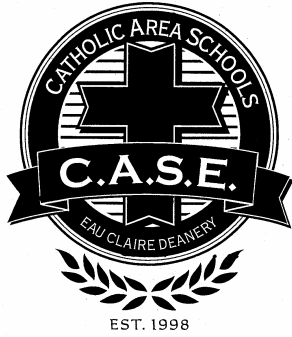
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Catholic Area Schools of the Eau Claire Deanery

2100 Fenwick Avenue, Eau Claire, WI 54701

715 830-CASE (2273) Fax: 715-835-4658

Welcome to the Catholic Area Schools of the Eau Claire Deanery!

Thank you for making education a priority for your family. The faculty/staff in our Catholic schools are dedicated to providing the highest quality education for your children. By working together, we can ensure that your children will grow spiritually, intellectually, socially and emotionally.

God is at the center of all we do. Our students, parents, faculty and staff are encouraged to act in a manner that positively reflects our Catholic values. Your involvement in, and commitment to, your children's spiritual and academic education is your most important role as a parent.

In our C.A.S.E. system, we encourage our parents to be actively involved in our schools and programs. Your ideas are important. Please contact me throughout the school year if I can be of any assistance to your family.

This handbook, together with building specific and Diocesan policies, provides a guideline for our Catholic ministry. It is important that you review the attached handbook with your family. Doing so helps parents, students and school staff form a collaborative effort that has a positive impact on our Catholic school community.

You will find the Statement of Compliance on the following page. Each family **must return** the signed and dated Statement of Compliance to your child's school office. This is required by the Diocese of La Crosse and our schools must be in complete compliance with their regulations at all times.

God's Continued Blessings,

Joe Eisenhuth
C.A.S.E. President

Revised: 8/10/2009

Statement of Compliance

Each student/parent is given a copy **each year** of the current Student/Parent Handbook. The Handbook is also available on the C.A.S.E. website: <http://www.case.k12.wi.us>.

Because it is of the utmost importance that each student fully understand all of the guidelines and policies described in this handbook, and that all parents/guardians are likewise aware, **THE ADMINISTRATION REQUIRES ALL PARENTS/GUARDIANS TO SIGN THE FOLLOWING AGREEMENT AND RETURN IT TO THE SCHOOL OFFICE WITHIN ONE WEEK OF RECEIVING THE HANDBOOK** Please complete and return this form to one of our school offices. List the names of all your children in our schools after your signature. Any parent not returning the signed and dated Statement of Compliance in the allotted time period will not be allowed to send their children to school until the completed Statement has been turned in.

As a parent/guardian choosing to enroll my child(ren) in the Catholic Area Schools of the Eau Claire Deanery, I have read the Student/Parent Handbook.

I understand that if my child's actions or behavior are in violation of any of these policies he/she will face any and all disciplinary action described. I also understand that this handbook is a guideline and it should not be construed as a contract between C.A.S.E., parents/guardians or any other person. C.A.S.E. is committed to reviewing its policies continually and reserves the right to review and change its policies at any time. C.A.S.E. also reserves the right to make the final interpretation of all current or future policies, and to make the determination, entirely within its discretion, as to whether the facts of a specific situation warrant action on its part.

In addition, I acknowledge that I have reviewed the:

- On Sexual Misconduct For the Diocese of La Crosse* (Found on pages 1-4 of Appendix)
- Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse* (Found on pages 5-9 of Appendix)
- The *Safe Environment Video* on the Diocesan website (www.dioceseoflacrosse.com).

Parent/Guardian _____ (Parent/Guardian Signature)

Email _____ (Parent email address, please print)

Date Signed _____

Children's Names and Grades: _____

I do not have access to the internet and would like to come to school and sign out the copy of the video available at the C.A.S.E. Office for a \$5.00 cash deposit refundable upon the return of the video to C.A.S.E..

Parent/Guardian _____ (Signature)

Date Signed _____

STUDENT/PARENT HANDBOOK

Preface

The goal of the C.A.S.E. school system is to encourage every student to behave in a responsible manner based on a concern for the rights of other individuals. We believe that school should be a happy and secure place where student learning can occur. In order to give the administration, faculty, parents/guardians and students a clear understanding of the responsibilities they have for themselves, toward each other and to the school as a whole, this handbook contains information, regulations, procedures and guidelines to be followed.

Our Catholic school students are expected to act (both on and off campus) in a manner that will reflect positively on themselves and their Catholic school. The school reserves the right to take appropriate action when student conduct inside or outside the school, whether during school time or outside of school time, is considered detrimental to the reputation of the school or is a violation of school rules.

Since the school administration has the responsibility for the activities and climate in our schools, the administration has the authority to interpret the regulations and guidelines and to take necessary action to see that they are observed.

C.A.S.E. Mission Statement

The Catholic Area Schools of the Eau Claire Deanery (C.A.S.E.) is committed to continuing the longstanding tradition of providing a Catholic education for all students in an environment of Christ-centered faith, worship and service. We strive for academic and co-curricular excellence in a safe learning atmosphere, while integrating moral and Gospel-value development with life and fostering a strong sense of social responsibility in partnership with family, parish and community.

C.A.S.E. Vision

The Catholic Area Schools of the Eau Claire Deanery has established priorities and objectives for its present and future success. C.A.S.E. must now develop a program that, by virtue of its very strength, breadth and values, is a model among Catholic schools. That will permit us to meet the challenge of providing students with a quality Catholic education in the 21st century and thus prepare them to have a meaningful impact on tomorrow's society. Several initiatives comprise the priorities for 2000 and beyond:

- Establish and maintain curricular and co-curricular programs reflecting a model Catholic school system.
- Attract and retain outstanding faculty and staff who are committed to the mission and vision of C.A.S.E.
- Increase access to, and utilization of, technology across the curriculum.
- Provide faculty members with continuing educational opportunities.
- Enhance cultural diversity in the schools through the recruitment of students, faculty and staff.
- Increase student enrollment to 1200 students.
- Upgrade the physical environment through a planned program of facility renovations and/or additions.
- Secure the annual capital project and endowment funds necessary to fulfill our vision.

History of Catholic Education

Regis is the flagship of our Catholic school system. Our hope is that each Catholic school family makes the commitment for Catholic education from kindergarten through high school graduation. The present Regis building was dedicated on November 15, 1953, but the history of Regis High School goes back considerably further. Until the mid-1940s there were only two Catholic parishes in Eau Claire: Sacred Heart served the east side and St. Patrick served the west side. There was considerable emphasis on ethnic origin at that time with St. Patrick's largely being Irish while Sacred Heart was predominantly German.

Catholic high school education in Eau Claire can trace its origins to the dedication and enthusiasm of many people. However, what eventually became Regis High School can be traced to a two-year school added to St. Patrick's grade school in 1914 by Father Dunne; the third year was added in 1919.

In 1927, Father Dunne's successor at St. Patrick's, Monsignor Casper Dowd, began construction of the new high school building and gymnasium at St. Patrick's. This building, located on Fulton Street, housed a four-year high school that graduated its first class in 1932. As the demand for Catholic education grew over the years, St. Patrick's High School was unable to accommodate all of the students who wished to enroll. By the early 1950s, three more parishes had been created in Eau Claire: St. James the Greater on the west side, Immaculate Conception on the southeast side, and St. Olaf on the northeast side. On September 29, 1951, the commitment was made to begin a drive for a new central Catholic high school that would meet the needs of all parishes in the area.

At the same time, St. Patrick's Parish high school was made a central high school and the name was changed to Regis, Latin for "Christ the King." Construction of the present Regis building began on September 24, 1952, and the building was in use for the school year of 1953-54.

Regis remained a contained high school until 1998. On July 1, 1998, the Eau Claire and Altoona Catholic schools consolidated into one system. A task force committee from the seven parishes had studied the issues of unification and made the decision, along with Bishop Raymond Burke, to place a middle school of 7th and 8th grades on the second floor of the high school. Thus, Regis Middle School was established on the Regis Campus in 1998. In November 2005, the recommendations from a Pastoral Study Committee were accepted by Bishop Jerome Listecky. One recommendation was to move Grade 6 from the Catholic elementary schools to the Regis campus. As of the fall of 2006, C.A.S.E. operates three K-5 elementary programs: at St. James the Greater, St. Mary's, and Immaculate Conception schools. C.A.S.E. has a middle school for Grades 6, 7, and 8 located primarily on the second floor of the Regis building. Regis High School continues to function as a quality Catholic academic institution for Grades 9-12.

Peace Theme

Prayer of Peace – St. Francis of Assisi

Lord, make me an instrument of your peace
Where there is hatred, let me sow love
Where there is doubt, faith
Where there is despair, hope
Where there is darkness, light
And where there is sadness, joy.
O Divine Master, 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.

Peace Pledge

I am a peace builder.
I pledge to praise people,
to give up put downs,
To seek wise people,
to notice and speak up about hurts I have caused,
and to right wrongs.
I will build peace at my home, at school, and in my
community each day.

Regis School Songs

Regis Fight Song

Smash right through that (Royal) crew
Watch the points keep growing.
Regis teams are bound to win
They're fighting with a vim.
Rah! Rah! Rah!
See their team is weakening
We're going to win this game
Fight! Fight! Rah, Team, Fight!
Victory for Regis High.
T-E-A-M Team Fight! (repeat)

Alma Mater

All hail to thee, dear Regis High
We will flaunt thy colors to the sky
In our hearts enshrined you'll always be.
Our shining star of destiny.
Thy praises loudly we'll proclaim.
For the greater glory of thy name.
As united we will always be,
And bring you to Victory.

Regis Colors/Motto

The Regis school colors are Green and White.
The Regis Motto is ***Learning Today, Leading Tomorrow***

C.A.S.E. Code of Conduct

High standards of behavior are encouraged by a clear Code of Conduct backed by a balanced combination of rewards and consequences, which are enforced fairly within a positive school atmosphere. The long-term goal is to help students, as they grow older, move away from an externally imposed discipline to becoming self-disciplined and mature. We believe *Catholic Character Counts* and have established the following core values:

- **Honesty** – A person of character is trustworthy, lives with integrity, and is honest, reliable and loyal.
- **Respect** – A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy and freedom of others, is courteous and polite to all and is tolerant and accepting of differences.
- **Responsibility** – A person of character meets the demands of duty, is accountable, pursues excellence and exercises self-control.
- **Fairness** – A person of character is fair and just, is impartial, listens and is open to differing viewpoints.
- **Caring** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **Citizenship** – A person of character is a good citizen, does his or her share, helps the church and the community, plays by the rules and respects authority and law.

As a Catholic school system, we value our faith that is Christ-centered and an ideal means to practice important character traits such as:

- | | | |
|-------------------------|--|--|
| ▪ Working hard | ▪ Respecting the rights and property of others | ▪ Practicing self control |
| ▪ Teaching and learning | ▪ Being kind | ▪ Behaving with courtesy |
| ▪ Cooperating | ▪ Helping others | ▪ Facing up to the consequences of our actions |
| ▪ Telling the truth | | |

Generally, negative behaviors will be dealt with by the use of verbal warnings, logical consequences, and/or the use of a Conduct Referral Slip or Disciplinary Report. Disciplinary Reports are sent to the parents. More severe cases may involve a Parent/Student/Principal conference and/or an in-school or out-of-school suspension. Students may be required to receive testing, consultation or evaluation by other professionals. A Respect Policy was implemented for Grades K-12 in September 2006. In 2007, the K-5 Respect Policy was updated to make it more K-5 friendly. See Respect Policy within this handbook.

The Role of Parents/Guardians

The Code of Conduct requires the support and cooperation of parents/guardians and its success depends on teachers and parents/guardians working together. Time is spent in school explaining our expectations to the students so that they fully understand what behavior is expected of them. We would ask that time is also spent at home discussing these policies so they comprehend the reason for them. We promote positive behavior by praising and rewarding students, which reinforces and promotes the values held by the C.A.S.E. system.

Suspension

Suspension is a disciplinary action to be used in more serious or in continued infractions of the behavior code. Suspension may be either in-school or out-of-school as determined by the principal. The Administration has the right to determine when, how, and if the student will be allowed to make up the work they missed. Suspension may lead to permanent expulsion. A conference with parent, teacher, principal and student is a prerequisite for readmission of a student after out-of-school suspension. Any of the following reasons may be, but are not limited to, cause for suspension:

- | | |
|--|---|
| 1. Failure to serve assigned detentions | 10. Theft |
| 2. Truancy | 11. Possession of, or computer access to, pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities, or on school buses |
| 3. Smoking or chewing tobacco on school property | 12. Loitering in the neighborhood before/after school or otherwise causing a disturbance for the neighbors or neighboring businesses |
| 4. Being present with a student who uses, possesses, buys or sells drugs or alcohol in the school or on school grounds or during an off-school grounds extra-curricular activity | 13. Field trip misbehavior |
| 5. Disrespect or defiance of an adult in a position of authority | 14. Giving a false report to an administrator |
| 6. Obscenities, oral, written or gestured | 15. Disruptive behavior on school buses |
| 7. Destruction of school property | 16. Carrying or concealing weapons |
| 8. Actions seriously disruptive to class conduct | 17. Any of the grounds for expulsion |
| 9. Behavior that endangers other students or staff | |

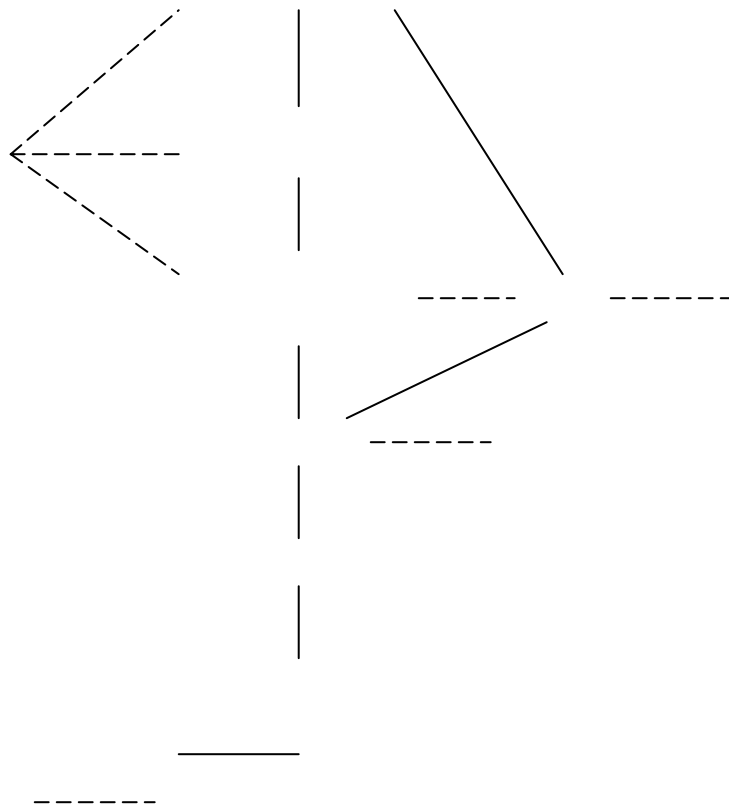
Expulsion

The dismissal or expulsion of a student from a Catholic School is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. (Diocesan Policy)

Any of the following may be, but are not limited to, cause for expulsion:

1. Use, possession, buying or selling drugs or alcohol in the school or on school grounds, or during an off school grounds extra-curricular activity
2. Serious destruction of school property
3. Insubordination or failure to comply with instructions or directions given by school staff
4. The use of indecent or abusive language or gestures to any staff or student
5. Behavior that adversely affects the status of the school
6. Behavior that deteriorates the morale of other students or the staff
7. Behavior that endangers the safety of other students or staff

**Diocese of La Crosse Organizational Chart for Unified Schools
President-Principal Model**



Academic Dishonesty

Each student is to do his/her own schoolwork, although he/she may at times seek help from fellow students. Cheating is dishonest, degrades character and reputation, impedes individual learning, and is not part of the moral environment of our Catholic schools. Cheating includes, but is not limited to, the following:

- Copying from others on homework or during an examination.
- Communicating answers with another student during an examination or before all students have taken the exam.
- Taking an examination for another student or having someone take an examination for you.

- Directly copying another student's written work and/or offering another person's work as one's own. This includes cut/paste from another's paper or a web-based source. (Plagiarism)
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes or information during an examination.
- Allowing another to do the research and writing of an assigned paper.
- Stealing, or attempting to steal, an examination or answer key, for personal use or for giving or selling to others.
- Changing or attempting to change academic records.

Any student who knowingly or intentionally helps another to perform any of the above acts of cheating is guilty of "collusion" and will be subject to the same disciplinary action as the student who is responsible for the cheating. All instances of cheating, plagiarism or collusion are to be reported to the school office. The administration reserves the right to determine appropriate consequences such as detention, loss of credit, suspension and/or dismissal, depending on the severity of the infraction.

Academic Honors – Regis High School

Valedictorian and Salutatorian: The valedictorian and salutatorian are chosen by cumulative grade point average (GPA) at the end of the third quarter of the senior year. At the end of the first semester of the senior year, students with the highest cumulative GPA will be notified of their status. The cumulative GPA of all seniors will be reviewed at the end of the second quarter and the valedictorian(s) and salutatorian(s) will be designated. Students must be in attendance at Regis for the final four semesters of their junior and senior year in order to be considered for valedictorian or salutatorian. Students must be in good academic and behavioral standing to receive these awards. If more than one student has the highest cumulative GPA (tie), each student will become valedictorian. The same is true for salutatorian.

Academic Progress

Report cards are issued quarterly reflecting academic progress, achievement, effort toward that achievement, development of habits and attitudes in relation to a student's own abilities as well as to fellow classmates. Academic progress reports are available mid-quarter.

Retention/Acceleration

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflection and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. (Diocesan Policy)

Regis High School does not have early graduation. All students have a required four-year course of study. The C.A.S.E. President and Regis High School Principal will review any exceptions to the policy.

Regis High School gradepoint average is computed using the following scale:

A	=	4.0000	B	=	3.0000	C	=	2.0000	D	=	1.0000
A-	=	3.6667	B-	=	2.6667	C-	=	1.6667	D-	=	0.6667
B+	=	3.3333	C+	=	2.3333	D+	=	1.3333	F, P, or W	=	0.0000

Each teacher is responsible for supplying the students with the grading system used in his/her classes. The basic grading system that is to be used in academic classes is listed below. Other classes may revise their grading system from the basic system. The basic system is:

93-100	A	83-86	B	73-76	C	63-66	D
90-92	A-	80-82	B-	70-72	C-	60-62	D-
87-89	B+	77-79	C+	67-69	D+	Below 60	F

- P Passing grade for students not able to achieve a passing grade in the subject but who are giving maximum effort. No honor points are awarded for computation of the GPA.
- I Grade of Incomplete: If an incomplete is received in a course, a student has two weeks (14 calendar days) to complete the required work. The teacher will notify all students receiving incompletes as soon as possible. Failure to complete the required work within the time period can result in all work not done to be recorded as grades of zero (0).

Regis High School Graduation Requirements

Language Arts	4.0 Credits	Business	.5 Credit ²
Physical Education	1.5 Credits	Social Studies	3.5 Credits
Religion	4.0 Credits	Foreign Language	<u>2.0 Credits</u>
Math	3.0 Credits	Total Required	22.5 Credits
Science	3.0 Credits	* Total Electives	<u>3.5 Credits</u>
Fine Arts	1.0 Credit ¹		
Health	.5 Credit	Minimum Requirements	26.0 Credits

¹Successful completion of 1 credit of art or music

Service Learning Hours: Freshmen 25, Sophomores 25, Juniors 25, Seniors 25

²Business Credit requirement begins with the graduating class of 2013

Administrative Recourse For Parents And Guardians

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person. If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the next higher authority within thirty (30) calendar days of the time of the judgment. The grievance is to be made in writing and is to state the facts of the conflict and the reason or reasons why the parent believes that the judgment is unwarranted. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 55,1,10;2,20). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring Deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it. (Diocesan Policy)

If reconciliation is not achieved on the deanery level or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

The penalty for violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request may be made to the diocesan director of schools to speed up the procedure. The school, the employee, the student or the affected parent can make this request. The request can be granted or denied (DSR 5902).

The following is the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. C.A.S.E. President
4. Dean
5. Diocese

Admission and Registration Policy

Non-Discrimination Policies

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of the Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law.

Kindergarten Admission

A child must be five years old on or before September first of the current year before admission to kindergarten and six years old by September first of the current year before admission to first grade. The building administrator, in consultation with the C.A.S.E. president, will determine acceptance of admission.

Home School/Student Transfers

All transfer students must meet C.A.S.E. academic and behavior standards. The principal will recommend the academic standing for each transfer or home school student. Home school students will be placed in the grade where their age chronologically fits unless evidence is shown via standardized tests or some other objective instrument that the student should be advanced a grade or should begin instruction at a lower grade.

Senior transfer requests will be reviewed on a case-by-case basis. Generally, it is in the best interest of a student to complete his/her senior year at the school attended for the previous three years. Students must be in attendance for the final four semesters of their junior and senior years in order to be considered for valedictorian, salutatorian, Cloverbelt scholar, Cloverbelt scholar-athlete or Chamber of Commerce recognition.

Students who transfer are considered ineligible for varsity athletic participation until approved by the athletic director. The WIAA has additional limitations regarding transfers. It is the student and his/her parents' responsibility to review this information prior to initiating a transfer request to or from Regis High School.

Enrollment/Registration Procedures

Enrollment is handled through the C.A.S.E. Central Office, 2100 Fenwick Avenue, Eau Claire, Wisconsin 54701. Phone: 715-830-2273. A student is not considered enrolled until the enrollment documents, tuition agreement and registration fee have been submitted and processed. Regis students register for classes through a separate registration process.

Custody Agreement

As a condition of enrollment, a copy of that portion of the custody decree that indicates who has primary placement and a copy of the current custody agreement must be on file at the school your child attends. Both parents have a legal right to be listed in the school directory, receive school progress reports and report cards, participate in parent/teacher conferences, and communicate with school teachers and administration unless specifically stated differently in the custodial agreement.

Priority Registration Enrollment

Families are encouraged to enroll by the early registration deadline (third Friday in February). When classes reach capacity, preference is given to continuing students and members of our supporting parishes who register by the early deadline. Students of all faiths are welcome. Priority Enrollment is given to:

1. Continuing students in the same school who submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline (third Friday in February).
2. Continuing students who will be moving from one C.A.S.E. school to another in order to continue their Catholic education (i.e. all C.A.S.E. Grade 5 who matriculate to Regis Middle School; all C.A.S.E. Grade 8 who matriculate to Regis High School) and submit early enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.
3. Siblings of current students who submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.
4. Continuing students requesting a change from one C.A.S.E. elementary school to another C.A.S.E. school who submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.

5. New Catholic students whose parents/guardians are members of one of the C.A.S.E. contributing parishes, live in the established bussing boundary for the requested elementary school and submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.
6. New Catholic students whose parents/guardians are members of one of the C.A.S.E. contributing parishes and submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.
7. New Catholic students whose parents/guardians are members of a Catholic parish in the La Crosse Diocese and submit enrollment materials, the registration fee, and a tuition agreement prior to the early registration deadline.
8. New Catholic students who submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.
9. Non-Catholic students who submit enrollment materials, the registration fee and a tuition agreement prior to the early registration deadline.
10. After the early registration deadline, registrations will be filled on a first come, first served basis. Registrations will be accepted until the class is filled (typically 20 students per grades in K-3 and 25 students per grade or section in Grades 4-12) in a particular building. Each registration will be stamped with the date all components of the registration (enrollment materials, registration fee and tuition agreement) are received in the C.A.S.E. Office

Asbestos

C.A.S.E. schools have periodic inspections concerning asbestos and management plans are on file at each building. These management plans are available for public viewing during normal business hours.

Attendance and Absences

All students in attendance are to participate in school activities including church-related activities, recess and physical education. Only a written excuse from a physician can excuse a child from physical education and/or recess. All students are expected to attend classes on all days that school is in session. Regular attendance is essential for children. Students may not leave school during class hours without permission from the office.

Excused Absences

Among the reasons students are excused from school are cases of illness, death in the family, family emergencies, quarantine, medical appointments and impassable roads. No appointments or other related absences should be scheduled on Wednesday mornings during Mass. When a student will not be in school, parents/guardians are to call the school office before 9 AM at the elementary schools and before 8:15 AM at RMS and RHS. Upon returning to school:

- Elementary school students will be required to bring a note signed by their parent/guardian, which identifies the day(s) and reason for the student's absence.
- Middle School students must be in school by 10:30 AM and stay for the remainder of the day to be eligible to participate that day. This applies to all activities including practice, contests and performances.
- High School and Middle School students are to report to the school office to obtain an admit slip before returning to class and to sign in indicating their name and time returning to school. Students who do not submit an appropriate excuse within three (3) school days of the absence will have the absence recorded as an unexcused absence with appropriate consequences.

When a student is absent from school while attending a school-related function that has been approved by the administration, it is not counted as a day of absence.

Students are to be in attendance at school during the day in order to attend school-sponsored activities after school hours. This includes, but is not limited to, sporting events, plays and dances. The only exceptions would be made for pre-arranged doctor or dental appointments, school-sponsored absences or family emergencies. The school must be notified prior to or during the school day if the student wishes to attend an after school event. The following expectations regarding attendance will apply to student eligibility to participate in athletic or other extra-curricular activities held after school or in the evening.

- Elementary students may attend evening events and performances if they bring an excused absence slip signed by their parents.
- High school students must be in attendance for the full day to be eligible to participate in any after school or evening activity on that day. Exceptions to this requirement are listed in the co-curricular code.

If it is necessary for the student to leave school during the school day, he/she must have a signed and dated note from the student's parents/guardians. This notification must be presented to the school office before 9 AM.

- Parents of elementary students should check at the school office before going to a classroom. When the parents or legal guardian leave a school age child in the care of another adult for any period of time, the parents should make the school aware of the identity of the childcare provider. This is especially important when the parents or guardians are out of the area such as on a vacation or business trip.
- Any middle/high school student who leaves campus without such notification and permission from school administration will be considered truant and will be dealt with appropriately. All students who leave during the school day must sign out in the school office and sign back in when they return to school. Not following this procedure will result in this absence being treated as truancy.

Unexcused or Excessive Absences

When a student is absent from school and the school has not been notified by 9 AM for elementary students and by 8:15 AM for RMS and RHS students, the school will attempt to contact the parent/guardian to verify that the student is absent for a justifiable reason. Excessive absences, whether they be anticipated, excused or unexcused, may make it necessary to have a conference with the administration, parents/guardians and student.

Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. Examples of unexcused absences include, but are not limited to, working (except for approved work study programs), oversleeping, baby-sitting, staying home to do homework or to prepare for a test, or an anticipated absence that is not filled out at the appropriate time. The administration reserves the right to determine if an absence is to be judged excused or unexcused for all other cases.

- If the principal or dean of students determines that an absence is unexcused, no credit or grade is to be recorded for that missed period of time. The student will receive a "0" on all work, i.e., tests, quizzes, homework, class activities.
- Students with an unexcused absence will make up the time; for example, one (1) period of detention for each period missed in the school day and/or in school suspension.

Student Leaving School or Becoming Ill at School

Each student is to have an emergency card on file in the school office which lists the name of the student's parent(s)/guardian(s), and the names of alternate contacts in the event the parent/guardian cannot be reached. If a student becomes ill during the school day, the parents/guardians or persons listed on the emergency card will be contacted before the student is allowed to leave campus. Parents/Guardians must provide transportation for the child to get home. No faculty member or other student is to drive the ill student home. In the case of an emergency, the school will take whatever action it deems appropriate for the safety and well being of the student.

Students who become ill during the day or have an appointment outside the school building are to report to the office to be checked out. Parents of elementary students are expected to enter the building to sign students out.

Anticipated Absences and Errands

Anticipated absences during school time are not recommended and are highly discouraged. Parents are strongly encouraged to plan family vacations and trips around the school calendar to avoid extended absences. If a child is participating in a family trip, a written request to the principal is required at least one day prior to the student's absence. Any missed assignments will be the responsibility of the student when he/she returns to class. Students will be required to complete missed assignments in a timely manner as required by their teacher/school.

Please attempt to make medical and dental appointments for after school hours or during vacation. Parents who request that their child be absent from school because of a doctor's appointment are asked to submit a written request at least one day prior to the student absence.

- RMS and RHS use an *Anticipated Absence Form*, which can be obtained at the school office. The student is to return the signed form to the school office before leaving. Failure to follow the proper procedure will result in the absence being treated as unexcused. It is the student's responsibility to make sure school work is completed.
- Regis High School students who want to visit a prospective college should follow the same procedure as for any other anticipated absence.

Tardiness

The student is considered tardy if he/she arrives in the classroom after the bell that begins the school day or period. Individual classroom teachers will track tardies. A pattern of tardiness will result in a parent contact. Regis students will be issued detention for excessive tardies. Excessive tardiness can result in the initiation of truancy procedures. Students are allowed four tardies per quarter before they are issued a detention. A detention will be given for each additional tardy after the fourth tardy per quarter.

Truancy

Parents/guardians have the responsibility to have their children in school attendance. A student who is absent without consent of the parents/guardians and the school is considered truant. Initial truancy may result in parent/guardian notification and disciplinary action. Repeated truancy will result in review for possible dismissal, suspension or expulsion.

Students truant from a class will be referred to the school administrator for appropriate action. Truant students will not be permitted to participate in co-curricular activities for that day and any days of suspension that may result. The Wisconsin Statutes define a "habitual truant" as a student who has been absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school year. C.A.S.E. will contact County Social Services to report students who are habitually truant.

Make-Up Policy for Student Absence

Students are responsible for making up all work missed for either excused or unexcused absences. A student who has been absent will be given one (1) day more than the number of days missed in order to make up all missed homework and tests unless granted additional time by the classroom teacher. (Example: Absent 2 days - All work would have to be completed by the end of the third school day after the student returns to school.) If the student is absent for one day and has had prior notice that a test will be given on the day the student returns, the classroom teacher has the prerogative of giving the student the test on the day he/she returns or, if the student is not permitted to take the test at that time, a different test which would cover the same material. If a student is missing on the day of the test, the teacher has the prerogative of giving the student a different test covering the same material.

- **Excused absence:** All work made-up (including anticipated absences) within the given time limit will be graded at 100% of the earned grade. Work not made up in the required time will be given a grade of "0".
- **Unexcused absence:** Students will be responsible to make up all missed work. Work made up within the given limit will be recorded at 50% of the normal grade.
- **Truant:** Any student found to be truant will not be allowed to make up any missed homework or tests and will receive a grade of "0" for all missed work.

Closed Campus

All our Catholic schools operate on a closed campus system. No student is to be outside the school building during the regular school day without permission of a staff member or the office. Regis students may spend their lunch period in a designated area in front of the building. All students are required to be at school in sufficient time so they can be seated in the designated classroom or gathering space by the start of the school day. All students are required to remain at school until the end of the last period of the school day unless granted permission to leave by the school office. Any RHS or RMS student leaving the school at any time other than the end of the school day must sign out in the school office unless the student is on an approved attendance list for an athletic contest or other field trip. Students from another school may visit a C.A.S.E. school for a tour by administrator or the appropriate designee. Out of town relatives and friends may visit with prior approval. Students from non-C.A.S.E. schools who are in the schools during the school day or before and after school will be asked to leave. If they do not leave, local authorities will be contacted.

Band Lessons

A program for band instruction is offered to all students in Grades 6-12. Effective with the 2009-10 school year, Grade 5 students will no longer be offered band lessons through the school. Students entering 5th grade in 2009-2010 will be offered a 2010 Summer Band Camp led by the Regis band instructor. Parents interested in seeking individual lessons for their children during the school year are encouraged to speak to the Middle School or High School band instructor to receive recommendations for the best-related options. Parents are responsible for purchase or lease of instruments. Teachers and schools are not responsible for instruments left at school, lost or stolen. A band information night for elementary students is provided at the beginning of each school year.

Bloodborne Pathogens

The C.A.S.E. system is in compliance with OSHA's Bloodborne Pathogens Standard 29 CFR 1910-1030. Each school has a written bloodborne pathogens exposure plan located in the school office and faculty receive yearly training.

Cell Phones, Electronic Devices & Cyber Bullying

Students who have cellular phones or pagers may NOT use them during the school day or between classes. If a student needs to contact a parent, the student should come to the school office to seek permission to use the school phone or a personal cell phone.

No radios (e.g., "Walkman", "boom boxes", etc.), pagers, I-Pods, cellular phones, game-boys or other devices which can be used to play electronic games or music are allowed to be used in the school building during the school day. Students who have calculators with electronic games are not to be playing games during the school day. The student would be asked to turn the device over to the staff member who notices it. A student's refusal to turn it over may result in an out-of-school suspension. Students may NOT use camera phones or cameras anywhere on school property unless permitted by an administrator. Inappropriate use of Electronic Communication Devices (ECDs) that leads to a disruption or distraction to the learning environment may be investigated and disciplined by the school. Cyber bullying that is conducted by cell phones (texting/pictures/video taping), social networking sites (i.e., Facebook), e-mail, instant messaging or other use of computer/websites are some examples. Disciplinary actions taken by the school are no longer just limited to the inappropriate use of ECDs on school grounds during the school day. Cyber bullying occurring on school grounds outside of the school day often leads to a disruption of the learning environment and can lead to school disciplinary measures.

On the first offense, detention will be issued and the student will be allowed to retrieve the confiscated material at the end of the school day with the stipulation that it not be brought to school again.

A second violation will result in the confiscation of the material and detention will be issued. The parent will be notified that the item will be returned when the parent comes to the school and requests it. A third violation will result in a \$10 fine. A fourth violation will result in a \$20 fine.

Co-Curricular Code - Regis High School

Each student and his/her parents should read the entire Co-Curricular Code and be aware of its conditions. Each student must have a signed Co-Curricular Code on file for the present school year before he/she is allowed to practice or participate. Each student participating in athletics must also have the appropriate physical card or alternate year card on file before practicing or participating. The Co-Curricular Code is in effect during the summer, the entire academic year and other vacations and trips, irregardless of international customs or laws.

As students decide to become participants in co-curricular activities at Regis High School, they are reminded that involvement in co-curricular activity is a privilege, not a right. Certain privileges are given to those who participate in a co-curricular activity; therefore, the student's conduct is to be above that of the rest of the student body. In order to maintain that privilege, the students will be required to make some sacrifices, work hard and follow certain rules. The rules and penalties that apply to a participant in co-curricular activities are as follows:

Academic Eligibility Rules

Participants must have minimally a G.P.A. of 1.5 calculated on the previous academic quarter grades. A participant who receives two (2) Fs is in violation of the academic requirements regardless of GPA. An incomplete is counted as an F until the work is completed and the student brings a note indicating the work has been completed, the current grade, and is signed by the instructor to the athletic director.

1. School attendance is required for the full day on the day of practice or competition. School attendance for the full day is also required on the last day prior to a non-school event (i.e. you must be in school all day Friday to be eligible for Saturday). Some exceptions to the attendance rules could be a medical appointment, death in the family or a funeral. The athletic director should clear other exceptions in advance. The discovery of a violation of the attendance eligibility rule after the practice or contest will result in suspension from participation on the next practice or contest date. A student who has been suspended (either in-school or out-of-school) is ineligible to practice or compete on the day(s) of the suspension.

Code of Conduct Rules

1. No smoking, chewing or possession of tobacco products.
2. No use, consumption, possession, distribution or sale of alcoholic beverages. This also includes any beverage that is similar in appearance, packaging and is used as a substitute for alcohol (i.e. O'Doul's, Sharp's, etc.).
3. No use, consumption, possession, distribution or sale of illegal drugs or drug paraphernalia. The use of prescription drugs without a doctor's permission and the sale or attempted sale of prescription drugs is considered a violation.

Situation: A student finds him/herself in a situation where alcohol, drugs and/or tobacco are being illegally consumed. The student is expected to leave immediately. Remaining in the presence of such activity will result in the same consequences as a violation of the code of conduct.

4. A participant, who commits a legally punishable criminal act (misdemeanor or felony), whether or not governmental authority prosecutes the participant, is in violation of the code of conduct and subject to penalty.
5. A participant, who through words or actions, harasses, hazes or initiates another student or teammate, without prior approval of the coach/advisor, is in violation of the code of conduct and subject to penalty.
6. A participant who possesses, uses, or sells a BANNED (PES) performance enhancing substance (as indicated on the WIAA PES Handout) is in violation of the code of conduct and subject to penalty. (If the substance is prescribed by a physician and being used as prescribed, it is not a violation.)
7. A participant who possesses, uses, or sells DISCOURAGED performance enhancing substances (as indicated on the WIAA PES Handout) is in violation of the code of conduct and subject to penalty.
8. A participant who uses their cell phone in the locker room without prior approval of a member of the coaching staff is in violation of the code of conduct and subject to penalty.
9. A person who posts confidential information, derogatory, discriminatory, negative or sexist messages or photos on social websites (i.e. Facebook, Myspace, etc.) or message boards is in violation of the code of conduct and subject to penalty.

Academic Penalties

1. A violation of number one (#1) under Academic Eligibility results in suspension from competition for twenty (20) school days beginning with the day report cards are available to the athletic director. After the suspension, the participant must obtain a weekly progress report from the athletic director until the end of the quarter. This form must show the GPA (grade point average) is minimally 1.5 and the participant does not have 2 Fs. Subsequent violation in the same school year results in suspension from athletics until the GPA is met based on quarter academic grades.

Situation: The participant is below the required GPA based on first quarter grades. At the beginning of the second quarter, the participant serves a 20 school-day suspension. However, if at the end of the third quarter the participant has a below required GPA based on third quarter grades, the student would be ineligible to compete in athletics fourth quarter. Grades would be checked at the end of each subsequent quarter to determine when the student would be eligible for practice and competition again.

Situation with Fourth Quarter Grades and Fall Sports: The penalty for a violation of rule number one (#1) under Academic Eligibility based on fourth quarter grades and students who desire to participate in fall activities will be the lesser of: a) 25 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

2. A violation of rule number two (#2) under Academic Eligibility results in suspension from practice or events for that day. A student suspended from athletic participation may attend a practice or event, but they must remain in street clothes. A student who misses school on Friday is not eligible to compete on Saturday.

Code of Conduct Penalties

The first violation of Code of Conduct rule number one (#1), rule number five (#5), or rule number seven (#7) results in a twenty percent (20%) suspension from events assessed on the amount of a regular season of competition. Any partial percentages are rounded up. The penalty could include WIAA tournament competition but the calculation of the suspension does not include the WIAA tournament series. The WIAA requires that, if you are determined ineligible for any WIAA tournament competition, you will be ineligible for all levels of WIAA competition in that sport.

1. The first violation of Code of Conduct rule number two (#2) rule number three (#3), or rule number six (#6) results in a forty percent (40%) suspension from events assessed on the regular season of competition. Any partial percentages are rounded up. The penalty could include WIAA tournament competition but the calculation of the suspension does not include the WIAA tournament series. The WIAA requires that, if you are determined ineligible for any WIAA tournament competition, you will be ineligible for all levels of WIAA competition in that sport.
2. The first violation of Code of Conduct rule number four (#4) results in a penalty based on the severity of the offense. The minimum punishment would be suspension for twenty percent (20%) of competition to a maximum of a permanent suspension from competition.
3. The first violation of Code of Conduct rule number eight (#8) and rule number nine (#9) results in one contest suspension. The suspension will be the next regularly scheduled contest (regular season or WIAA tournament). A scrimmage can not be counted as a contest. A second violation would be a two game suspension; a third violation would be dismissal from the team.
4. The second violation of Code of Conduct rules numbers one, two, three, four, five, six or seven results in suspension from all practices and co-curricular competition for the remainder of that quarter and the next two successive quarters.
5. The third violation of Code of Conduct rules numbers one, two, three, four, five, six or seven results in permanent suspension from all practices and co-curricular competition for the remainder of the student's high school career.

Code of Conduct Procedures

1. Any participant accused of violating a Code of Conduct rule numbers one through five will have the right to speak with the athletic director before any penalty is implemented. Any participant will have the right to appeal the athletic director's decision through the athletic appeals process.
2. To appeal the athletic director's decision, the high school principal must be contacted within two school days. At this contact, the appeals form must be procured and an appointment date set for the appeal hearing. During the appeals process, diocesan policy requires the penalty to be in effect.
3. If you are suspended for a first time Code of Conduct violation, you are allowed to practice with the team but not allowed to compete, or be in uniform.
4. The Co-Curricular Code applies on a year-round basis for your four years of high school and is cumulative. If you are caught violating the Code when not practicing or in competition during the year, the appropriate penalties will be applied the next time you participate in a co-curricular activity. A penalty not completed during the season in which it occurred will carry over until the next time you participate. The Code of Conduct does apply to all field trips, domestic trips and foreign trips.
5. A student who has a Code of Conduct violation in his/her last two years of high school is not eligible for nomination as the WIAA Scholar Athlete or Regis High School Outstanding Senior Athlete. A student, who has an in-season Code of Conduct violation, is not eligible for the team MVP award.
6. For a first offense of the Code of Conduct, a participant who voluntarily turns himself/herself in to their coach, the athletic director, or the high school principal, will have the appropriate penalty cut in half. This self-admission must occur before the beginning of an investigation of the participant by the school. The participant agrees to waive their right to an appeal.
7. Coaches are free to implement additional rules beyond the Code of Conduct and penalties that are more stringent than the Code of Conduct. If coaches do implement additional rules, these rules are to be in writing and a copy forwarded to the athletic director

Regis High School Athletic Appeal Process

After the athletic director has rendered a decision, a participant may file an appeal for a Code of Conduct violation of the Regis Co-Curricular Code. The participant must contact the Regis High School principal within two (2) school days and ask for the Athletic Appeal Form. The participant will have the right to schedule an appeal within three (3) school days. The Athletic Appeal Form must be completed and submitted to the principal the day before the hearing of the appeal. Within two (2) school days, the principal will make a decision regarding the appeal. The participant and the athletic director will be notified of the decision in writing.

If the appeal is unsuccessful at the high school level, the participant may appeal to the President of C.A.S.E. schools. After receiving the principal's decision the participant will have two (2) school days to notify the president of their intent to appeal the principal's decision. The participant will need to complete and submit an Athletic Appeal Form to the C.A.S.E. President no later than the day before the hearing (They may use a copy of the

previously submitted form or choose to submit a new form.) The president will schedule an appeal hearing within three (3) school days of receiving notification of the intent to appeal. Within two (2) school days, the C.A.S.E. President will make a decision regarding the appeal. The participant, the principal and the athletic director will be notified of the decision in writing. The decision of the C.A.S.E. President is considered final.

Transportation

When the school provides transportation to games, all participants are to travel to and from the event on the school transportation. No other means of transportation is allowed without prior approval of the coach and written parent permission. A Regis Practice Travel Release Form must be completed by each participant's parent or guardian and returned to the coach by the end of the first week of practice before any student can be transported to practice or contests. After an activity, a parent who personally contacts the coach can request that their child ride home with them.

Code of Conduct - Parents of Student Athletes

This policy was drafted by the policy committee of the C.A.S.E. Commission. The charge to the committee was to draft a policy for parents specifically identifying the appropriate times and methods in which concerns, questions, or suggestions should be brought to a member of the coaching staff.

Coach/Parent Relationship

Both parenting and coaching are extremely difficult vocations. With full recognition of and respect for parental responsibility under God, it must be kept in mind that for athletic participation, parents have delegated the responsibility and authority for the young person to the coach. It is reasonable to expect that any parent who has permitted a student to come out for the team should be supportive of the coach. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our students.

As parents, when your child becomes involved in our athletic programs, you have the right to understand the expectations placed on your child. This begins with communication from the coach of the team. This could occur at a pre-season meeting, the first practice, through written communication or through a combination of these.

Communication You Can Expect from the Coach

- Philosophy of the coach (playing time, discipline, etc.)
- Expectations the coach has for all members of the team
- Location and times of practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Situations that may result in the denial of your child's participation

Communication Coaches Can Expect from the Parents

- Concerns expressed directly to the coach
- Notification of scheduling conflicts well in advance
- Specific concerns regarding a coach's philosophy and/or expectations

As your children become more involved in C.A.S.E. athletics, they will experience some of the most rewarding moments of their lives. It is important to understand, however, that there may be times when things do not go the way your child would like. At these times, your child is encouraged to discuss this with the coach. If you determine that the situation warrants your talking with the coach, your concerns should generally be related to one of the following:

Appropriate Concerns to Discuss with the Coach

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As a parent, it is very difficult to accept your child not playing as much time as you may hope. Coaches make judgments based on what they believe to be the best for all students involved. If fair play guidelines have been established, especially in Grades 5-8, coaches will be made aware of these guidelines and asked to make reasonable accommodations.

Parents need to respect the rules and decisions made by those in charge, staying positive about every aspect of the team and coaches. Some issues, such as those listed below, must be left to the discretion of the coaching staff.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student athletes

Situations may arise that require a conference between the coach and a parent. This dialogue is encouraged. It is important that both parties have a clear understanding of the other's position. When a conference is necessary, the following procedure should be used to help promote a resolution of the concern. E-mail and voicemail should be used as informational tools and not as outlets to air grievances.

Procedure To Discuss Concerns with a Coach

- Contact the coach to set up an appointment
- If the coach cannot be reached, contact the C.A.S.E. Athletic Office at 830-2271

Please do not attempt to confront a coach before or after a contest or practice. This can be an emotional time for all parties. Meetings in this setting usually do not promote resolutions.

The Next Step

Concerns should be brought first to the individual closest to the issue. With prayer, patience and good communication, many concerns can be resolved. If a meeting with the coach does not provide a satisfactory resolution, a parent may set up an appointment with the C.A.S.E. Athletic Director. At this meeting, further appropriate steps can be discussed in an effort to reach a possible solution. The Diocese has established a policy for further recourse. The processes and procedures are outlined in the student and staff handbooks.

Consequences

Our Catholic mission and our desire is to resolve conflicts in a consultative manner. This should permeate all programs. At times individuals may act in a manner that is contrary to the spirit of this policy. Coaches are employees of the system and under the supervisor, evaluation and authority of the athletic director. Students have a co-curricular code of conduct that will be used to address concerns. Parents who fail to adhere to this policy may be asked to meet with the athletic director and/or other administrators. Continued or significant issues could result in the parent/guardian being restricted in attendance at home athletic or other contests. More extreme violations may result in more significant consequences which could involve law enforcement officials.

College Visits

Admissions representatives from many colleges visit Regis throughout the school year. Seniors may visit with the admissions representatives with permission of the instructor of the class or classes they will miss. Students will sign in before the college presentation. Juniors may attend college visits when they have written permission from their parents for the visit and permission of the instructor whose class they will be missing. Attendance at the college visit will be compared to class attendance to verify attendance and monitor students who may be abusing this privilege. The Guidance Office should notify the students and teachers the day before the college visit.

Conferences

As a personal means of informing parents as to the development of their children, schools schedule conferences on a regular basis. Normally the children should have the opportunity to be at these conferences.

Parent-student-teacher conferences will take place twice a year. This time is set aside to discuss the student's abilities, progress and weaknesses and make plans for cooperative action. Parents may also request an appointment with the principal, counselor, and/or teacher to discuss any matter pertaining to the student's welfare at any time.

Mandatory conferences for elementary students are scheduled twice a year. Mandatory conferences for middle school students are scheduled during the fall and on a walk-in basis during the second semester. Conferences for high school students are on a walk-in basis.

Confidentiality

Rather than strict confidentiality in regard to student-school-employee communication (verbal and written), the Diocese of La Crosse Catholic schools operate under a "spirit of confidentiality". This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other personnel deemed necessary. (Diocesan Policy)

Dances

Regis High School dances are for high school students only. A Regis High School teacher must be in charge of hosting a dance. The dances must have chaperones made up of teachers and parents. Visitors must have a pass and be cleared by administration or the teacher in charge of the dance to be allowed attendance at the dance. All music played at the dances should meet the Music Policy of C.A.S.E.

Regis Middle School dances are for 7th and 8th grade students. No high school students or 6th grade students are allowed to attend the Middle School dances. Visitors must have a pass and be cleared by administration or the teacher in charge of the dance to be allowed to attend the dance. There are two dances a year at the Regis Middle School. All music played at the dances should meet the Music Policy of C.A.S.E.

Skating parties that are organized by the Regis Middle School will also follow the Dance Policy. No high school students or 6th grade students will be allowed to attend skating parties.

Defibrillators

The Regis campus has three automated external defibrillators available. Two defibrillators are stored in wall-mounted cabinets. One is located outside the main office near the auditorium. The other is located outside the gymnasium doors on the wall toward the cafeteria. A third defibrillator is portable and available for transport to off-campus events. Defibrillators at elementary schools are parish property and as such serviced and maintained by the individual parish.

Detention/Discipline/Suspension Policy – Regis Middle and High School

Detention will be served after school on designated days from 2:50 - 3:30 pm. The principal or his/her designee will determine the place.

1. Students given detention by a staff member or the office are to serve detention the next week that it is scheduled.
2. Failing to serve the assigned detention in the appropriate time period will result in the issuing of an in-school suspension.
3. Failure to abide by school policies may result in the following:
 - 1st time: An in-school suspension and the notification of the parent/guardian.
 - 2nd time: An out-of-school suspension and a conference with the parent, student and the principal or his/her designee before the student is readmitted. A reminder that refusal to follow school rules is grounds for dismissal.
 - 3rd time: An out-of-school suspension and referral for dismissal for refusal to follow school rules.
 - 4th time: Dismissal for failure to follow school rules. This would only occur if it were determined that dismissal was not justified after the 3rd time because of extenuating circumstances.

The Detention Rules are as follows:

- Students are to bring work with them and remain quiet and seated during the detention period.
- No food or drink. No radios, headsets, cell phones, etc.
- The regular school dress code will be in effect.
- The detention supervisor has the right to make reasonable requests of the students during the detention period.
- Failure to follow reasonable directions and the rules of the detention period will result in the student being asked to leave the detention period. The student would be assessed an additional detention. These two detentions must be served on the next two available detention days. Students may be asked to perform physical labor (cleaning, sweeping floors, etc.).

Directory Information

Please inform the Central Office if you are changing addresses or telephone numbers. Please contact the Central Office by September 10 of each school year if you do not wish to have your address or telephone number printed in the system directory. Please contact the school office if both the father and the mother of children from divorced or separated families are to be listed in the directory. Directories are available after September 15 from the school secretary or Central Office.

Dress Code

Regis follows the dress code policy standards for all Catholic high schools and middle schools established by the Diocese of La Crosse. The purpose of the dress code is to ensure that the students have a clean, well groomed, modest and neat appearance. This contributes to a positive self-image and a more conducive learning environment. Students are to comply with the dress code all day, everywhere in the building, unless specifically excused by the administration or when apparel that does not comply is required for a class. Students are expected to be in compliance with the dress code for all field trips unless specifically excused by the administration. References on clothing that are inconsistent with Catholic faith and morals are not allowed. Items that reference drugs or alcohol, and/or songs or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for school. When there is a need for special occasion clothing, such as prom or school dances, all dress must fit within the school's local guidelines for modesty. The school administration reserves the right to disallow participation in these activities if, in the judgment of the administration, the clothing does not measure up to the school's own standards of modesty. Athletic game uniforms can be worn on the day of the game. "Uniforms" refers to the jersey or warm-up top that the team wears for the game. (A shirt must be worn under the uniform jersey.) A team may wear team apparel (team shirts, team sweatshirts, etc.) that are approved by the Athletic Director and the head coach. The head coach will determine if it is the current team-approved apparel for that season. All team apparel must be the school colors and meet WIAA regulations. All team apparel and practice apparel must contain appropriate wording and be approved by the head coach and Athletic Director. Practice gear cannot be worn to school unless it meets the school dress code. Administration reserves the right to determine appropriateness of students' apparel.

General Guidelines:

1. Each student's appearance must be appropriate to a Catholic school setting.
2. Clothing, hairstyle or jewelry is not to be distracting or disruptive of the educational process.
3. All items worn to school must be clean. Worn, faded, frayed or baggy clothing may not be worn.
4. Regis and C.A.S.E. logos are encouraged to be worn.
5. Hairstyles must be of reasonable style and color.
6. Hats may not be worn indoors.
7. Boys must be clean-shaven and have hair cut to a reasonable length (collar).
8. Leather clothing may not be worn.
9. Earrings may be worn only in the ears-no body piercing.
10. No large hoop earrings may be worn.
11. No visible tattoos permitted.
12. No chains hanging from waist or pocket.
13. Shirts must be buttoned.
14. Sweatshirts that have no more than a 2" screen print embroidery on the front will be permitted.
15. Name brand clothing should be avoided.

K-5 Specific Clothing

Item	Style	Color	Comments
Shirts	Button polo shirt with collar, turtleneck or mock turtleneck. Long or short sleeves. No logos, stripes, writing or graphics except C.A.S.E. or Regis.	Solid Colors – Light Blue, Red, Navy Blue, White	Shirts with buttons must be buttoned. Shirts must be tucked in. No tank tops, crop tops or spaghetti straps. No denim shirts.
Sweatshirts	Long sleeved sweaters only. Solid colors. No logos, writing or graphics except C.A.S.E. or Regis.	Navy Blue, Gray or Regis Green	No stripes. Collared shirt must be worn under all sweaters and sweatshirts. Sweatshirts do not need to be tucked in.
Pants	Cotton, cotton-polyester or corduroy. Solid colors.	Navy Blue Khaki	No bib overalls, denims, jeans, sweatpants, wind pants. No stripes.
Shorts	Walking shorts no more than 3" above knee. Solid Colors.	Navy Blue Khaki	May be worn in August, September, May and June.
Footwear	Socks, tights or leggings	Solid Colors	Coordinate with other clothing.
Skirts/Jumpers	Split skirts and skorts are acceptable. No stripes.	Navy Blue, Plaid, Khaki	

Regis Middle School Specific Clothing

Item	Style	Color	Comments
Shirts	Button polo shirt with collar, turtleneck or mock turtleneck. Solid colors. Long or short sleeves. No logos, stripes, writing or graphics except C.A.S.E. or Regis.	Navy Blue White, Green	Shirts with buttons must be buttoned and with sleeves. Shirts must be tucked in. No tank tops, crop tops or spaghetti straps. No denim shirts. No bare midriffs.
Sweatshirts	Long sleeved sweaters only. No logos, writing or graphics except C.A.S.E. or Regis. Solid colors only.	Navy Blue White, Gray, Green	Collared shirt must be worn under all sweaters and sweatshirts. Sweatshirts do not need to be tucked in.
Pants	Cotton, cotton-polyester or corduroy. Solid colors. No stripes.	Navy Blue Khaki-Tan Black	No bib overalls, denims, jeans, sweatpants, wind pants. Capri pants are acceptable.
Shorts	Walking shorts no more than 3" above knee.	Navy Blue Khaki-Tan	May be worn in August, Sept., May and June except on Liturgy days or with <i>Principal's Permission</i> on other days.
Footwear	Socks, tights or leggings. No more than 2 " heels. Sandals must have a heel strap.	Any solid color	Should be coordinated with other clothing. No rubber Flip-flops or beachwear.
Skirts Jumpers	No more than 3" above knee. Solid colors. No stripes.	Navy Blue Khaki-Tan Black	Split skirts/skorts are acceptable.

Regis High School Specific Clothing		
Item	Style	Comments
Shirts, blouses, and dresses	Collared shirts and blouses; turtlenecks are permitted; T-shirts not permitted except on "spirit days" or unless team T-shirt on "game days"	Shirts must be buttoned. Shirts must be tucked in. No tank tops, crop tops, spaghetti straps or halter-tops. No bare midriiffs. No jean skirts or dresses.
Sweaters, vests Sweatshirts	No logos, writing or graphics except C.A.S.E. or Regis. Sweatshirts in good condition are permitted.	
Pants	The following types of pants are permitted: Solid colored pants of twill, cotton or corduroy in dark blue, black or khaki. Solid colored pants of denim, with the exception of blue denim (blue jeans) Subtle colored plaid pants	No low riders, hip huggers, blue denim pants, oversized or ill-fitting pants, sweat pants, athletic wear, leisure wear, pajama bottoms or any similar wear.
Shorts	Shorts are to be of modest length and hemmed; should be no shorter than 3" above the knee..	May be worn in August, September, May and June except on Liturgy days. No athletic shorts or cut-off jean shorts.
Footwear	Shoes are to be worn during school hours. Shoes may not pose a safety hazard. Shoes that have laces or lace holes must be properly tied. Socks are required on dress-up days if the shoes worn are the type that would ordinarily require socks.	No beach-type sandals made of plastic or rubber type materials, etc. Sandals may be worn during the same time period that shorts are allowed
Outerwear and Headwear	Team jackets allowed on designated game days.	No outerwear, headwear or sunglasses during the school day without administrative permission.
Military Clothing	Students who are enrolled in a branch of the military service may wear a dress uniform on special occasions.	No combat style clothing, including fatigues, combat boots or shoes, or any military style or camouflage clothing.
Other	Girls are allowed two "studs" per ear. Sideburns may not extend below the bottom of the earlobe.	No hoops or ring style earrings are allowed.
Liturgy and Dress-Up Days	Boys are to wear a dress shirt and tie and dress slacks. Girls are to wear a dress, a skirt or dress slacks and a presentable, modest top.	No sweatshirts allowed on Mass days. No flowered shirts, team shirts or any clothing that brings special attention to the individual.

Regis Middle and High School Dress Code Violations

A member of the faculty may issue a detention to a student who is not in compliance with the dress code and may send the student to the office for remedy of the violation. Administration reserves the right to determine appropriateness of student's apparel. If a student is not in compliance with the dress code, actions taken may include:

- Immediate correction; the student removes the objectionable clothing or corrects the manner in which the apparel is being worn. If this is not possible, the student will be detained in the office until parents arrive with the appropriate attire.
- Send home; the student is sent home to correct the offense after the parent is notified. The student will be required to make up missed class time with the class instructor or in detention.
- Parent/guardian conference.
- Detention
- Suspension

Drug/Medication Administration

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal as well as any licensed school bus operator authorized by the proper school authority may administer prescription drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion. Students who are required to take prescription medication during the school day are required to store the medication in the school office. These will be logged and kept in a locked file by the office secretary. They may be dispensed by an administrator or school secretary as per the written instructions on file: Parent/guardian written approval and instructions for non-prescription drugs; or, doctor's written instructions along with parent/guardian written approval for prescription drugs.

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instruction and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian. The party authorized to administer the drug and the school principal or administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of the act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." This immunity does not apply to health care professionals. (Diocesan Policy)

Emergency Procedures

Accidents

Witness to any accident and/or injury will complete and sign an accident report and submit the accident report to the building administrator. If it is determined that the injury is severe enough, parents will be contacted. If the injury is serious enough to warrant medical attention, the principal or teacher in charge may summon medical assistance and then contact the parents. In the event the teacher in charge summons medical assistance, the building principal will also be contacted immediately.

Bomb Threat

If a threat is received, the school will be immediately evacuated without using the fire drill system. The police department will be notified and its directives followed. The President of C.A.S.E. will be notified as soon as possible. The building is to be reoccupied only after reasonable assurance that the bomb threat was false or that the bomb was located and removed. All C.A.S.E. personnel will follow a detailed emergency plan as set forth by the C.A.S.E. Administrative Team. Parents seeking information about school emergencies are to contact the building administrator.

Emergency School Closing

C.A.S.E. schools will be closed when the public schools in the district where the school is located are closed due to inclement weather. When C.A.S.E. schools in Eau Claire are closed, St. Mary's Elementary in Altoona will also close. Child development centers will remain open unless specifically stated in the public closure announcement. Late starts may also be announced when school will start one or two hours late.

C.A.S.E. schools or a single school could be closed due to damage, failure of utilities or an incidence of potential danger to life. If we are not allowed to re-enter the building, arrangements have been made for notifying parents and transporting bus students home, even if the public schools are open. If the public schools close, C.A.S.E. schools in that district will be closed. If Regis is closed for a threat, the Child Development Center will also close.

Notifications

Local radio stations will announce school closings or late starts by 6:30 AM or during morning newscasts. Television stations will also announce school closings or late starts during morning newscasts.

Early Dismissal

C.A.S.E. schools will close early when the public schools in the district where the school is located are closed due to inclement weather. Radio and TV stations will be notified by 11 AM. Secondary schools will close at 1 PM and elementary schools will close at 1:30 PM. Schools will be closed for all students on early dismissal for staff development.

Co-Curricular Activities

In the event of school closing or early dismissal, all extra and co-curricular activities scheduled for that day are canceled for all students. If appropriate and necessary, special arrangements can be made by the building administration together with the President and Athletic Director.

Drills

C.A.S.E. teachers are trained to follow a Crisis Management Plan that has been formulated to insure the safety of all staff and students. Fire drills are held regularly and without warning throughout the school year. A fire drill evacuation chart is posted by each classroom door. Tornado or severe thunderstorm drills are held regularly throughout the tornado season. The school rules should be followed at this time.

Hazardous Spills

Spills of toxic and hazardous materials represent an emergency situation. Spills can be a danger to life and health as well as to the environment. Spills can result in the release of toxic vapors and fumes. Fires can occur. In the event of a hazardous or toxic spill that impacts a C.A.S.E. school, we will:

1. Evacuate the area
2. Dial 911 and report the emergency
3. Follow directives from emergency management personnel.

Field Trips

Parents must sign field trip permission **before** students are allowed to go on any field trips. Students may not be allowed to participate in field trips if this policy is not followed. Each student is required to have a Comprehensive Child Consent and Release form on file. This form summarizes medical information, permissions, authorizations and releases. For subsequent field trips that do not require an overnight stay, the Supplemental Child Consent Form and Liability Waiver can be used. Field trips are discouraged the last two weeks of the school year. All requests must be made to and will be decided by the Principal. In general, field trips that result in time away from school should contribute to the educational and/or spiritual mission of the school.

Students must be in good standing to be allowed to go on any school-sponsored field trips. If a student has multiple detentions, they may not be allowed to go on the field trip. The administrator and the advisor of the field trip will clear any students for eligibility to attend any school-sponsored trip.

Fund Raising

Generally, fund raising activities are to be C.A.S.E.-wide events only. All fund raising on behalf of the C.A.S.E. Schools, including co-curricular programs and athletics, must be reviewed and approved by the C.A.S.E. President and the Administrator in charge; i.e. Athletic Director, Elementary Principal, etc. A form is available from each building administrator. Families who participate in the two C.A.S.E. fundraisers will have 15 per cent of their gross sales credited toward the family fee. Freshmen and sophomores can use profits from these two programs toward class events or the family fee, but not both. Parents should notify the school office if the credit is to be applied toward the family fee.

Gambling

Gambling by students is not allowed on school grounds during the school day or at any school-related activity. Internet gambling using C.A.S.E. computers or C.A.S.E. email accounts is not allowed.

Hallways

Students are to maintain quiet in the hallways during class times. No running or roughhousing is permitted in the hallways at any time. No food or drink is allowed in the hallways during the school day.

Regis Students: Students out of class are to have a pass indicating where they are coming from and where they are going. Violators may be given a detention for not having a pass. Soda, coffee or other drinks are not to be consumed in the hallways during the school day. Students may store such beverages in their lockers for use at the lunch period as long as the liquid is in a capped container. Students seen drinking or eating at their lockers between classes will have the beverage and/or food confiscated. Repeated violations will result in the student being dealt with under the student management code.

Regis Seniors: During the lunch hour, seniors may use the hallway containing their lockers. Seniors are to remain in this area, unless the student has a meeting with a staff member or has permission from the hall supervisor to leave the area. During this time, students are not allowed to block the hall walkway or any doors. All other students are to remain in their designated areas. Students in the hallways are to talk quietly with no yelling, running or loud behavior.

Harassment

The Diocese of La Crosse has strong and clear policies prohibiting any form of child sexual abuse and sexual misconduct. A copy of the Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures* and the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* is available in each school office. These policies apply to all students in the Catholic schools of the Diocese of La Crosse. No students shall be subject to sexual abuse or sexual harassment as a student in the Catholic Schools of the Diocese of La Crosse. Any persons who engage in sexual abuse of any student shall, among other sanctions, be reported to the law enforcement authorities and be dismissed as a student, an employee and/or volunteer. Any student who believes that he or she is being harassed shall report immediately such information to the school principal and the Diocesan Director of Catholic Schools, who shall report the matter to the Diocesan Bishop. Any information reported shall be treated as confidential. All claims of harassment shall be thoroughly investigated by the school principal after consultation with the Diocesan Director of Schools. No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. (Diocesan Policy)

Sexual Harassment will be dealt with in the most serious manner. Sexual harassment is unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials, which is not necessary for school purposes."

Verbal or Written Harassment includes (but is not limited to) actions taken by a student or students in which they distribute, or make public, materials which are considered to be for the purpose of intimidating, ridiculing or embarrassing a student(s). This could come in either verbal or written form.

Physical Harassment includes (but is not limited to) threats, verbal intimidations, extortions or physical violence toward another person(s). Any such action by a student or staff member will not be tolerated and will be dealt with promptly and in a severe manner.

School-Based Hazing is any action taken by another student or students, which is used to initiate or humiliate another student or students. Hazing is prohibited and will be dealt with as harassment.

Bullying can be defined as repeated and systematic harassment and attacks on others. Individuals or groups of students can perpetrate bullying. Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. As a Catholic school system, we have a responsibility to respond promptly and effectively to issues of bullying. This means that our students can expect to be at school without fear of harassment or intimidation. Bullying takes many forms and can include many different behaviors, such as:

- Emotional: Being unfriendly, exclusion from peer groups, tormenting
- Verbal: Name-calling, sarcasm, teasing, spreading rumors, put-downs
- Racist: Racial taunts, graffiti, gestures
- Physical: Pushing, kicking, hitting or any use of violence

Procedures for Addressing Harassment

Each case will be handled individually using the following guidelines:

1. The witnessing teacher will make a written referral to the Principal or Counselor for screening an incident. The Principal will determine the consequences depending on the severity of the case. Assessment will be done using the designated *Harassment Referral Form* (Available from the Building Administrator.)
2. In all cases, the teacher or principal will call parent(s) for the first incident.
3. Consequences:
 - 1st Offense: Grades K-5, consequences for first offense will be decided by one or more of the following: Teacher and Principal or Counselor; Grades 6-12 will receive an automatic detention.
 - 2nd Offense: Mandatory parent conference with consequences to be discussed (possible in-school suspension and/or counseling referral).
 - 3rd Offense: Police are contacted and automatic out-of-school suspension.

*If behavior does not improve after third incident, student may be asked to leave school.

Homework

Students should spend some time each day reading and studying. Homework should be completed in a quiet place away from distractions. The teacher should be contacted if a parent feels a child is spending too much time on homework.

Immunizations

State law requires all public and private school students to submit written evidence of immunization against certain diseases within thirty days of admission. Written evidence consists of the completed immunization card provided by the county health department.

Insurance

C.A.S.E. does not carry a general health and accident insurance policy to cover students. Parents are responsible for all medical costs incurred with respect to their child(ren) who are enrolled in a C.A.S.E. school.

Internet Acceptable Use Policy

Students entering our Catholic schools will be required to read, sign and have their parents sign the *C.A.S.E. Internet Acceptable Use Policy*. The full policy is on file in each school office. By signing the Internet Use Policy, students agree to the guidelines set in the policy. All students are bound by the terms of the policy when using the computers on the C.A.S.E. and/or individual school networks. These are the guidelines set by the C.A.S.E. Internet Acceptable Use Policy:

- Educational Purpose – Use the Internet only for school activities.
- Personal Responsibility – Where you go on the Internet is public knowledge.
- Personal Safety Issues – Do not give out personal information about yourself or others.
- System Security – Do not use the computers to go where you are not supposed to go.
- Respecting Resource Limits – Share the computers with others.
- Plagiarism and Copyright Infringement – Do not copy without giving proper credit.

Violations of the Internet Acceptable Use Policy may result in the loss of your Internet or computer privileges. Repeated or severe violations may result in disciplinary action. C.A.S.E. will cooperate fully with law enforcement officials in any investigation related to any illegal activities conducted through any C.A.S.E. Internet connection. Students using their C.A.S.E. issued email account recognize that this account is to be used in a manner that reflects positively on the school and our Catholic school community. Bullying, threats, sexual harassment, and other issues will be dealt with following C.A.S.E. and Diocesan policy. Email is the property of the school and can be monitored.

Library Materials

Students are encouraged to use classroom and school library materials for educational projects and recreational reading. Students must comply with school policy related to checkout and return of materials. The school librarian or building principal can provide a copy of the C.A.S.E. library material selection policy.

The purpose of each C.A.S.E. library is to provide a quiet atmosphere in which students may study, read or complete research for a class assignment. The library is not a place to visit with friends, play games or sleep. Students failing to observe these guidelines will be asked to leave the library.

Please treat all library equipment, furniture and resources with respect. Many books, magazines, reference materials, and clippings have been made available to students through the generous donations of time and money by parents, administrators, teachers and community benefactors. The best way for you to show your appreciation for this generosity is to use the library and its resources with care. Food and drink (including gum and candy) are not permitted in the library.

Regis Library

- Passes – Passes are issued at the discretion of the study hall supervisor and with the approval of the librarian.
- Material Checkout – All materials a student wishes to borrow must be checked out before he or she leaves the library. Students who have library materials that have not been properly checked out will be charged a fine of \$5 for each item and face possible suspension of library privileges for the rest of the school year.
- Magazine Checkout – Students may not check out the latest copy of a magazine on the browsing shelf. In order to check out a magazine from the stacks, fill out a “magazine request” slip located at the main desk.
- Loan Period – The following materials may be checked out for the indicated time period: books–2 weeks; magazines or vertical file clippings–until the project is due; reference materials –overnight.
- Fines – A fine of 10 cents per day will be charged for overdue library materials.

- Overdue Books and Unpaid Fines – Students who have an overdue book or fine will not be able to use the library until the book is returned and the fine paid
- Off Limits – No student is allowed in the magazine stacks and library offices without the librarian's permission.
- Copied Materials – There is no charge for materials either photocopied or printed from the computer. Another student's notes will only be copied with the permission of the instructor of the class.

Liturgical Celebrations and School Assemblies

Students in C.A.S.E. celebrate liturgy regularly. Students are expected to prepare properly and to actively participate in the liturgical celebrations and prayer services. Students are required to participate in special programs prepared for liturgical seasons such as Advent, Christmas, Lent and Easter. Parents are encouraged to participate in church liturgical seasons. Respectful and full participation by all students is expected; however, non-Catholic students will not be invited to receive Eucharist. Daily religious instruction and daily prayer support the religious environment of the school.

Non-Catholic students fully enrolled in a Catholic School are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church Law. (Diocesan Policy)

Regis Homeroom

Regis High School and Middle School students will meet for homeroom between first and second periods. This is a time when we pray together, have announcements and recognize students for their accomplishments.

Regis High School Assemblies

Attendance at all-school assemblies, liturgy and prayer services is required for all. Seating will be assigned according to homerooms in the auditorium. All students are expected to remain for pep assemblies or other events scheduled at the end of the school day. No student is to be loitering in the school while an assembly is in progress. Unless excused, this action would be considered as truancy.

Lockers, Desks and Backpacks

Desks and lockers are considered the property of the school; therefore, the administration reserves the right to inspect them if it is determined that reasonable grounds exist for a search. School administration will abide by the Diocesan policies when conducting inspections. Parents are to stop in the school office prior to visiting a classroom. Please do not put items in your student's locker without informing the school office.

Backpacks are to be kept in the student's locker during the school day and are not to be allowed in a classroom. Backpacks may be allowed in a special situation, such as a student's injury requiring him/her to use a backpack to transport class materials, by obtaining permission from the administration.

Middle and High School Students

Students will be assigned one locker by the school office. The lockers are the property of the school and the locker and anything contained within are open to inspection by school personnel at any time. A locker that does not work correctly is to be reported to the office. Students should keep their lockers closed and locked at all times. The school is not responsible for any lost or stolen articles. This includes books issued by the school. Students will be held financially responsible for the replacement cost of any school-issued items that are stolen. If a student needs to have a valuable item or money in school, it is advised that the student bring it to the office for safekeeping until the student needs it.

Students may rent a combination lock from the middle or high school office for \$5 per year and receive their money back at the end of the year by returning the lock. The school has the right to destroy locks not issued by Regis that are placed on lockers. Combinations are not to be given to other students.

Unauthorized entering or tampering with lockers belonging to other students will result in disciplinary action being taken against the offender(s). Students who decorate their lockers will be responsible for keeping the decorations in good taste. Objectionable materials are not allowed. Items placed on the outside of lockers should be affixed only with Scotch tape and may be removed by administration or maintenance at the end of each week. The administration will determine what constitutes good taste. All lockers will be inspected by administration before final exams each semester. Students are responsible for cleaning their lockers. Kicking lockers and/or other abuses of school property may result in a fine to be determined by school authorities.

Lost and Found

Students should report the loss of any article to the school office. Turned-in articles may be claimed in the school office. Articles will be disposed of if not claimed within one month. The school does not accept responsibility for lost or stolen articles. Students are urged not to bring valuable items such as jewelry and electronics devices to school. Valuable items should not be left unsecured in the locker rooms or any other area. If an item is needed for a class project, students should leave the item in the school office with the school secretary until it is needed.

Lunch Program

All C.A.S.E. schools are part of the same hot lunch program. Lunch menus will be distributed monthly and can be found online. The cost of lunch is \$1.75 per child per day for elementary students, \$2.50 per student per day for high school and middle school. Adult meals at all C.A.S.E. schools (for teachers, visitors, etc.) are \$2.50. High school is offered ala carte, which is priced individually. Milk is 50¢ per carton. One milk is included in the cost of the hot lunch. Students are not allowed to take extra food without permission or paying for the food.

Free and reduced priced lunches are provided under state and federal guidelines. Guidelines and application forms for free and reduced priced lunch programs will be provided to parents at the beginning of the school year and upon request throughout the school year. Parents of children who are eligible for free and reduced lunches are encouraged to participate in this program since it benefits the school lunch program and other special programs provided to C.A.S.E. by the state and federal government. Serving sizes and number of lunches served are strictly regulated by the state and the schools must be in compliance with these regulations.

- Students are expected to eat lunch at school.
- Students are expected to demonstrate good table manners.
- Students are expected to speak in conversational voices at the lunch table.
- Students are expected to realize that food is for eating only.

Middle and High School students can participate in the hot lunch program or bring their own lunches. High School students can eat either in the cafeteria or the Rambler Room. Both eating areas are to be kept clean and orderly. Students are to remain on campus during the lunch period. **No food is to be ordered out and delivered to the school.** Parents are asked not to deliver "fast food" to a student for lunch. Any student receiving a package of such food for lunch will be required to eat it in the school office. After eating, students are to go to their designated area in the building or outside and remain there until the bell rings to end lunch period. No students are to be in classrooms during lunch period without a pass and staff supervision.

When having lunch outside of the cafeteria and not part of the lunch program, you will need to provide your own eating utensils as well as condiments. Health code prevents us from having things leave the cafeteria and be able to use them when they return.

During the lunch hour, seniors may use the designated hallway and may be in the area of their lockers. The designated hallway is the only area in which students are allowed without supervision of a staff member.

Medical Emergency Information

When a student requires emergency medical attention, the individual in charge makes every attempt to contact one parent by telephone for consultation about what action should be taken. This may not always be possible. In an effort to resolve any confusion in a medical emergency involving your child, we require a separate emergency number on the card. This can include, but is not limited to, work and pager or cell phone numbers.

Music Policy

C.A.S.E. strives to promote Catholic values across the curriculum and throughout co-curricular programs. Teachers, class advisers, coaches and others who provide opportunities for students to listen to, interpret, perform or dance to music should ensure that the lyrics are not derogatory toward people of different ethnic backgrounds or gender. The lyrics should not contain foul language. The music should not reflect negatively on the Catholic Church and Her doctrine.

Efforts should be made to be proactive rather than reactive when enforcing the music policy. The music policy should be shared with disk jockeys, bands and others who will play or perform music at C.A.S.E. functions attended by students. Objections to music being played or performed should be brought to the attention of the adult in charge (adviser/coach/etc.) The adult in charge should determine if an immediate change is warranted.

It should be understood that the personal interpretation of music can differ and what may be considered objectionable to one may be considered mainstream by another. Objections to specific artists or selections can be made following guidelines established in the C.A.S.E. library selection/deselection policy available from each building administrator or the C.A.S.E. librarian.

National Honor Society – Regis High School

National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. Regis students may apply during their junior year of high school. They must have achieved a grade point average of 3.5 or better in order to apply. National Honor Society is based on four ideals: scholarship, leadership, service and character. These four ideals are the basis for the selection process by a five-member faculty council (excluding the NHS advisor), who review information gleaned from a Student Activity Information Form. Candidates receiving a majority vote of the Faculty Council are inducted into the Regis Chapter of the National Honor Society.

Regis High School NHS members are involved in a variety of community-based projects. Students are expected to be active not only in the projects, but to take leadership roles within those projects. This is the procedure for selection. For further information, please consult the guidance counselor or the advisor to the National Honor Society.

1. Students who are juniors and seniors and who have attained a cumulative grade point average of 3.5 or better on a 4.0 scale will meet scholastic eligibility.
2. Students who are eligible scholastically will be notified and told that, for further consideration for selection to the National Honor Society Chapter, they must complete the Student Activity Information Form.
3. Students who complete the Student Activity Information Form are then eligible for consideration on the basis of leadership, service and character as defined by the society.
4. The faculty council will review the Student Activity Information Form. Students who have been determined to meet the guidelines will be notified of their acceptance to the society.
5. A student's conduct can impact their National Honor Society standing.

Parties - Elementary Schools

Children are allowed to bring simple treats to have the class help celebrate their birthday. Parents are strongly encouraged to send healthy treats and to avoid treats with peanuts, peanut oil or related products. A classroom celebration must be kept simple. If your child is invited to a birthday party that is being held after school and you must send the gift to school with the child, please put the gift in a brown paper sack and staple the bag shut. In this way, those children who have not been invited to the party will not be hurt. Invitations to parties held outside of school must be mailed out from home and not distributed in the classroom.

Personal Property

Students should not bring valuable items to school: large sums of money, expensive possessions, etc. When it is necessary to bring a valuable item to school, it should be brought to the office for safekeeping. The school is not responsible for lost or stolen articles.

Photo/Video Release

Students may be photographed or videotaped for class projects or for marketing materials. Each parent that does not want his/her child's photograph used in such a manner needs to complete the written *Consent & Release Form* (included in this handbook) indicating that they do not give consent to use their child's photograph. Only video or still images are used and students are not identified by first and last name.

Physical Education Uniforms – Elementary Schools

Each school will establish the dress code for physical education classes. Generally, children in grades K-4 will not be required to change for physical education class. Children in Grade 5 will change to solid colored shorts and T-shirts. The instructor may adjust requirements depending upon class activities.

- No spandex-lycra or jean shorts.
- T-shirts must have sleeves, can be any color and cannot have writing.
- Small company logos less than two inches square are permitted. (NIKE)
- Tennis shoes with non-marking soles and socks are required.
- Winter wear will be solid colored sweatshirts and sweatpants.

Pictures

Individual and class pictures are offered during the school year, usually in the fall. Parents can elect to purchase the offered packages or can decline the offer. All children will have their pictures taken, even if parents elect not to purchase any of the offered packages. Information will be sent home prior to the date that pictures are taken.

Raffle Policy

The Development Office will hold all raffle licenses and be responsible for the renewals and any reporting as required by the State of Wisconsin. This is for ALL raffles conducted by any C.A.S.E. recognized clubs or offices that are affiliated, representative or supportive of C.A.S.E. and/or its students. A few examples would be, but are not limited to, the Music Booster Club, Athletic Booster Club, Drama Club, Environmental Club and the Development Office. This document also includes special interest groups such as parent groups in charge of student functions like the senior lock-in or any sports team that may want to hold a raffle in order to raise money for their own interest.

In order to be assured that C.A.S.E. is in accordance with the state laws and its requirements, all raffles should be approved by the Development Office. This should not be perceived as the Development Office trying to control all the raffles at C.A.S.E., but rather that the Development Office should be used as a resource or as a reference concerning the legality of a raffle. Raffles may also be subject to C.A.S.E. approval based on our identity and our Catholic values.

It is not the Development Office's responsibility to collect, count or track individual raffle proceeds. Besides the initial approval, the Development Office will need to know the following information for the required reporting to the State of Wisconsin Division of Gaming:

- A) Raffle Date (Month/Day/Year)
- B) Gross Receipts (Sales)
- C) Expenses (Prizes)
- D) Net Profits

As a State-licensed organization, C.A.S.E. is entitled to 200 raffles a year. It is highly unlikely that C.A.S.E. will ever approach that limit. The Development Office will hold both A & B Wisconsin raffle licenses, which are described as follows:

Class A Raffle License

The license type required to conduct a raffle in which some or all of the tickets for that raffle are sold on days other than the same day as the raffle drawing. Examples include the Picnic in the Park Raffle and the Alumni Raffle. **Note:** All Class A raffles are required to archive all the sold ticket stubs for one year after the drawing. The stubs shall be turned in to the Development Office for archiving.

Class B Raffle License

The license type required to conduct a raffle in which all of the tickets for that raffle are sold on the same day as the raffle drawing. Examples would be bucket raffles or a ticket sold for a chance to shoot free throws at a basketball game.

If there are any questions regarding raffles at C.A.S.E., please contact the C.A.S.E. Development Office at 715-830-2273.

More detailed Wisconsin State raffle requirements taken from the Department of Gaming document **BINGO AND RAFFLE CONTROL 563.03** follow.

563.93 The Conduct of Raffles Under a Class A License:

All of the following shall apply to the conduct of a raffle under a Class A license:

- (1) All raffle tickets and all calendars shall be identical in form and include:
 - (a) The number of the license issued by the department.
 - (b) The name and address of the sponsoring organization.
 - (c) The price of the ticket or calendar and the discounted price, if any, applicable to multiple ticket or calendar purchases
 - (d) A place for the purchaser to enter his or her name and address.
 - (e) The date, time and place of the drawing or drawings.
 - (f) A list of each prize to be awarded which has a retail value of \$500 or more.
- (1s) Each raffle ticket and each calendar sold by an organization shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing.
- (2) No raffle ticket may exceed \$100 in cost.
- (2m) No calendar may exceed \$10 in cost for each month covered by the calendar.

- (3) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class A license.
- (4) Tickets for a proposed raffle may not be offered for sale more than 270 days before the raffle drawing.
- (5) All raffle drawings shall be held in public.
- (6) All prizes shall be awarded. The purchaser of a ticket or calendar need not be present at the drawing to win a prize.
- (7) If a raffle drawing is cancelled, the organization shall refund the receipts to the ticket or calendar purchasers.
- (8) The organization that holds a raffle drawing shall furnish a list of prize winners to each ticket or calendar holder who provides the organization with a self-addressed, stamped envelope and requests the list.
- (9) If a person who holds a Class A license sells equal shares of a single ticket to one or more purchasers, the person shall, prior to the raffle drawing for which the shares were sold, purchase any shares of the ticket that have not been sold.

563.935 The Conduct of Raffles Under a Class B License.

All of the following shall apply to the conduct of a raffle under a Class B license:

- (1) All raffle tickets shall be identical in form.
- (2) The tickets need not be numbered consecutively.
- (3) No raffle ticket may exceed \$10 in cost.
- (4) No person may sell a raffle ticket unless authorized by an organization with a Class B license.
- (5) All raffle drawings shall be held in public.
- (6) (a) Except as provided in par. (b), the purchaser of a ticket must be present at the drawing to win a prize, unless the purchaser gives the ticket to another person who may claim the prize on behalf of the purchaser, but only if that other person is present at the drawing. If the purchaser of the ticket gives the ticket to another person to claim a prize on behalf of the purchaser, the organization conducting the raffle and the department shall not be held responsible or liable in any dispute regarding the ownership of the ticket.
- (b) Any organization conducting a raffle may, according to procedures determined by the organization, allow the purchaser of a ticket not to be present at the drawing to win a prize.
- (7) All prizes shall be awarded.
- (8) The time of the drawing and the prizes to be awarded, the prize amount or the methodology use to determine the prize amount shall be posted or announced before the drawing.
- (9) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

563.94 Profits.

All profits from raffles shall be used by the organization conducting the raffles to further the organization's purpose for existence and no salaries, fees or profit shall be paid to any other organization or individual in connection with the operation of a raffle.

Respect Plan

Our faith is the core of our relationships with each other. We are committed to respecting each individual at our C.A.S.E. Elementary Schools and we strive never to degrade or diminish any member of our school community by our conduct or attitudes. We benefit from each other. Our faith also provides guidance, direction and purpose for how well we treat ourselves and others.

We believe working together provides a great opportunity for our families and schools to create empowerment in our children, increase awareness of bullying and disrespect and develop an atmosphere where we will stand united in the fight for a truly respectful Catholic School environment. We also believe that everybody should enjoy our school equally. As a Catholic School system, we value our faith that is Christ-centered and an ideal means to practice important character traits such as: **working hard, teaching and learning, cooperation, telling the truth, respecting the rights and property of others, being kind, helping others, self control, courtesy and accepting responsibility for our actions.**

In the best school communities safety and respect are key components to a successful home and school partnership. Our C.A.S.E. Respect Plan provides a progressive approach to teaching our students how to advocate for themselves and others. We believe it is everyone's responsibility to treat all people (teachers, school children, parents, siblings, administrators, staff and visitors) with reverence and respect. We ask that all people who enter our school buildings help to create an environment where people can feel safe and at peace.

Our Respect Plan at Work

We define bullying as any behaviors or actions that interfere with an individual's performance or creates an unsafe, intimidating or offensive environment. Bullying causes pain and stress to others and is never justified or excusable as "kids being kids" or "just teasing".

At our C.A.S.E. elementary schools we feel the issue of respect for all students is very important. If a student feels unsafe, we will respond immediately. We want all students to feel comfortable reporting problems to any teacher, counselor or administrator and we know in some situations reporting bullying can be difficult.

A staff member witnessing or receiving a complaint of bullying will provide a written report of the occurrence using the "Respect Plan Report". The report will include a specific statement of the behavior, including time, date and location. A copy of the report will be provided to the parent, homeroom teacher, counselor and administrator.

Consequences for bullying will be based on the severity of the situation and will increase with repeated behaviors. This may range from a verbal warning, to detention/suspension or, in severe cases, suspension with recommendation for expulsion. Acts of bullying by a student will be recorded in the student's behavior file. The record will include a description of the complaint and follow-up disciplinary action taken.

The purpose of the Respect Plan is to provide a safe environment for your children. Questions or concerns about this plan should be brought to your child's teacher, counselor or administrator for further clarification. This plan is also in our student handbook and will be included in classroom lessons as part of the Diocesan Safe Environment Plan. We encourage you, as parents, to discuss this plan with your children and the important role it has in our schools.

Sacramental Preparation and Parish Relations

Catholic Schools are an extension of parish life and not a replacement for it. It is important to do everything possible to honor this, especially for the sake of parish sacramental programs and youth ministry events that serve Catholic School students as well as Public School students. Wednesday evening is considered "parish night" in this community. Since parishes schedule youth activities after school and after dinner, school activities should not take place. It is understood that some senior high school activities cannot be avoided that evening, but care should be taken to avoid conflict with church activities.

The Pastors of the C.A.S.E. Deanery kindly ask your help by:

- 1) not scheduling games, events and extra-curricular meetings on Wednesday nights;
- 2) concluding practices and meetings by 5:00 pm on Wednesdays;
- 3) forbidding practices and meetings on Sundays.

Students in Grade 2 will prepare for the Sacraments of Reconciliation and Eucharist. The Sacraments of First Reconciliation and First Eucharist are received through the parish where the parents are registered regardless of where the child attends school. Sacramental preparation for second graders will take place at the school the child is attending regardless of the parish where the parents are registered. Parents must comply with the requirements of the formation program required by their home parish. Questions about second grade child preparation can be directed to the classroom teacher. Questions about parent formation can be directed to the building administrator or pastor. Exceptions to any of the requirements for parent formation or child preparation must be addressed to the priest of the parish where the parents are registered. Parents seeking sacramental preparation for a child not in second grade should contact the parish priest. Confirmation preparedness is a parish responsibility and must require service hours. These hours can also be used to meet C.A.S.E. service requirements.

Safety Patrol – Elementary Schools

Students in fifth grade are invited, but not required, to participate in the safety patrol program. Student safety patrol is maintained and supervised by a teacher. All students are required to cooperate with the student safety patrol.

Schedule Change Policy – Regis High School

Students are reminded that they signed a commitment during pre-registration to take the courses indicated on their schedule. Since the student and the parent/guardian have signed this form, there needs to be a very strong reason to request a change of schedule. All schedule change requests must be made to the high school counselor or principal within five (5) school days of the start of the semester. The request is to be made in writing by the student and have the signature of the parent/guardian. The reason for the proposed change is to be included in the request. At no time may the student's proposed schedule drop below seven (7) class periods per day.

Service Learning Program – Regis High School

Regis High School's Service Learning Program is based on the tenet that learning and service are connected to the intellectual and moral development of each student. Each student is to complete a minimum of five hours each year in service to his/her parish. This could include working at parish festivals, participating in a parish ministry, volunteering for the parish fish boil, tutoring in the elementary school, etc. If a student is not Catholic, the student is encouraged to donate the five hours to his/her congregation; however, all students must complete 25 total hours. All students will need to complete their required hours of service prior to graduation.. Students must complete the minimum number of hours each year:

Freshmen = 25 hours Sophomores = 25 hours Juniors = 25 hours Seniors = 25 hours

Documentation for completion of Service Learning Program hours must be on file with the Principal in order to receive credit for the time, whether spent with a parish, social or economic organization. Students who complete and submit documentation for their service hours by the end of the second semester will have a notation added to their high school transcript indicating that service hours have been completed. Students who do not complete and/or document the required service hours will have this noted on their transcript.

Snowballing

Snowball throwing is not allowed on school property. Automatic detention and a \$5.00 fine will be enforced.

Special Needs Programs for Non-Public Students

Private schools participate with public schools in identifying needs that could be met through the use of federal funds for school programs. Federal money is provided to local school districts so that help can be given to eligible students in non-public schools. The special needs instructor and the classroom teacher, through an evaluation of each student's performance, determine the students who qualify. Instruction is provided by a public school teacher. C.A.S.E. makes an effort to hire instructors who have experience or education in special needs. Regis has a Special Needs teacher on staff to assist identified students and other teachers with individualized instruction.

Sportsmanship

The ideals of good sportsmanship, Catholic values, ethical behavior and personal integrity should permeate our schools. The value of good citizenship and high behavioral standards apply equally to all school activities. In practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity, respect and Christian concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the Diocese as a concrete measure of the understanding and commitment to fair play, personal Christian values, ethical behavior, respect for others and personal integrity. Students are to conduct themselves in such a manner as to reflect positively on themselves, our Catholic schools and the school community. Therefore, at WIAA games or contests, Regis students will not be allowed to wear costumes, outfits, etc.

Students at school-sponsored activities, whether at one of our Catholic schools or at another school, are under the guidelines of the student handbook and are subject to disciplinary action for inappropriate behavior or violations of school rules. All student athletes and their parents are required to sign the sportsmanship oath prior to participating in high school athletics.

Standardized Tests and Religion Assessment

The IOWA Basic standardized test is administered annually to students in selected grades. All students in these grades are required to take the tests. Sophomore students at Regis take the PLAN test. Students are encouraged to take the PSAT during their junior year. The scores from the PSAT are used to determine National Merit Scholarship eligibility. The Diocese of La Crosse has implemented a required religion competency and assessment of attitude program. Students will complete the religion assessment as directed by the Diocese.

Student Management Policy – Regis Middle and High School

Students are expected to follow the rules and regulations established by their teachers and by the school. Regis High School has adopted a Progressive Student Management Plan. This policy allows for progressive steps to be enforced if a student repeatedly violates school rules. At the discretion of the principal or his/her designee, the student may be placed on any step; and if a second violation occurs (whether of the same rule or other rules), the

student will progress to the next step. The severity or timing of a situation may result in intervention up to and including expulsion. Immediate notification of the violation and resulting disciplinary action (step) will be made to the student's parent/guardian and a full report will be placed in the student's file. Certain violations may require the student to make financial restitution for damages. Infractions of the rules that would lead to a detention or more serious action are:

- Improper care of books and school materials
- Deliberate damage to books or school materials
- Marking or defacing books or school property
- Not keeping books, binders, bags, etc. in assigned locker; fines will be assessed
- Chewing gum during school hours (Middle School)
Not bringing signed material from home
- Tardy for assemblies, liturgy, homeroom or classes
Unexcused absence from a class period
- Dress code violation
- Inappropriate classroom behavior
- Not moving through the building in an orderly manner
- Disruptive behavior on school buses
- Throwing snowballs/objects at people or property
- Profane or rude remarks
- Obscenities - oral, written or gestured
- No eating food or drinking pop in the classrooms

Failure to follow established rules of conduct may result in the following steps being taken. Interpretation and enforcement of the actions contained in these steps are determined by and at the discretion of the Principal. Students will be expected to make appropriate restitution.

Step 1: The referring teacher or the office may assign a detention. The student is to be notified immediately by the teacher or office personnel that a detention is being issued. Phone contact may be made with the parent/guardian.

Step 2: The student is issued an after-school detention. A phone conference may be held with the parent/guardian, the principal or his/her designee and the teacher who issues the detention.

Step 3: The student will be assigned an after-school detention. The student's parent/guardian may be requested to have a conference at school with the student, the teacher and the principal or his/her designee. The student and the parent/guardian may be informed that the next referral will result in the student being assigned two (2) after-school detentions.

Step 4: The student may be assigned two (2) after-school detentions.

Step 5: The student may be assigned an in-school suspension and a conference with the parent/guardian will be held over the telephone or in person.

Step 6: The student may be given an out-of-school suspension. A conference with the parent/guardian will be necessary before the student is readmitted.

Step 7: The student may be given an out-of-school suspension of three or more days. A conference with the student's parent/guardian will be necessary before the student is readmitted.

Step 8: A student who does not serve an assigned detention(s) during the specified time will not be eligible to participate in co-curricular activities until such time as the detention(s) is completed.

Step 9: If the matter cannot be resolved internally and/or depending on the severity of the incident, law enforcement authorities could be notified.

Step 10: A student could be referred to the appropriate individuals for consideration of expulsion depending on the severity of the situation.

After four detentions, Step 5 of this student management policy will be entered. Students will lose the privilege of their next co-curricular event, contest or athletic event.

A student who refuses to serve the assigned penalty at any step will automatically progress to Step 5 or the next higher step if they are already at Step 5 or above. At Step 5 or above, the student is not eligible for field trips, attendance at school-sponsored activities, involvement in co-curricular activities and other competitions during the time of the suspensions. There are exceptions to the progressive plan and the administration reserves the right to place a student at any level on the disciplinary code depending on the severity of the offense or extenuating circumstances.

The following examples could result in a placement of Step 6 or greater. They include, but are not limited to:

- A student endangering or threatening himself/herself or others
- Damaging or destroying school property or personal or public property
- Fighting
- Being in an unauthorized area without permission
- Tampering with report cards or other school records—electronic or paper

- Possession or use of tobacco, drugs or alcohol
- Harassment of another student or students, staff members or other members of the community
- Failure to cooperate with school staff
- Profanity, rudeness or insolence towards a member of the school staff or any adult in position of authority
- Intentional disturbance of class, cafeteria or school function
- Tampering with or entering a locker assigned to another student
- Gambling during school time or school-sponsored activities
- Forging notes
- Inappropriate and excessive showing of affection
- Student is sent to the office and fails to report. Students who feel that they have been sent to the office unjustly should report as directed and then follow proper procedures for grievance at a later time.
- A student posting material in his/her locker or in some other area, which is considered to be sexually explicit, or material considered to be racial or otherwise objectionable to some ethnic group or individual

If someone physically or verbally attacks you or harasses you, walk quickly away and report the student to the nearest staff member or to the office. In this way, you will avoid possible consequences for retaliation. For particular actions taken by a student(s), the principal or designee has the discretion to request the assistance of the legal authorities to investigate and to issue appropriate citations or to arrest the student(s) if necessary.

Study Halls - Regis

Most students at Regis Middle School and Regis High School have one study hall as part of their daily schedule. This period is a time for quiet study. A student may work with another student only if the supervisor gives permission. Each study hall supervisor has the right to set reasonable standards or rules of student conduct for their study hall period. These guidelines will be given to the students at the beginning of each semester. Regis has a closed campus policy. Students assigned to study hall are to be in their assigned area unless they have signed out from study hall in the appropriate manner.

Students are reminded that the library and computer lab are not study halls, but separate classrooms. Students in the library or computer lab are to follow the rules of the library or computer lab or they may be asked to return to study hall. Refusal to follow this request will be treated as insubordination. Seniors who have study hall the last period(s) of the day may be able to leave campus. They must have a permission slip signed by their parent to leave and approval from the principal or designee.

Substance Abuse

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature.” (cf. Mk 16:15)(Evangelium Vitae, Introduction, Section 3; paragraph 1).

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. The mission of each Catholic School is to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety and welfare of all pupils in our schools. The Diocese has a paramount obligation of protecting its students from the danger of drugs and alcohol. As Catholic Institutions, our schools must provide an environment and opportunities for redemption, rehabilitation and reform for those students who abuse drugs and alcohol. (Diocesan Policy)

Recognizing the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse; the need to articulate strong, clear and consistent policies and procedures in this area; its obligation to set the moral and ethical standards we expect from our schools and pupils; The Diocese of La Crosse adopts the following Drug and Alcohol Policy for all of our Diocesan Schools:

Definitions

Substance abuse includes, but is not limited to, alcohol, non-prescription drugs, prescription drugs without proper authorization and those substances that are commonly associated with being illegal. The possession of drug paraphernalia or other such material is also not allowed. The school reserves the right to take whatever legal or disciplinary action it deems appropriate for the off-campus purchase, possession, use or sale of any of the above named items by a member of the student body.

1. The phrase “**drugs or alcohol**” includes, but is not limited to:
 - a. Illegal drugs
 - b. Alcohol
 - c. Illicit drugs (legal drugs used for an illegal or improper purpose) and
 - d. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol)
2. The term “**expulsion**” is the termination of a pupil as a student from the school permanently (no opportunity for reinstatement).
3. The term “**dismissal**” is the termination of a pupil as a student from the school less than permanently (indefinite or for a given term).
4. The term “**suspension**” is temporary removal of a pupil from school, either as a punishment or as a precautionary measure during investigation and/or assessment.

Prohibitions

1. No student may distribute, offer and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 2000 feet of school property, at or en route to school-sponsored or approved activities, functions or events, or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activity functions, or events or on school buses, rental vehicles, or school-sanctioned vehicles.
3. No student may be under the influence, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or school-sanctioned vehicles. (Diocesan Policy)

Required Minimum Sanctions

1. For students who have violated Category 1 Prohibitions-dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions-suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions-suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions including suspension, dismissal or expulsion. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanction to apply, at least the following factors shall be considered:

- Nature of the substance
- Amount of the substance
- Age of the student
- Degree of risk posed to other students
- Cooperation or lack of cooperation of the student
- Student’s prior record

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictates. The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

Investigative and/or Remedial Measures

1. The student and parents/guardian shall meet with school authorities.
2. The student shall be suspended pending the completion of the investigation and may be suspended during the assessment.
3. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
4. The student and his/her parents/guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
5. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
6. For students suspended or dismissed, before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - a. If requested, the student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
 - b. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - c. They must refrain from any future drug or alcohol offense.
 - d. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
 - e. The student must cooperate with local school authorities.
 - f. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing if and when deemed necessary by the Diocese.

Reporting Requirements

1. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be victims of abuse; therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be victims of abuse. Abuse situations must be reported to Human Services.

Consultative Requirement

Drug and alcohol offenses are serious matters. They involve complicated and at times, contradictory and conflicting interest. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office of Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

Relationship to other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, but not replace, those student conduct standards and procedures. (Diocesan Policy)

Smoking

C.A.S.E. has the responsibility to discourage any practice that is dangerous to the health of a student. Smoking or tobacco chewing is not permitted on any school campus, at any school activity or on any school bus. Possession of smoking materials, tobacco products or cigarette lighters by students is not allowed in the school building or on school grounds or at school events. Students in possession of tobacco products will be required to surrender them for confiscation. There will be a \$25 fine paid within 24 hours of school time. We encourage parents to consider this fine the sole responsibility of the students. Detention and additional fines can also be levied for repeat offenders.

Summer Reading – Regis High School

All Regis High School students will receive summer reading assignments for their Language Arts and Social Studies courses for the upcoming school year. Students are responsible for obtaining the books and completing the reading prior to the start of the academic year.

Teachers' Lounge, Teachers' Work Room and Mailroom

The teachers' lounge, workroom, desk and/or mailroom are off-limits to all students at all times.

Telephone and Message Board

Elementary and Middle School: The school secretary will take messages for teachers and students. Teachers will return the call at their earliest convenience. Students may use the telephone with permission. Students may be allowed to call home for forgotten assignments, lunches or supplies.

High School: In an effort to minimize the number of messages to students, families are encouraged to communicate with their students **before** school begins. When necessary, messages for students will be placed on the message board outside the school office; students have been instructed to check the board. No messages will be placed on lockers. Only emergency messages will be delivered to the students in an effort to keep classroom disruption at a minimum. Please do not call your student on his or her cell phone during the school day. The students are NOT to use the cell phone on campus during the day and your calling makes enforcement of this policy difficult.

Textbooks

Textbooks belong to C.A.S.E. and are expected to be used by other students for several years. Each student is to have a book bag to protect books when taken home. Textbooks that are allowed to go home are to be covered. Lost or damaged textbooks will need to be replaced at current cost by parents.

Threats

C.A.S.E. has no tolerance for threats of violence. Any student who would make any kind of threat of this type toward an individual or the school will face the possibility of suspension, dismissal or expulsion. If you overhear a threat or have a threat made directly to you, please notify the Principal or another school official immediately.

Transportation and Parking

Alternate Transportation: Elementary students who will not be using their regular form of transportation must provide a written permission slip signed by their parent/guardian before any change will be approved.

Bicycles: Students who ride bicycles to schools must place them in the bike racks and should lock the bike to the rack. For safety reasons, bicycles are not to be ridden on school grounds. No skateboards, roller blades or similar items are allowed in school, on the playground or school parking lots. The school is not responsible for any lost or stolen bicycles.

Bus: Students receive free transportation to school using the same rules of eligibility that apply to public school students. Questions or concerns about student eligibility for bussing in the Eau Claire School District should be directed to Student Transit (839-5116). In Altoona, contact Alice Mayer (839-6082). Student Transit notifies families of bus routes and pick-up times. Riding the bus is a privilege. Students are subject to conduct mandated by the bus driver. Repeated violations of bus conduct rules can result in temporary or permanent removal from the bus. Student passengers will not get on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request countersigned by the school administrator. C.A.S.E. will comply with all bus regulations imposed by Student Transit and Eau Claire and Altoona Public Schools. A full copy of the guidelines is available from Student Transit. Schools may implement consequences for bus-related incidents.

Cars: Extreme caution should be used when driving near schools or around school buses.

Pedestrians: Those children who walk to and from school will report to their classroom or a designated area upon arrival. The school is not responsible for a child until that child enters school grounds.

Driving To School Events: The school does not encourage the use of student drivers for travel to school events. Students who plan to drive and transport other students as passengers are to protect themselves by obtaining the written permission of the parents/guardians of the students who will be riding with them. There may be special circumstances when the school may require having such permission forms on file in the high school office.

Parking of Cars – Regis High School

Students who drive to school and wish to park in the school parking lot must provide the high school office with the properly filled out school form before they may obtain a parking permit.

- Seniors have priority in parking, will be assessed a parking fee and will be given a numbered parking space.
- Students are not allowed to park in the areas reserved for faculty, staff, and visitors.
- Each faculty and staff member will have an assigned numbered parking space.
- Students are not allowed to park in areas that are marked with a sign or yellow lines.
- Tickets will be issued for violations (\$10 fine).
- Failure to abide by parking lot rules could result in having your parking privilege revoked.
- Violations may result in the vehicle being towed at the owner's expense.
- All cars must be legally parked, including parking for athletic practices or games.
- The Principal or designee may rescind parking privileges if deemed necessary.

The speed limit in the parking lot is 10 miles per hour. Any student driving carelessly or recklessly in the parking lot will be asked to return the parking permit and will need to park his/her vehicle off school grounds for the remainder of the year.

Travel Teams – Guidelines For

C.A.S.E. does not encourage or sponsor “select” travel teams; however, we recognize that travel teams are common in youth sports. Oftentimes, the teams are associated with our school by the organizing body, fans in attendance, media, etc. Therefore, we present the following suggestions for parents who may be organizing these teams or have children participating in a non-school travel team.

1. Suggestions for Organization:

- a. Hold a meeting for all who are age-eligible and interested.
- b. Present clear expectations regarding playing time, player selection plan, role of parents, etc.
- c. Consider having a manager who is not the coach.
- d. Collect entry fees, registration fees, uniform costs, etc. up front.
- e. Use a coach who will not be coaching the athletes in the same sport for a school team.

2. Schedule your games during the “off season.” Don't schedule games/tournaments the same weekend as C.A.S.E. games/tournaments for the same age group and gender.

3. Don't use C.A.S.E. uniforms, balls or equipment.

4. While you don't officially represent C.A.S.E. or Regis, all your actions as parents, players or coaches will be linked to C.A.S.E./Regis.

5. Gym time at the parish or public school district buildings for travel teams is not scheduled by C.A.S.E. If you contact an outside agency for practice time, make it clear when asking for gym time that you are a travel team – not a C.A.S.E. team. Expect to pay for practice time at the parish gyms – we do for our school teams.
6. If you are coaching a C.A.S.E. school team, you may have access to gyms for your school team – do not abuse this access by scheduling practice for your travel team. Our pastors have been very firm about this.
7. We understand that all the players on your team may be students from our Catholic schools and that you may want to share your accomplishments through our school newsletters, announcements, etc. Please understand that we have many students involved in many community activities and out-of-school teams and that it may not be possible or appropriate to recognize a select group.
8. Have fun and enjoy this time – but realize that your investment of time and money into the program does not guarantee success at the high school level. All student athletes develop differently. High school teams have athletes from all grades. A student who may be a star when playing against and with other 7th grade students may be average when playing with students from other grades

Tuition and Fees

All tuition arrangements for students attending the C.A.S.E. schools are to be made through the: Catholic Area Schools of the Eau Claire Deanery, 2100 Fenwick Avenue, Eau Claire, Wisconsin 54701. Any questions with reference to tuition are to be directed to the Accounting Assistant (830-2273) or the Controller (830-2273) in the C.A.S.E. Finance Department. No student records will be released until all outstanding bills are paid or arrangements are made for payment. No student will be allowed to attend class until a tuition agreement is on file in the Finance Office.

Tuition Assistance

Families seeking tuition assistance should contact the C.A.S.E. office. C.A.S.E. uses an external agency to estimate the amount of tuition a family should be able to pay. Any family requesting tuition assistance is required to submit a FACTS application form and to apply for Free and Reduced Lunch (forms available at each C.A.S.E. school). Families are asked to work with their local pastor to obtain tuition assistance.

Tuition Management Program

Families who pay their entire tuition and fees prior to July 20 by cash, check or debit card will receive a 2 percent discount on full tuition only. Fifty percent of the total tuition is due prior to the start of each semester. All fees (except the family fee) are due before the first day of school in the fall semester. Families who will not be paying in full or in two payments prior the start of each semester will use an independent tuition management service with extensive, positive experience in Catholic Schools. This program provides benefit for families by budgeting timely tuition payments. Families will select either ten monthly installments (August to May) or four quarterly installments (August, November, February and May).

Non-payment of Tuition

Every effort will be made to work with those families unable to meet tuition payments on time and in full. When families have difficulty complying with a predetermined tuition payment plan, we will work with them more closely. This may include (but not be limited to) an in-person meeting with parents/guardians responsible for tuition payments, frequent reminders of past due balances, referral for collections, withholding records transfer for families who are moving and legal action when all other methods of tuition collection have been exhausted.

Tuition Reimbursement (Student Withdrawal)

Our operating budget is determined, in part, by the tuition paid for enrolled students. In the case of a student's early withdrawal – whether initiated by the family or by the C.A.S.E. Administration – tuition will be charged through the end of the academic quarter in which the student is enrolled. The C.A.S.E. President may grant exceptions when the cause for withdrawal is not within the family's control. In cases when the C.A.S.E. Administration initiates a student's withdrawal, the C.A.S.E. President reserves the right to approve or deny a refund of pre-paid tuition.

Fees

All fees are to be paid prior to the beginning of the academic year. In addition, each family is responsible for a \$250 Family Fee. Families can earn credit to offset the Family Fee by purchasing Scrip and by participating in the fall magazine sale fundraiser. Several changes have occurred in the Scrip program for 2009-2010 including the following:

Effective September 14, 2009, the main Scrip Office will be located in the C.A.S.E. Central Offices at the Alliance Bank Building, 2728 Mall Drive, Eau Claire, WI 54701. Please call 830-2273 or e-mail jpickard@case.k12.wi.us for other locations where C.A.S.E. Scrip is sold or to order Scrip.

As an incentive to use Scrip for the 2009-2010 school year, C.A.S.E. will automatically give you a \$50 credit toward the \$250 Family Fee effectively lowering your Family Fee to \$200 for any family that satisfies all of their Family Fee by purchasing Scrip or by credits from the fall magazine sale.

For Scrip purchased on behalf of a family, the family will receive a credit equal to 50% of the profit from Scrip based on the normal Scrip percentage allowed by the merchant.

In addition to earning credit to offset the Family Fee, a family can now continue to earn Scrip credit to offset tuition for the following school year.

For the 2009-2010 school year, the Scrip credit earning period begins on May 16, 2009 and ends on June 30, 2010. Periodic statements will be sent to all families to keep you aware of how much of your obligation remains to be met. The remaining balance of the Family Fee as of June 30, 2010 will be billed for payment. A family will not be allowed to participate in extra-curricular activities for the next school year until all of the prior year's Family Fee is paid or earned.

The Family Fee can be met by earning credits from the fall magazine sale. For every magazine sold by a family, 15% of the overall fundraiser's average selling price per magazine will be credited to the Family Fee.

Once you earn enough Scrip credit to cover your Family Fee, your excess Scrip credits will go toward reducing next year's tuition for your family. You can also apply your credits to a different family or allocate the credits to a specific C.A.S.E. needs area.

Vandalism

Vandalism of any kind will not be tolerated on or off our Catholic school grounds and buildings or at any other site where school-sponsored activities are taking place. Any person vandalizing the school property or other public or private property will pay restitution and/or face criminal charges and may face disciplinary action that could include suspension, dismissal or expulsion.

Visitors

All guests must stop at the school office and check in before visiting anyone in the school. Parents are not to go to a child's classroom prior to stopping at the school office. Regis students may have visitors during the school day only under the following conditions:

- A written request is made 24 hours prior to the time the visitor is to be on campus and the student is age appropriate. The request is to include the student's name, grade level and school presently attending, along with the parent/guardian's name, address and a phone number where they can be contacted during the day.
- The visitor has a signed note from his/her respective school (if applicable) that gives its permission to have the student miss school to visit one or more of our C.A.S.E. schools.
- The visitor receives permission to be on campus.
- The visitor signs in and out at the office. Visitors not meeting these conditions are in violation of city ordinances and will be asked to leave the building.
- The visitor must be accompanied by a student from Regis and obtain a pass from the office to show teachers.

Volunteer Services

Many opportunities will be available to volunteer your services in our school programs. A volunteer list will be sent home by each school. The Development Office, Home and School Association, Booster Clubs and Scrip Sales will also be looking for volunteers. We would appreciate your assistance in any of

the services. Remember, the more you get involved, the more interest and appreciation you will have for C.A.S.E. programs. Volunteers will be required to meet Diocesan requirements, which will include a background check, acknowledgement of receipt of and having read the two Diocesan books on Sexual Abuse, viewing of the Safe Environment Video and completion of the Confidential Employee and Volunteer Questionnaire. Parents who wish to volunteer at any C.A.S.E. school need to complete the necessary paperwork for the C.A.S.E. Office **prior** to being able to work as a volunteer. These papers are available at elementary school offices and at the C.A.S.E. Central Office and must be completed each year you volunteer.

Weapons

A weapon is defined as any object that can be reasonably viewed as an item that could cause physical harm to another individual. No one may have any kind of weapon on school grounds or at any school sponsored activity. No one may use any article as a weapon to threaten or injure another person.

Items that could be considered as dangerous weapons include but are not limited to guns, any type of knives, explosives (including fireworks), bows and arrows, tools such as screwdrivers or hammers, or any other device that can be used to threaten or physically attack another person. Immediate action includes the notification of the proper authorities, immediate suspension from school, and a making a referral for possible expulsion.

Withdrawal and Records Policy

If your family will be relocating or you will be transferring your child to another school, you must complete a Withdrawal Form. Forms are available at each school. Records are transferred directly to the school. Records are not released until all parties have signed the withdrawal form and all financial obligations have been met.

Assuming all financial obligations have been met, high school transcripts are sent free of charge the first five years following graduation. A cost of \$5 per request is assessed for release of transcripts after the fifth year.

Work Permits

Due to current incidents of identify theft, the need to keep better track of which minors are not eligible to receive work permits due to school performance or truancy issues, and through the use of technology to assist permit officers in making decisions on whether certain types of work are safe for minors, the Department of Workforce Development has upgraded its system of issuing work permits to be computer-based. The computer checks the name and social security number of the minor against a list of minors who are ineligible to receive a child work permit (primarily for truancy or poor school performance). If the minor is not eligible to receive a work permit, a message will be received that no permit officer in Wisconsin will be able to issue the minor a permit. The program also checks the minor's age, type of schooling, type of employer, whether a parent owns the business and type of work to be performed to determine if the work to be performed is appropriate for a minor of that age. NOTE: Students wishing to obtain work permits should do so in sufficient time. Call the office to make sure someone is there that can issue the permit. Bring with you your social security number, a letter from your parents stating that they approve of you working for a given employer and a letter from your employer showing that you have been accepted for a position with them. There is a \$10 fee for issuance of the permit.

Work Release – Regis High School

A student may be allowed to leave the Regis campus for Work Release under certain conditions. For an application that lists all the criteria required for acceptance into this program, the student should contact the high school principal. The basic requirements are:

- The student is a junior or senior. The student must be on track for graduation.
- The student must maintain a minimum of a 2.5 GPA during any quarter grading period and have no more than one grade below a C-.

- The time for release must be able to be worked into the student's schedule without causing undue hardship on any class. Release time must be either first or last period of the day.
- The student must provide all required documentation to justify the released time.

Youth Options, Viterbo Courses– Regis High School

A second semester junior or a senior may apply to the Youth Options Program to take a course or courses at another accredited high school, college, university or technical college. Students interested in participating in the Youth Options Program should receive full information and forms from the high school office or guidance counselor and submit all information at the designated times. Applications for this program must be completed no less than 15 days prior to the start of the proposed class. For full information and an application, contact the high school counselor. The basic requirements are:

- The class, or a similar one, is not offered at Regis High School.
- The student is in good academic standing.
- The course will not interfere with the student's completion of required subjects at Regis High School.
- The participating school accepts the student.
- The time for the class can be worked into the student's schedule.

Students who meet program requirements may take college courses at Regis through an arrangement with Viterbo University. Students receive dual high school and college credit. They complete a separate registration process with Viterbo and pay tuition (at a much discounted rate) to Viterbo.

APPENDIX

REVISED CHILD SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE

ON THE PROMULGATION OF THE REVISED SEXUAL MIDCONDUCT POLICY & PROCEDURES FOR THE DIOCESE OF LA CROSSE

REQUIRED READING

Sexual Misconduct Procedures

A Pastoral Letter to Christ's Faithful
of The Diocese of La Crosse

The Most Reverend Raymond L. Burke
Bishop of La Crosse

October 18, 1997
Feast of Saint Luke, Evangelist

On the Promulgation of The Revised Sexual Misconduct Policy and Procedures For the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

The Church is our second home. Each of our individual homes is meant to be a small Church which finds its spiritual birth and growth in the larger Church, our parish. Our participation in the life of the Church is, therefore, our greatest treasure after the gift of life itself. It is sacred to us, for it unites our individual lives to God, the source of all life, and to one another, the family of God's children.

Those who serve us in the Church represent, in one way or another, our Lord Jesus Christ as He shares His divine life with us in the Church. Priests and deacons, consecrated persons and laity who serve us in the Church, also as volunteers, are therefore held to the highest standard of moral conduct. Any breach of moral conduct on their part carries an additional burden of responsibility, for it betrays the trust which the Church places in them.

Sexual misconduct, because it is a violation of a person in his or her intimate being, always inflicts a most severe wound in the victim. When the act of sexual misconduct is carried out in the context of the Church's work, the wound is even more severe, for it touches upon the victim's faith in God and in His love for us. For that reason the Church, together with society in general, has become increasingly aware of the nature and gravity of acts of sexual misconduct, and desires to address such acts committed by agents of the Church with all of the spiritual remedies at her disposal.

The revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse indicate the practical ways by which our Diocese will continue to address the situation of sexual misconduct by those who serve God's people in the name of the Church. First of all, they mandate ongoing education for all agents of the Church regarding proper conduct, especially in the delicate area of human sexuality. In the sad case of an act of sexual misconduct, they aim to do what is just for all involved: the victim, the perpetrator and the whole body of the Church. What is more, they aim to bring the love of God to those who suffer the terrible wound inflicted by acts of sexual misconduct.

I take the occasion of the promulgation of the revised Sexual Misconduct Policy and Procedures to invite all who have suffered the severe wound inflicted by sexual misconduct on the part of an agent of the Church to seek the healing and reconciliation which our Lord Jesus Christ alone can provide. The holy Gospels attest to the healing power of our Lord Jesus Christ. I invite you to place your trust in the Lord and in the grace of healing which He continues to pour out for us in the Church.

Saint Luke, whose feast we celebrate today, tells us that our Lord Jesus sent forth the Twelve on their mission "to proclaim the reign of God and heal the afflicted." (Lk 9,2) Let us pray that the revised Sexual Misconduct Policy and Procedures will be a fit instrument to assist in healing the terrible affliction of sexual misconduct. Let us invoke the intercession of the Blessed Virgin Mary, Mother of the Church, to bring health and healing to all in the Church.

Invoking God's blessing upon you and your homes, I remain

Yours sincerely in Christ

(Most Rev.) Raymond L. Burke
Bishop of La Crosse

Decree

Promulgating the Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse

The Diocese of La Crosse has had, for a number of years, a policy and procedures to respond to allegations of sexual misconduct on the part of Diocesan employees and agents. In order that the policy and procedures might respond more fully and effectively to such allegations, in the light of up-to-date knowledge in the matter and the Church's experience, it has been necessary to undertake their revision. For this reason a committee was convened and, as a result of its work, this revision of the Sexual Misconduct Policy and Procedures for the Diocese of La Crosse has been formulated.

I hereby decree that the *Revised Sexual Misconduct Policy and Procedures for the Diocese of La Crosse* is to be published and to become effective today.

Given at La Crosse this eighteenth day of October in the year of Our Lord 1997, the Feast of Saint Luke, Evangelist.

Most Rev.) Raymond L. Burke
Bishop of La Crosse

Sr. Marlene Weisenbeck, F.S.P.A.
Chancellor

Sexual Misconduct Policy

1. Sexual misconduct by any Diocesan agent, while performing the work of the Diocese, is contrary to Catholic faith and morals, is outside of the scope of his or her duties and responsibilities, and is absolutely prohibited.
2. No person shall be subjected to sexual misconduct by any Diocesan agent, including clergy, consecrated persons, employees or volunteers of the Diocese of La Crosse.
3. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual misconduct; all laws requiring the reporting of known or suspected instances of sexual misconduct; and all requirements, procedural and substantive, set forth in this policy.

Sexual Misconduct Procedures

PURPOSE

1. **To convey the message** by word and deed that sexual misconduct is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just, pastoral response to all involved.
2. **To provide a prompt, compassionate and appropriate response** to reporters of sexual misconduct.
3. **To respect the canonical and civil rights** of the parties involved.
4. **To provide a confidential procedure to gather all relevant facts** which respects the privacy of the reporter and of the accused.
5. **To provide a mechanism**, when appropriate, to make available competent and supportive professional resources to victims, perpetrators and the accused.
6. **To provide and develop a climate and opportunities** for remediation, reconciliation and forgiveness.
7. **To provide a process** which seeks to restore trust.

PROCEDURE

1. All allegations of sexual misconduct against Diocesan agents (clergy, consecrated persons and/or lay persons) shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The

Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and appropriate response to the allegations. This initial assessment will address the issues of possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.

3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter acknowledging the allegations and providing the accuser/reporter a copy of the Diocesan Sexual Misconduct Procedures.

4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused with a copy of the Diocesan Sexual Misconduct Procedures. If the accused is a cleric of another Diocese or a consecrated person, the ecclesiastical superior of the accused shall also be notified.

5. When necessary, the Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).

6. The investigative protocol shall be carried out in a timely manner.

7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communication with the accuser and to the Diocesan Bishop shall be confidential.

8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused; to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including a written statement from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All information and communications with the accused and to the Diocesan Bishop shall be confidential.

9. When appropriate, the Diocesan Bishop may request a third-party assessment of the accuser and/or accused, including independent medical, psychological or other examinations at Diocesan expense. All documents and/or reports are confidential.

10. After the investigative protocol is completed, the Diocesan Bishop shall make a determination whether or not the accusation is sufficiently confirmed.

11. If the accusation is not sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, placed and recorded in the confidential records of the Diocese.

12. The following will apply if the accusation is sufficiently confirmed:

a. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved and to prevent the misconduct from being repeated.

b. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

c. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature, content and extent of the assistance will depend upon each circumstance. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial

and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

d. No cleric, consecrated person or lay person who has engaged in sexual misconduct may be assigned in the future, if ever, to any Diocesan position, unless and until he or she has successfully completed any and all recommended assessment and initial therapy, is professionally deemed as presenting no unreasonable risk of reoffense, has had a prolonged period without recidivism, is reasonably monitored and supervised, and demonstrates to the satisfaction of the Diocesan Bishop that he or she presents no reasonable risk of harm.

e. Confidential written records shall be maintained by the Diocese concerning any accusations of sexual misconduct. All records of the investigative protocol are confidential and shall be kept in the secret archives.

13. When it is apparent that the accusation of sexual misconduct has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

Sexual Misconduct Policy and Procedures

SCOPE

1. These Sexual Misconduct Policy and Procedures govern all Diocesan agents, including clergy, consecrated persons, employees and volunteers, while they are performing the work of the Diocese.
2. The Sexual Misconduct Policy and Procedures are not intended to cover other moral transgressions or matters involving violations of the Code of Canon Law.

**Revised
Child Sexual Abuse Policy and Procedures of the
Diocese of La Crosse**

A Pastoral Letter to Christ's Faithful
of

The Diocese of La Crosse

On the Promulgation of the
Revised Child Sexual Abuse Policy and Procedures
of the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the *Revised Sexual Misconduct Policy and Procedures*, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegations of sexual misconduct on the part of any agent of the Diocese. They have been applied with special attention to the care and protection of children who may have been victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the *Charter for the Protection of Children and Young People* to assist Diocesan Bishops in responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, which required the review and approval of the Holy See. In accord with the requirements of the *Charter*, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

Once the Holy See had completed the review of the Charter and the *Essential Norms*, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregation for Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nation.

Now that the revised *Charter* and the *Essential Norms* have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Cases of child sexual abuse by other Church personnel will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, reconciliation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the *Revised Child Sexual Abuse Policy and Procedures* be the

occasion for all in the Church to make reparation for the crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the *Revised Child Sexual Abuse Policy and Procedures* for the good of all in the Church.

I invoke God's blessings upon you and your homes.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke
Bishop of La Crosse

Benedict T. Nguyen
Chancellor

DECREE
PROMULGATING THE REVISED
CHILD SEXUAL ABUSE POLICY AND PROCEDURES
OF THE DIOCESE OF LA CROSSE

The Diocese of La Crosse has been following the *Revised Sexual Misconduct Policy and Procedures*, promulgated on October 18, 1997, which have applied also to cases of allegations of sexual abuse of children by a priest or deacon.

At its General Meeting in June of 2002, the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. The *Charter for the Protection of Children and Young People* required that the Diocese of La Crosse have specific policy and procedures to be followed in cases of child sexual abuse by priests and deacons, in order to address more effectively the grievous crime involved in such cases. In accord with the mandate of the *Charter*, I, with the assistance of a special committee, prepared and promulgated on August 6, 2002, the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.

At its General Meeting in November of 2002, the United States Conference of Catholic Bishops approved a revision of the *Charter* and the *Essential Norms*. On December 8, 2002, the Congregation for Bishops reviewed the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular law for the Church in the United States of America.

Both the revised *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* required some revision of the *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. Therefore, once again with the assistance of a special committee, I have prepared a revision of the special policy and procedures to be employed in the Diocese of La Crosse in cases of allegation of child sexual abuse by a priest or deacon. Allegations of child sexual abuse by other personnel of the Church will continue to be handled according to the *Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse*.

I hereby promulgate the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*, including the *Norms Governing the Diocese of La Crosse Child Sexual Abuse Review Board*, effective today.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) Raymond L. Burke
Bishop of La Crosse

Benedict T. Nguyen
Chancellor

Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse

SCOPE

1. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse governs priests and deacons, while they are performing the work of the Diocese, with the permission of the Diocesan Bishop.
2. They are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

DEFINITIONS

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behavior by which an adult uses a child as an object of sexual gratification.

POLICY

1. Sexual abuse of a child is a crime and “an appalling sin in the eyes of God.” (cf. *Address of Pope John Paul II to the Cardinals of the United States*, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

PROCEDURES

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*.
The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the *Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall be notified. The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.
5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.

9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and communications shall be confidential.

10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.

11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.

12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.

13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.

A. The Congregation for the Doctrine of the Faith shall be notified.

B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.

C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.

D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.

14. In any case involving canonical penalties, the processes provided for in canon law must be observed.

15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

Norms

Governing the Diocese of La Crosse Child Sexual Abuse and Review Board

1. Composition and Appointment.

The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.

2. Qualifications.

No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.

3. Term.

The term for each Review Board member shall be five (5) years, which can be renewed.

4. Purpose.

The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:

- A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
 - B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
 - C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.
5. Confidentiality.

All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.
6. Norms Governing the Assessment of Allegations.
 - A. Issue: "Is the allegation true?"
 - B. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.
 - C. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.
 - D. Representation:
 - (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
 - (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
 - (3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.
 - (4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.
7. Record.

There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.
8. Rules of Evidence.

Adherence to the application of the strict rules of evidence shall not be required.
9. Discovery.

There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.
10. Nature if the Proceeding.

Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

SCHOOL FORMS

Please copy forms you need to use and keep the original for your future use.

Application for Approval of Fund Raising Project

Comprehensive Child Consent & Release Form

Supplemental Child Consent and Release Form

Consent & Release

Practice Travel Release Form

APPLICATION FOR APPROVAL OF FUND RAISING PROJECT

Name of Organization, Club or Class _____

Advisor/Coach _____

Dates Requested for Project _____

Type of Fundraiser (Candy sale, bake sale, car wash, etc.) _____

Product Sold and Brand Name _____

Cost of Product (Wholesale) _____ (Retail) _____

Name of Company _____

Project Objective _____

Goal (In Dollars) _____ No. of Students in Organization _____

Sales Incentives to be Used _____

Total Cost of Incentives _____

Total Profit (Reported at conclusion of sale) _____

Where will funds be deposited? _____

I understand that final approval for this project is not granted until the president has read and initialed any order for product.

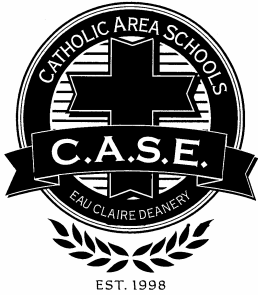
Advisor's Signature

Athletic Director (If appropriate)

Signature of Principal

Date Approved

C.A.S.E. President



CATHOLIC AREA SCHOOLS OF THE EAU CLAIRE DEANERY
 2100 Fenwick Avenue – Eau Claire, WI 54701
 (715) 830-2273 Fax: (715) 835-4658
 Web Site www.case.k12.wi.us

CONSENT AND RELEASE

The Catholic Area Schools of the Eau Claire Deanery would like to consider your child's work, video appearance, and/or photograph to be used for marketing or for public relations activities and requests your permission to duplicate or reproduce your child's work and/or publish photographs or videos of your child. Your child's work, photograph and/or videotaping **MAY** be used in the following ways:

- As part of a Diocesan media or print publication or broadcast
- As part of a District publication or broadcast
- As part of a school/classroom project
- As part of a news release

PLEASE COMPLETE ONE OF THE TWO SECTIONS BELOW AND RETURN THIS ENTIRE FORM TO THE C.A.S.E. CENTRAL OFFICE AS SOON AS POSSIBLE. YOU MAY LIST ALL YOUR CHILDREN ON ONE FORM.

Circle school (s) that your child/children attend: SJ SM IC RMS RHS

AFFIDAVIT OF CONSENT

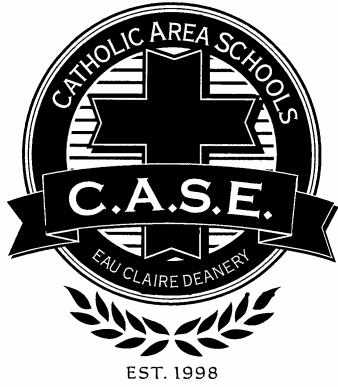
I, the parent/guardian of the child/children named below, have read the statements printed above and **authorize the release** of information/work/photographs/videos concerning my child/children under the conditions outlined.

Name (s) of Child/Children:	
Name of Parent/Guardian:	
Street Address:	
City, State, Zip:	
Signature:	Date:

REFUSAL OF CONSENT

I, the parent/guardian of the child/children named below, have read the statements printed above and **refuse to consent to the release** of information/work/photographs/videos concerning my child/children under the conditions outlined.

Name (s) of Child/Children:	
Name of Parent/Guardian:	
Street Address:	
City, State, Zip:	



REGIS HIGH SCHOOL
PRACTICE TRAVEL RELEASE FORM

2009-2010

Date: _____

Due to the fact that some practice and contest facilities are located off of the Regis High School campus and the school does not furnish transportation to those sites, parental permission is necessary for your child's transportation.

I prefer that _____ is allowed to:

- 1. Drive only themselves
- 2. Drive themselves and other students
- 3. Ride with other students with a student driver
- 4. Ride with other students with an adult driver
- 5. Ride with a family members or with family member as driver

Parent/Guardian Signature _____

Athlete's Signature _____