

# STUDENT PARENT HANDBOOK

2018-2019



**Regis St. Mary**  
CATHOLIC SCHOOL

## REGIS CAMPUS

550 W. Regis St.

Stayton, Oregon

(503)769-2159

[www.regisstmary.org](http://www.regisstmary.org)

# TABLE OF CONTENTS

CHAPTER 1: School Information.....	2
CHAPTER 2: Academic Information.....	6
CHAPTER 3: Admissions & Attendance.....	11
CHAPTER 4: Discipline & Student Behavior.....	14
CHAPTER 5: Financial.....	31
CHAPTER 6: Parents, Volunteers & Visitors.....	32
CHAPTER 7: Emergencies, Health & Safety.....	36
CHAPTER 8: Student Activities.....	40
CHAPTER 9: Right to Amend.....	43
<b>Student &amp; Parent Signature Page.....</b>	<b>44</b>



# CHAPTER 1: SCHOOL INFORMATION

## **Our History**

As the only rural Catholic high school in Oregon, Regis St. Mary Catholic School - Regis Campus will be opening its doors for the 55th year of offering quality Catholic education in the North Santiam and Mid-Willamette valleys. The school serves the farming and timber communities within a 40-mile radius of Stayton.

It was in the late 1950's that community leaders began to consider the establishment of a Catholic high school in Stayton to serve the surrounding area. In a 1961 document entitled, "History of Steps to Formation of a Santiam Area Catholic High School," the following was written, "In 1957, a group of laymen known as the Catholic Educational Corporation took the initial step to the establishment of a regional Catholic high school by the purchase of two parcels of property located within the city limits of Stayton. Twenty acres were purchased for \$30,000 and later an additional fifteen adjoining acres were bought for \$9,300."

In 1960, "a professional fundraising firm...was engaged to conduct a survey of the area to determine the amount of money which could be raised and the number of students that a regional Catholic high school could enroll." Almost every Catholic family in the area was asked whether they were 'for the project'. Response indicated a high level of support: "548 families out of 688 contacted were for the project."

The report concludes, "Present plans point to the feasibility of opening in September, 1963 - to facilitate staffing, to develop adequate curriculum to dissipate problems of 'transfer' students, to establish high scholastic standing and the enthusiasm of people."

Regis opened its doors in October of 1963, with attendance by students of all four grades, freshmen through seniors.

Over the course of its 50+ year history, Regis has built a legacy of academic excellence, strong faith dimension, outstanding community and family support, strength of an outstanding faculty, countless opportunities for student recognition, and a high level of participation in athletics and co-curricular activities.

In large measure, this sustained tradition of success is due to the tremendous community support and the culture of self-reliance that have their foundation in the original construction of the school plant. The strong commitment of subsequent generations has ensured the continuing vitality of Regis.

## **Our Mission**

Developing disciples of Christ who learn, lead and serve.



## **Our Philosophy**

Regis St. Mary Catholic School Campus is deeply rooted in the teachings of Christ the King. Students explore religious experiences in a setting where Gospel values are understood and Christian behavior is expected. While recognizing parents as the primary teachers of their children, we commit to a partnership with the family in fostering the personal growth and accountability of each student spiritually, intellectually and physically. The school is committed to challenge each student to develop his/her abilities and talents for use in service to the community and the larger world. Regis St. Mary Catholic School values its tradition of promoting student success and is dedicated to collaborating with all in an effort to further the mission of the school. We strive to be accessible for all students.

## **Integral Student Outcomes**

A student honors his/her personal and educational responsibilities by committing the time and effort necessary to accomplish the following student outcomes.

Becomes enlightened through faith evidenced by

- striving toward knowledge and a personal relationship with God through Jesus Christ
- knowing Catholic teachings/traditions
- respecting people of other faiths

Exhibits Gospel values evidenced by

- displaying and strengthening Gospel values in relationships with family, Church, school and community
- modeling Christian leadership through service, word and example
- making ethical and moral decisions based on Catholic teachings
- demonstrating respect, compassion, and stewardship for self, others, and all of creation

Masters academic skills across disciplines necessary for success in college and career evidenced by

- using technologies confidently as a tool to access, value and interpret information
- thinking logically, critically, and creatively to solve problems and communicate effectively
- taking initiative and demonstrating perseverance to accomplish academic goals
- exhibiting intellectual integrity consistently

Connects with others evidenced by

- working independently and as a team member
- engaging in co-curricular and community activities
- growing as Christian leaders and servants in family, Church, school, and community

## **Personnel**

### **Archbishop**

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the



development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

### **Department of Catholic Schools**

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, pastors and Principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines. In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

### **Board of Directors**

Regis St. Mary Catholic School is governed by a Board of Directors. The responsibility of the Board is to provide direction and oversight of the school in areas including, but not limited to strategic planning, financial operations, advancement and development, and ensuring the Catholicity of the school. If you any questions or concerns, you may email the board at [BOD@regisstmary.org](mailto:BOD@regisstmary.org).

### **Principal**

The ordinary day-to-day management of the school (including but not limited to matters concerning students, school personnel, academic, athletic and other activities) are delegated to and are the responsibility of the Principal. The Principal is responsible for the administration of all policies established by the Board of Directors.

### **Faculty**

The faculty and students of the school form a community whose purpose is to create an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities, may be developed and strengthened.

### **Office Staff**

The office staff is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

### **Support Staff**

Other support staff is responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

**Non-Discrimination Policy**

The Catholic Schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of the educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.



## CHAPTER 2: ACADEMIC INFORMATION

Regis St. Mary Catholic School provides a challenging, coherent, and relevant curriculum for students so they may be successful as they move into college and careers.

### Daily Schedules

The school doors open at 7:30 a.m. daily. Classes begin at 8:00 a.m. and dismissal is at 2:50 p.m. The campus is closed at 4:00 pm except for students participating in school sponsored activities.

### Grading Scale

Letter	Percent	GPA Equivalent
A+	97+	4.3
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	0-59	0

### Grade Changes

Semester grades are recorded on the student's permanent record. Any potential change of a semester grade must occur prior to the conclusion of the following 6-week grading period. Grade changes must be requested in writing by a parent one week after grades have been issued. Grade changes must be verified in writing by the teacher involved and then approved by the Principal.

### **Incompletes and Failures**

If a student has not fulfilled course requirements for some reason (e.g. an extended personal illness), the student may receive an "incomplete". In all such cases, the student shall be expected to complete the requirements within two weeks of the incomplete being posted. It is the student's responsibility to contact the teacher with regard to correcting an incomplete. An incomplete that is not corrected within two weeks will result in an "F" (unless there is an ongoing mitigating circumstance).

An "I" or "F" does not complete the course. A semester failure in a required subject constitutes a deficiency, and this deficiency must be corrected as soon as possible. A student (who fails a class) and his/her parents should be proactive in seeking guidance from the counselor and administration on how to construct a plan for credit recovery. Credit recovery may be addressed in several ways: repeated course work at Regis, courses offered through Chemeketa Community College, summer school, online or distance learning. Credit recovery work outside of Regis Campus will be documented on the student's transcript. It is the student's responsibility to provide the school with an official transcript of all credit recovery work.

### **Academic Requirements**

<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
Theology	4	Wellness	1
Mathematics	3	Physical Education	1
Science	3	Senior Seminar	.5
English	4	Fine and Applied Arts/Technology and Business	1
Social Studies	3		
Foreign Language	2	Electives	1.5

### **Academic Integrity**

The Regis Campus exists to provide an educational environment where Catholic values are taught and practiced. Every student is supported in developing their intellectual potential and in using their intellectual talents to the best of their ability. The personal development of each student is more important than achievement of academic success. Personal integrity is essential for building community and promoting social justice.

Cheating includes, but may not be limited to:

- Plagiarism (Presenting someone else's words, ideas, data, etc. as your own)



- Copying assignments
- Allowing others to copy your assignments
- Distributing or receiving test answers before a test is taken
- Using electronic devices or notes without permission

Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary consequences including detention, suspension (including co-curricular activities), or expulsion.

Students are responsible for understanding and avoiding academic dishonesty. If at any time you are not sure about the legitimacy of your work, ask your teacher.

### **Honor Roll**

Honor roll is comprised of those full-time students who take six or more classes in a semester and who achieve a minimum of a 3.30 GPA. The Honor Roll is posted in the school office after the semester grades have been calculated.

**1<sup>st</sup> Honors:** 4.0+     **2<sup>nd</sup> Honors:** 3.75 – 3.99     **3<sup>rd</sup> Honors:** 3.50 – 3.74

### **Awards**

**National Honor Society** selection for membership is based on outstanding scholarship, leadership, service, and character. After the fifth semester, students with a cumulative GPA of 3.5 or above are eligible for consideration.

**Athlete of the Year Award** presented to one male and one female athlete.

**Holy Spirit Award** is presented at graduation to the senior class Valedictorian.

**Christ the King Award** is presented at graduation to the outstanding senior of the graduating class. Outstanding encompasses leadership, citizenship, morals, participation, and respect of students and faculty.

**Richard Etzel Memorial Scholarship Award** honoring the 1976 Regis graduate and recipient of the Christ the King Award. Presented to the senior who exemplifies the Christ-like qualities which characterized Richard Etzel's life (1958 – 1999):

- One who does for others regardless of the impact on self
- One who faces difficulties and deals with them courageously
- One who is a silent leader, not necessarily the class leader

### **Regis Activities Eligibility**

Participation in extracurricular activities at Regis is a privilege and students must meet the following criteria to be eligible to compete and/or participate in interscholastic sports or other activities.

Grades will be posted every two weeks beginning at the end of the 4<sup>th</sup> week of a semester. Activity eligibility may be reinstated or suspended until the next grading period. All activity participants must maintain eligibility to participate in extracurricular activities such as athletics, theater, club events, etc. A student will be declared ineligible if he/she does not meet the following criteria each semester:

- Pass 5 classes and maintain a 2.0 GPA (all levels of athletes/activities)
- Grades will be checked and assessed every two weeks, on Monday morning, to determine activity eligibility for the following two weeks.
- If a student has 2 or more D's or 1 or more F's, that student receives an "Academic Warning" and has two weeks to improve eligibility status. (An Academic Warning is offered once per semester.)
- If a student's grades are above eligibility status at the next grade check (two weeks), they are eligible to participate in activities. If not, that student is ineligible to participate in interscholastic competition for two weeks.
- Students may/may not practice based on coach's discretion during times of activity ineligibility.

Students who participate in extracurricular activities at Regis will also be required to meet State Standards required for competition by the Oregon School Activities Association (OSAA). These requirements state that a student must pass at least five of the seven classes to be eligible for the next semester. A failure to meet this standard would negate participating for one full semester. Students must also meet some eligibility requirements daily. A student must attend at least five full periods during the day of the event (game, concert, etc.) to be eligible to participate in that activity. Penalties for being late to practice (detention, appointments, meetings, etc.) are left to the coach's discretion.

### **Conferences**

Conferences are held for 10-minute periods at scheduled intervals on Student/Parent/Teacher Conference Night.

### **Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study.

### **Schedule Changes**

A schedule change will be granted if the reason for the change is found to be valid, there is available space in the classes, and the reasons are discussed with the counselor, parents, Principal, and teachers involved. This process must be completed by the end of the first week of a semester. Students are responsible for obtaining the necessary form and signatures to enact the schedule change and the counselor will provide a final notification to all teachers.

### **Physical Education Participation**



Due to the participation nature of the class, students are required to make up missed class time. Students who are unable to participate due to medical reasons are expected to provide a note from their doctor. Depending on the nature and length of the condition, an alternative activity may be determined in consultation with the instructor or the course may be dropped to complete during another semester. In certain circumstances a waiver may be issued.

### **Supplies**

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, pens and binders. Some supplies may need to be replenished throughout the school year.

### **Textbooks**

Lost books will be replaced at the parent's expense. Individual damages will be assessed at the end of the year and appropriate charges made.

### **Education Records**

Upon request, a parent or eligible student may review the education records of the student. All education records, when requested from another educational agency, will be forwarded within ten days of receiving the request.

### **Graduation Requirements**

Students must successfully complete all academic work and the required number of service hours, have all books, athletic uniforms and equipment returned, locker cleaned, a check-out sheet completed and turned into the school office, and fines and tuition accounts paid in full. Otherwise, a student may not be allowed to take final exams, participate in graduation activities and may not receive a diploma until all requirements are fulfilled.

### **Baccalaureate and Graduation Ceremony**

Regis Campus' graduation ceremonies to honor the graduating class are generally held in June. The exact dates are published in the yearly school calendar. No tickets are required to attend either event.

### **Graduation Attire**

Graduating seniors are expected to wear "dress-up" attire under their cap and gown during the Baccalaureate and graduation ceremonies. Boys should wear dress slacks, button-up dress shirts and ties. Socks and dress shoes should also be worn. Girls should wear dresses and dress shoes. No senior may modify his or her cap or gown in any way (no decorations, adornments, etc.).

## **CHAPTER 3: ADMISSIONS & ATTENDANCE**

### **Admissions**

Regis St. Mary Catholic School assists families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy.

Eighth grade students will:

1. Take a placement test.
2. Complete an application and interview with the Principal or designee.
3. Submit completed registration forms with applicable non-refundable fee.
4. Graduate from the elementary school of current enrollment.
5. Submit a current physical form and updated immunization records before classes begin.

Transfer students will:

1. Schedule an interview with the Principal or designee.
2. Submit a current grade transcript.
3. Submit completed registration forms with applicable non-refundable fee.
4. Submit a current physical form and updated immunization records before classes begin.
5. Accept a probation period of attendance
6. If classes are filled, preference will be given to currently enrolled students.

### **School Hours**

Regular school hours at the Regis Campus are from 8:00 a.m. to 2:50 p.m. The school day begins when the student enters the building. Students are not allowed to leave campus until the end of the school day without permission from parents or guardians and the administration.

When arriving at school after classes have begun for the day, a student is required to check in at the office. When leaving campus during school hours, a student is required to check out through the office before leaving campus. Parental permission must be given and verified by the school. If a student is tardy or absent, his/her parent should call the school office by 9:00 a.m. When returning to school after an absence, the student must present a written note to the office. This note for the school's files must indicate the reason, date and time of the absence.



## **Lunch**

Sophomore, Junior and Senior students with a signed parent release form may participate in off campus lunch privileges. The Regis lunch program is administered by the North Santiam School District Food Service. Applications for free or reduced lunches are available from North Santiam School District.

## **Annual Notification**

Parents of students currently in attendance at Regis have a right to:

- Inspect and review the student's education records.
- Request an amendment to the student's education records to ensure their accuracy.

## **Directory Information**

Regis has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

Notice from a parent that he or she does not want any or all of these types of information released must be made in writing to the school office.

## **Emergency Disclosure of Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **Attendance**

Regis believes the classroom experience is valuable and cannot be replicated once missed. Therefore, regular attendance is required of all students in order to support the academic and overall climate of the school. **Students with ten or more tardies or absences from any class during a semester may lose a full letter grade for that class.**

It is the responsibility of the student to meet with his/her individual teachers to establish when missed work is due.

A student will be marked absent for each period that he/she is not present. A student must be in school a minimum of five full class periods in order to participate in an event that day unless the absence meets with prior administrative approval.

## **Absences**

### **Medical or Dental Appointments**

A student should make appointments so that a specific class is not missed too often. If a student needs to be excused from a class for a medical or dental appointment, he/she needs to present a note from a parent to the office before school begins. This note should state the nature of the appointment, the time and date of the appointment and the expected time of return. If a student arrives late to school because of an appointment, a note of verification is needed from the parent, dentist or doctor.

### **Illness at School**

A student who becomes ill at school must report to the office. Since there are no nursing facilities at school, a student who becomes ill will be sent home with parent notification. If a parent cannot be reached, a person designated on the emergency form will be contacted.

### **Prearranged Absences**

A prearranged absence form, signed by the student's teachers and a parent, must be submitted to the office 3 days before the scheduled absence. A student is responsible for the work missed during the absence. An extended period of absence interrupts the educational process and could jeopardize his/her academic standing.

### **Unexcused Absences**

Oregon State Law (ORS 339.065) defines an excused absence as "an absence caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. The school's administration may excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." An absence that does not meet the above mentioned guidelines is considered unexcused. Academic credit may be denied when an absence is unexcused.

### **Homework Requests During Absences**

During an absence from school, a student is expected to keep up with daily work by contacting another student in the class, or by emailing the teacher for their missed assignments. If an absence is prearranged, a student should ask each teacher for the work they will miss for the duration of their absence.

### **Truancy**

A student who chooses to skip school or skip individual classes will be considered truant and will receive disciplinary consequences that will, at the minimum, include receiving an automatic zero for the day's work/exam.

### **Suspension**

When a student is suspended from attending classes, he/she is ineligible to participate/attend any school programs, activities, and events.

### **Withdrawal**



In order to process a student's withdrawal, the student's financial accounts must be current and all school property must be returned. Student athletes must sign an Intent to Transfer form.

## **CHAPTER 4: DISCIPLINE & STUDENT BEHAVIOR**

Regis St. Mary Catholic School is committed to helping its students achieve their potential academically, physically, socially, and spiritually. In order to achieve this goal, we believe a disciplined and structured atmosphere is necessary. The purpose of discipline is to maintain a safe, honest, and caring environment where students can reach their potential. When a family enrolls their child at Regis, it is expected that they are committed to and supportive of our behavior philosophy.

### **Expectations of Reasonable and Responsible Conduct**

A student of Regis St. Mary Catholic School is expected to demonstrate Christian and ethical behavior by making positive contributions to the school. Students are expected to comply with school policies and be respectful of students, staff and teachers. A Regis student will exhibit:

- A willingness to model religious tolerance and respect religious traditions and ceremonies.
- Respect for the safety of others.
- Respect for property.
- Respect for one another's dignity as a human being.
- Respect for civil law regarding the possession or use of weapons, tobacco, alcohol, drugs or illegal substances at school, in the vicinity of the school or at school functions.
- Respect for the work of others. Cheating and plagiarism are forms of academic dishonesty and are prohibited.
- Respect for the right of teachers and classes to be uninterrupted. A student is to be on time for class or other commitments.
- A willingness to cooperate with authority in a positive and responsible manner.
- A willingness to present, by dress and behavior, a positive and appropriate image to the community.
- Compliance with the dress code.
- Use of appropriate language, both written and verbal, at all times.

### **Access to School Grounds**

School personnel in charge may request a person to leave the school premises if the person:

1. Is engaged in fighting or in violent, tumultuous or threatening behavior
2. Makes unreasonable noise.
3. Disturbs any lawful assembly of persons without lawful authority.
4. Obstructs vehicular or pedestrian traffic.



5. Congregates with other persons on school premises and refuses to comply with a lawful order of the police to disperse.
6. Creates a hazardous or physically offensive condition by any act which the person is not licensed or privileged to do.
7. Subject other to offensive physical contact.
8. Publicly insults another by abusive or obscene words or gestures in a manner likely to provoke a violent or disorderly response.
9. Engages in conduct detrimental to the good order and welfare of the school.
10. A written notice may be given, and in the case of a student, a copy of the written notice shall be mailed to the student's parents.

### **Classroom Behavior**

Each teacher will be responsible for classroom management in his/her classroom. In the vast majority of cases, the discipline situation will be handled by the teacher as he/she sees fit. If the student's behavior needs adjustment, the teacher will meet with the student privately to discuss expectations and rationale. If the problem persists, the teacher will notify the parent. The student may also be referred to the administration. Possible sanctions may include detention, suspension, probation or behavioral contract.

### **Hall Conduct**

Students are expected to help maintain a safe, clean and orderly environment in the hall and on walkways at all times. Any roughhousing, rowdiness, littering, abusive language, or behaviors that disrupt any class or the orderly flow of traffic will result in disciplinary consequences. Lockers should also be closed and kept clean to help maintain a safe and appropriate environment.

### **Inappropriate Language**

It is expected that language spoken at Regis be respectful and in keeping with the mission of the school. Profanity and/or abusive language is unacceptable and is subject to disciplinary consequences.

### **Lockers**

- Lockers are assigned each year. Padlocks are provided upon request. Only school-issued padlocks may be used. Students are advised to keep their combinations confidential. Lockers may be changed, but only with authorization of the office.
- Lockers are the property of Regis and are subject to search at any time by school administration or teachers.
- Lockers are to be kept clean and closed. No supplies, personal belongings or trash should be placed on the floor or on the shelf above lockers in the senior hallway.
- Appropriate decorations (those complementing the philosophy of Regis) may be used but should be secured without damaging the locker or leaving lasting marks.
- Locker clean out and inspection will occur at the end of the school year. Students are financially responsible for all locker repair, painting or necessary cleaning.



## **Consequences for Behaviors**

A student whose behavior is disruptive to the learning environment or is in conflict with the mission of our school will be subject to behavioral consequences that are timely, appropriate to the infraction and progressive. It is of utmost importance that consequences respect the dignity of the student while providing a consequence and incentive for appropriate behavior modification.

## **Harassment and Bullying**

Regis is committed to providing an educational environment that is free of all forms of harassment, intimidation, and bullying including cyber bullying. Disrespect or behavior that creates an unsafe learning environment will have disciplinary consequences.

Harassment is unwanted nonverbal, verbal, written, graphic, or physical behavior directed at an individual or group on the basis of race, color, or sex, or unwelcome behavior of a sexual nature.

What makes harassment illegal?

- The behavior is unwanted and/or unwelcome.
- The behavior causes harm or is severe in nature.
- The behavior is repeated, pervasive, or persistent.

Bullying is a form of youth violence; aggressive behavior that is intentional and involves an imbalance of power or strength, and usually includes an attack or intimidation with the intention to cause fear, distress, or harm that is either:

- Physical (hitting or punching)
- Verbal (name calling, teasing)
- Psychological (rumors, social exclusion, relational aggression).

Harassment, intimidation, or bullying is defined as an act that:

1. Substantially interferes with a student's educational benefits, opportunities or performance.
2. Takes place on or off school property, or at school events.
3. Has the effect of:
  - a. Physically harming a student or damaging a student's property.
  - b. Knowingly placing a student in reasonable fear of physical harm or damage to the student's property.
  - c. Creating a hostile educational environment, including interfering with the psychological well being of a student.

Examples of inappropriate student interactions would be:

1. Bullying and harassment including physical, verbal, nonverbal, and/or relational.
2. Intimidation including physical, verbal, nonverbal, and relational.
3. Hazing including initiation rituals.

4. Sexual behaviors including using sexual language, inappropriate touching, and/or sexting.
5. Cyberbullying including the use of any electronic device to harass, intimidate, and/or bully.

Student engagement in social media such as, but not limited to, Snapchat, etc. may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty, or other students.

No student should open a social media account under the name of the school or a particular grade or organization. A student who chooses to create such an account may be subject to separation from the school.

Students found to be violation of the anti-harassment policy will be subject to disciplinary actions as specified in this handbook. Students who retaliate will be subject to further disciplinary actions.

### **Procedure for Reporting Bullying or Harassment**

Students who are being bullied or harassed or have witnessed such an incident should report the incident immediately to a staff member (i.e. teacher, counselor, administrator, coach). Students who intentionally make a false accusation of harassment will be subject to disciplinary actions.

### **Dress Code**

#### **Purpose**

- Provide a standard of behavior regarding modesty, neatness, cleanliness, and appropriateness
- Build community, limit distractions, minimize classism and foster discipline
- Promote a climate consistent with the school's mission

#### **Pants/Capris/Knee Length Shorts**

- Solid khaki, dark blue, gray or black in color
- Corduroy, twill, denim, dress slacks, cargo
- Must have pockets
- Shorts must be knee length
- No jeggings, leggings, lycra, spandex, athletic shorts, sweatpants or yoga pants

#### **Skirts/Dresses (girls only)**

- Must be at the knee or longer
- Dresses also must have sleeves, cover stomachs and backs, and not reveal cleavage

#### **Shirts/Tops** (must be collared and solid in color - white, black, navy, forest green - no patterns; small logos acceptable)

- **School issued green polo with RSM logo to be worn every Wednesday** (and other days as communicated)



- Long or short sleeve with collar; turtlenecks
- Button-up shirts must be buttoned to the collarbone
- Solid color sweatshirts and sweaters are acceptable and should be worn with a collared shirt underneath
- Shirts must cover waistline
- Regis spirit or Regis athletics team t-shirts are acceptable any day except Wednesday and Mass days

**Outerwear** (must be solid in color - white, black, gray, brown, navy, forest green, gold - no patterns; RSM gear encouraged)

- RSM shield logo gray sweatshirt to be worn Wednesdays over issued polo (and other days as communicated)
  - On hot days, students may opt to wear only the school issued polo

### **Shoes**

- Non-marking, closed toe footwear is acceptable
- No flip-flops or slipper-like footwear

### **General Rules**

- Clothes should not be excessively tight
- Clothing must be in good condition, not ragged and without holes, rips, or patches
- Nothing students wear may convey an inappropriate message or suggest violence, alcohol, drugs, tobacco, sex, racism, or gangs
- Hairstyles for all boys and girls are to be conservative, as is makeup and jewelry for girls
- Boys' hairstyles are to be off the collar and out of the eyes
- Coloring of hair should be natural colors, including streaks
- No body piercing allowed except for girls' earlobes
- No hats or other headwear that cover a majority of the head

### **Spirit Wear Days (sometimes referred to with the misnomer "Free Dress")**

- Themes for these days will be announced during the course of the year; students are encouraged to participate and join the theme, otherwise students should come in regular dress code
- All modesty and appropriateness rules apply (i.e. skirt length, no lycra, etc.)

**Regis administration has sole authority to determine appropriateness of any clothing.**

### **Illegal Substances**

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion. Persons under 21 years of age cannot possess tobacco products and inhalant delivery systems while on facility grounds, in facility buildings or when attending



facility-sponsored activities. The only exception is if the tobacco product or inhalant delivery system is lawfully prescribed.

Any student who shall, on school property or at any school function or while representing (including pre-season training) the school, use or possess the above mentioned substances shall:

1. Undergo a professional substance abuse assessment by a school-approved agency, not at cost to the school, and become enrolled in and remain enrolled in such corrective program for the substance abuse. Results of the assessment and subsequent treatment shall be shared with the Administration by the parents filing a release of information with the agency to enable the school to monitor progress and compliance with the recommendations or programs prescribed. The results of this assessment will be among the factors considered to determine the student's continued enrollment at Regis.
2. Upon enrollment in the assessment program, representatives of a school care team, which will include a counselor and an administrator, shall confer with the student and with the student's parents. If the student does not follow the prescribed treatment program, the care team may recommend one of the following consequences depending upon the severity of the infraction:
  - a. At-home suspension for up to 10 days
  - b. At-home suspension for up to-10 days with additional days of in-school suspension expulsion
  - c. If the student does not follow the prescribed treatment program, the care team may recommend further disciplinary consequences depending upon the severity of the infraction.
3. The Principal shall review the recommendations of the care team and his/her decision shall be final. In addition to the consequences outlined above, consequences of violating the policy include loss of eligibility to participate in co-curricular programs, activities and events as stated below.
4. First violation of the policy results in immediate suspension from co-curricular programs, activities and events for up to 10 school days from the time of notification. The student, with the permission of the coach/advisor, Principal, and parent, may continue to practice, but will be ineligible for contests, activities, events, etc. The student must also complete an assessment and their prescribed program for treatment (as stated in #1) before qualifying for reinstatement for co-curricular programs, activities, and events.
5. Second violation of the policy results in immediate suspension from co-curricular programs, activities and events for up to 30 school days from the time of notification. The student, with the permission of the coach/advisor, Principal, and parent, may continue to practice, but will be ineligible for contests, activities, events, etc. The student must also complete an assessment and their prescribed program for treatment (as stated in #1) before qualifying for reinstatement for co-curricular programs, activities, and events.



6. Third violation of the policy results in immediate expulsion from co-curricular programs, activities and events and jeopardizes the student's continued enrollment at Regis Campus.
7. Any violation that involves the sale, exchange or distribution of tobacco, alcohol or any other controlled substance may bypass the steps (1-6) from above and may be grounds for expulsion.

### **Weapons Policy**

Any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school. Under Oregon Law, the Principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument, mace/tear gas/pepper spray, a club, bludgeon or similar instrument, or a deadly or dangerous weapon.

### **Leaving School Grounds During School Day**

No student may leave the school grounds during school hours without the permission of the school administration and authorization of parents or guardian. Violations of appropriate check in/check out procedures may result in disciplinary consequences to the student and parental contact.

### **Student Drivers**

Student drivers are to park their vehicles in the student-designated spaces. Safe and proper driving etiquette is expected. Students who speed, drive recklessly, or who park in undesignated spaces will be subject to disciplinary consequences. Violations will result in parental notification and a loss of parking privileges.

### **Parties**

The school is not responsible for any student parties nor does it endorse or allow fundraising for non-school sponsored student celebrations.

### **Personal Property**

While Regis is not responsible for the personal property of students, the loss or damage of any student's personal property is always a matter of concern. Bringing personal items to school could result in their loss or damage. Students should not leave anything of value unsecured on campus. Guidelines for responsible behavior regarding personal property require the student to:

1. Take valuables, credit cards, and/or large sums of money to the office for safekeeping.
2. Lock the locker. If there is a combination or locker problem, see the office for assistance.
3. Report the loss of personal items to the office as soon as possible.

**Physical Restraint**

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

**Public Display of Affection**

School is not the place for demonstration of affection. Embracing, kissing or other activities of this nature are not acceptable. A student involved in such conduct will be instructed to cease the action immediately. Continued behavior is subject to disciplinary action.

**Search and Seizure**

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

**Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage to equipment, materials or school property. Vandalism is grounds for possible suspension or expulsion.

**Disciplinary Stages**

Occasionally students do not live up to the expectations described above. In such cases, the school's discipline policies are enacted according to the circumstances. The following sanctions apply to students who violate school policies and regulations.

**Detention**

Detention is 45 minutes after school. Students who fail to serve their detention at the assigned time will serve an additional detention.

**Suspension**

Suspension, the temporary prohibition of a student's attendance at school, school-related and co-curricular activities is within the jurisdiction of the Principal and the Vice Principal. Suspension may be imposed for a due cause and ordinarily, will be limited to a maximum of 5 school days. At the end of the suspension period, the student may be readmitted only when the student's parents have met with the Principal.



The following includes some of the most serious violations that will lead to suspension and possible expulsion.

These violations include but are not limited to:

1. Hazing/Harassment, excessive teasing, attempting to initiate 9<sup>th</sup> graders and/or new students or any activity that causes embarrassment, humiliation or jeopardizes the safety and welfare of a student and/or staff member.
2. Abusive conduct that deprives a student of his/her right to learn or participate in school functions.
3. Fighting at school, in the vicinity of the school or at any school function.
4. Insolence, insubordination or abusive language.
5. Vandalism, theft, malicious mischief or irresponsible use of individual or school property.
6. Sexual harassment – any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature, when the conduct or communication creates an "intimidating, hostile, or offensive" working or educational environment. This includes but is not limited to: taunts, jokes, comments, letters, graffiti/pictures, touching/fondling, sexual references or innuendoes, etc.
7. Sale, distribution, possession or consumption of alcohol, tobacco, or any other controlled substance.
8. Threats of violence, bodily harm or any criminal intent.
9. Possession of any weapon or illegal paraphernalia.

### **In-School Suspension**

Under some circumstances, a student may serve his/her suspension at school isolated from other students, or serving a day of work detail.

### **Probation**

A student who violates school regulations or who is referred by a faculty/staff member may be placed on regular probation for a minimum of one month by the administration. The student may be placed on a contract or plan of improvement. At the end of the probationary period, the student will discuss his/her future status at Regis with the administration.

### **Expulsion**

Expulsion is the permanent dismissal of a student from a school and is the strictest and most severe penalty. Only the Principal may expel a student. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body.



- Prolonged and open disregard for school authority.
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought. Actions and attitudes directly contrary to the mission of Regis St. Mary Catholic School.

Conduct detrimental to the reputation of Regis, whether inside or outside school, may result in disciplinary sanctions. School-sponsored activities are considered a part of the total school program and therefore governed by the same code of conduct.

### **Technology Use**

The policies and expectations set forth below are guidelines intended to protect students, property, and the academic culture of Regis St. Mary Catholic School. Regis reserves the right to modify and adjust these policies and expectations when it deems it necessary to maintain those protections.

### **General information**

Participating in the Regis Chromebook program is a tremendous educational opportunity and a privilege that comes with much responsibility. Regis students should be able to handle this incredible responsibility with appropriate guidance from both faculty/staff and parents/guardians. The school commits time and resources each year to properly instruct students about how to use the device and to communicate the expectations governing the program.

### **Receiving your Chromebook**

Most students will receive preliminary training on the Chromebook. This will include learning login procedures, familiarization with school systems and a review of this document. Students taking possession of the Chromebook signifies acceptance of the terms and conditions of the use of this device.

### **Collection of Chromebooks**

There may be occasions when student Chromebooks need to be collected for maintenance. Our hope is this is a rare occurrence. In the event of a Chromebook collection, students will be given ample notice as well as clear instruction about how and when to turn in their devices and to pick-up them up after maintenance.

### **Leaving Regis**

Students who withdraw or leave the school for any reason must return the Chromebook and any accessory components immediately and in acceptable condition.

Parents/guardians will be held financially responsible for the Chromebook and any damage deemed intentional or beyond normal wear and tear. The privilege of using the technology resources provided by Regis is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Regis.



## **Care of the Chromebook**

The use of Chromebooks in the classroom is both required and a privilege. Students are required to keep the Chromebook in working order at all times. Chromebooks that are broken, damaged, or not functioning must be brought to the school office immediately for evaluation.

## **General Precautions**

The screen of the Chromebook is delicate and expensive. The screens are particularly sensitive to damage from excessive pressure on the screen. Please observe the following rules:

- Do not lean on the top of the Chromebook or put excessive pressure of either front or back surfaces.
- Do not put anything on the top of the Chromebook when it is closed.
- Do not bump the Chromebook against lockers, desks, floors, etc.
- Do not put the Chromebook on the floor under your desk, rather put it in the case and slide it carefully in your backpack.
- Do not put things in the backpack that will overcrowd your backpack and put excessive pressure on the screen.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area. If they must be stored, store them in the trunk of a car. They should never be visible in a car even if the car is locked.
- Never store Chromebooks in sunlight or in extreme temperatures.
- Never leave Chromebooks unattended in or outside the backpack.
- Chromebooks must be in their approved cases at all times.

## **Battery**

Chromebooks must be brought to school each day in a fully charged condition. It is the responsibility of the student to charge his or her Chromebook each evening. Students are not excused from work for failing to charge the Chromebook. Do not share or loan power cords to other students.

## **Protecting and Storing**

Students will be expected to provide their own protective case for the school year. Regis requires that all cases provide corner protection, shock and drop protection, screen protection, and protection against dust and dirt.

Other guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Students should not place the Chromebook in a backpack that is full of other objects.



- Care must be taken when putting the Chromebook in the locker or backpack so that pressure is not placed on the screen.
- Students should not drop or throw a backpack containing the Chromebook.
- No liquid of any kind should be used on the Chromebook screen.
- The barcode should not be tampered with or removed from the Chromebook as it is what will be used to identify and track the device.

### **Using the Chromebook at School**

Chromebooks are intended for use at school each academic day. In addition to classroom teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students should bring the Chromebook to all classes, unless specifically instructed not to do so by a teacher. Students are to take responsibility for checking their Regis email account and Google Classroom messages regularly (At a minimum: before first period, at lunch, and after the last class of the day) to stay updated on information that has been shared by the school, administrators, counselors, or teachers.

### **Chromebooks Left at Home**

If a Chromebook is left at home, the student is responsible for getting the course work completed regardless of the missing Chromebook. It is not the responsibility of the teacher to make modifications to the lesson due to a student's lack of responsibility. The absence of the Chromebook will not excuse the student from completing assignments or fully engaging in class activity. No loaner Chromebook will be issued to students leaving their Chromebook at home.

### **Chromebooks Left Unattended**

Chromebooks should never be left unattended. All Chromebooks are to be securely locked in a locker when not being used. Storing your Chromebook in a backpack and leaving a backpack out in an open area unattended does not sufficiently secure the device and is considered a violation of the Acceptable Use Policy (AUP). Chromebooks found unattended will be confiscated by Regis and students will be subject to the consequences as set in the Acceptable Use Policy. Repeated instances of this may result in a loss of the privilege of using the Chromebook.

### **Storage of Chromebooks during Events (Athletics, Performing Arts, etc.)**

Students must secure Chromebooks in locked lockers during all events. Chromebooks should never be left unlocked in locker rooms or sitting in backpacks. Students must secure the Chromebooks prior to attending away games or events. Unsecured Chromebooks, if found, will be confiscated. Coaches/Off Campus Event Organizers for individual activities may limit whether or not Chromebooks are allowed to be used on school provided transportation or at particular school sponsored events. In some situations and events, the Athletic Director or School Official may collect devices at events away from school for safekeeping. If requested, students are expected to comply.



## **Managing Your Files and Saving Your Work**

Students may save work directly to their Google Drive. It is the student's responsibility to ensure that work is saved so as to avoid losing data due to mechanical failure or accidental deletion.

## **Damage, Loss, and Theft**

Students must notify a member of the school administration as soon as a Regis Chromebook is determined at any time to be damaged/lost/missing or stolen. Any device found to be damaged/lost/ missing/stolen should be reported within no more than one academic day after discovery.

Failure to report stolen property in a timely manner may result in compensation to Regis for the price of the Chromebook. Damage should be reported to the school office. Possible loss or suspected theft should be reported to the school office.

After damage is assessed, the technology department will contact the parent. The Regis Chromebook remains school property and is issued to each student for a loan period as custodian of the device. Students and their parents are responsible for the Chromebook at all times. Every effort should be made to ensure that the Chromebook is always stored carefully and out of sight.

### **Damage**

Students are expected to bring a damaged Chromebook to the school office as soon as possible so that the damage can be assessed.

### **Loss**

Students who lose their Chromebook must immediately report it to the school office. This communication can be done in person, or email. In the event of loss or theft, all efforts to locate the device will be used. If the Chromebook is not found within five working days, the student will have to pay the cost of replacing the Chromebook and will be issued a replacement. The final replacement cost will be determined and paid in full before it will be issued.

### **Theft**

If a student's Chromebook is stolen, the student's parent/guardian must report the theft to the school office. A police report may need to be provided. The student will be required to complete a Chromebook loss form and submit it to the school office. This must be done before a replacement Chromebook can be issued. The student and the family will be responsible for the cost of replacing the Chromebook.

### **Chromebooks undergoing repair**

Replacement Chromebooks will be given to those students whose Chromebook is undergoing investigation and/or repair. The replacement Chromebook will become the student's "new" Chromebook. It may be an older model than the one initially issued to



the student; however, all policies and acceptable use standards will still apply to the replacement.

### **Technology Support**

Personnel will assist the student with retrieving their Google Drive backup and restoring apps. The school is not responsible for lost data during repair/replacement of Chromebooks.

### **Background Images**

Inappropriate media may not be stored/used on the Chromebook or its case at any time. Students have the ability to customize their Chromebook screen background/wallpaper and case. Inappropriate media includes, but is not limited to, the following: weapons, sexually provocative or explicit images, inappropriate or offensive language, alcohol, drugs, gang related symbols or pictures. Violation of this policy will result in disciplinary actions.

### **Unauthorized Apps/Software**

Any app installed onto a school issued Chromebook that is not for school-related purposes is considered "unauthorized". Students downloading apps that are classified unauthorized on Regis issued Chromebooks are in direct violation of the AUP. Students who violate this policy will be subject to disciplinary action. Installing social networking apps and games is in violation of the AUP and opens the Chromebook up to a school search as well as possible confiscation.

### **Inspections**

Regis reserves the right to inspect student Chromebooks at any time during the school year or if used during the summer months. Regis uses a mobile device management tool to report current app inventory on all Regis devices. Periodic reports will be prepared to ensure only authorized apps are on the Regis devices. Students having unauthorized apps on their Chromebook will be considered in violation and subject to consequences.

### **Procedure for Resetting the Chromebook**

If technical difficulties occur or unauthorized software/apps are discovered, the Chromebook will be restored from backup. Students are only permitted to reset the Chromebook when directed by the Regis Tech Department. The school will not accept any responsibility for the loss of any software or data deleted due to the reset and restore process. Disciplinary action may be taken in the event of unauthorized resetting of a Regis Chromebook.

### **Passcode Lock**

Students are expected to use a passcode lock and/or Touch ID on their Chromebook to prevent unauthorized access. This protects students email accounts and other personal data. Access to the Chromebook must be given when leaving the Chromebook for



support or when asked for by Regis faculty or staff member.

If a staff member asks the student for access to the Chromebook it must be given immediately. The password must be turned off when requested by the school to inspect/service the device.

### **Acceptable Use**

While Regis's AUP is outlined in great detail in the Student Handbook, it bears repeating that use of the Regis network and devices is a privilege. Each user is responsible for what he/she communicates, sends, receives, and does on the Regis network and with Regis devices. Standards of conduct and behavior while using these tools is consistent with all behavioral standards expected of members of the Regis community as outlined in the Regis Student - Parent Handbook and the Regis AUP. Users should assume that no communication or data is private or confidential. Any communication or data may be subject to review by Regis. At the very core, Regis students must understand that they represent Regis whenever they use computing resources, even if using the resources away from or outside of the school network. Students will be held responsible for any online behavior or content that connects them to school or implicates Regis, fellow students, faculty, staff, or other members of the community, in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the school's mission and philosophy, regardless of whether they were on campus or away from campus.

The policies, procedures and information in this document apply to all school-owned Chromebooks used at Regis. Teachers may set additional requirements for use in their classrooms.

### **Student Responsibilities**

Students will use the technology provided by Regis in a responsible and ethical manner as prescribed in this document and consistent with the behavioral standards set forth in the Regis Student - Parent Handbook and the Regis AUP. Students must obey all general school rules concerning behavior and communication that applies to Chromebook/computer use.

### **Parent/Guardian Responsibilities**

Parents/guardians should guide their children through the standards and values associated with the appropriate use of technology and the internet both in and out of the home. Parents should familiarize themselves with the policies and procedures associated with Chromebook use and partner with Regis. This partnership will include standards associated with digital citizenship, cyber etiquette, safe surfing, and other responsible uses of technology tools.



Parents will need to purchase any necessary school authorized apps on the Chromebook beyond those provided at time of issue. Parents/Guardians are asked to have an ongoing conversation with their student about values and the standards that they should adhere to while accessing the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Chromebook use outside of the school day. Internet access with school devices will be filtered on campus and off.

### **School Responsibilities**

The school will provide and maintain Internet and email access to its students. The school will also provide Internet filtering and blocking of inappropriate content to the best of its ability on campus in accordance with Federal Child Internet Protection Act (F-CIPA) guidelines. The school will provide necessary training to students and faculty to maximize the potential of these tools. The school will maintain, repair, or replace all devices. All associated warranty policies (outside of any separately purchased private insurance policies) are held and maintained by Regis.

### **Student Activities Strictly Prohibited**

- Inappropriately utilizing photos, video, and/or audio recordings of any person.  
Note: unauthorized recording of Regis faculty and staff is prohibited.
- Jailbreaking or tampering with Regis settings and installed profiles and certificates.
- Downloading/Installing inappropriate/unauthorized apps.
- Illegal installation or transmission of copyrighted materials.
- Switching Chromebooks or allowing use by anyone other than the issued student.
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, violent, or sexually explicit material.
- Use of unauthorized chat rooms, message boards or sites selling student work.
- Internet or computer games.
- Changing Chromebook issued settings or resetting your Chromebook.
- Spamming or sending mass or inappropriate emails.
- Gaining access to other students email account or Chromebook data without authorization.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous or false communications.
- Unauthorized distribution of personal information over the internet.
- Vandalism.
- Attempting to bypass Regis web-filtering software.
- Any action that violates existing behavioral standards covered in the Student Handbook including cyberbullying, cyber harassment, cyber stalking or sexting.

### **Violation of Acceptable Use**

The use of the Regis technology resources is a privilege, not a right. The privilege of



using the technology resources provided by Regis is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Regis. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

# CHAPTER 5: FINANCIAL

## **Insurance**

Regis provides insurance coverage through the School Time Accident Plan for each student for the duration of the school year. Additional student insurance coverage is optional. A form is available throughout the school year.

## **Financial Obligations**

Parents are asked and expected to honor their financial obligation to Regis through the timely payment of tuition and fees. However, when families experience severe financial situations, parents should contact the school office as soon as possible to discuss possible adjustments in scheduled tuition payments with the Principal.

## **Payment Options**

Full tuition payments are due on or before the first day of school, paid directly to Regis Campus. Installment payments are also available through FACTS. These options entitle the responsible party to budget payments throughout the year through FACTS. This allows the family to pay by semester, quarterly or monthly through the FACTS Management Company. Payments will occur on a regular schedule until the tuition due is paid in full.

## **Tuition Assistance**

Financial assistance is available for qualified families. Applications are to be completed and submitted online through the FACTS Grant & Aid Assessment website. Applications submitted after March 30 will still receive consideration but a smaller pool of grants are available after this date. Any parent who does not have access to a computer or who needs help completing the online application can use a computer in the Regis office. Parents can create a FACTS account and then access the FACTS online application for financial assistance for RHS tuition by following the link on the tuition assistance page of the Regis website.

Upon receiving a completed application for financial assistance, the principal will review the application and determine what amount and type of assistance will be offered. This is a confidential process.



# CHAPTER 6: PARENTS, VOLUNTEERS & VISITORS

## **Classroom Interruptions**

During school hours, visitors are required to report to the school office. Forgotten lunches, books, and other items need to be brought to the office. Classrooms will not be disturbed as to keep learning time uninterrupted.

If a parent needs to contact their student during school hours or while participating in a school-sponsored event, the parent should contact the office. Depending upon the urgency of the message, the student will be notified appropriately.

## **Releasing Students during the School Day**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. If a student drives themselves to school, they will only be released with the written or oral permission of their parent/guardian.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Form. A student must sign out at the Attendance Office or in the Main Office.

## **Visitors**

A student from another school may visit classes or activities on campus if they have obtained a prearranged Guest Pass and permission from the Principal. A guest will check in at the office before class, and will follow all rules pertaining to student conduct and dress. A student from another school may visit classes or activities on campus. A parent or guardian of the visiting student will need to obtain permission and make arrangements with the Principal. Upon approval the guest will check in at the office before class, and will follow all rules pertaining to student conduct and dress.

## **Communication/Resolution Process**

It is important for students to learn how to advocate for themselves in an appropriate manner and to deal with issues at the appropriate level. It is also important that the faculty, staff, and administrators at Regis listen to student and parent concerns with attention and respect. If your son or daughter comes home from school with a concern about something that has occurred in a class or a co-curricular program, please follow the steps below:

1. Listen carefully to what your son or daughter has to say.
2. Bearing in mind that there are two sides to every story, ask the student to view the problem from the other person's point of view. Ask questions such as:
  - a. Does this seem to be a one time problem or has it been building up?
  - b. Will a cooling down period or night's sleep change your perspective?



3. Ask your student to brainstorm ways to deal with the issue. Try not to tell them what to do. If the concern involves difficulty in understanding material in a class, have the student:
  - a. Set up a time to talk to the teacher to get more help. Teachers at Regis are willing to meet with students outside class and are the people most able to help.
  - b. Ask the student to contact a "study buddy" to see if a friend's explanation can clarify the material.
  - c. If more help is needed, have your student see their counselor, who will work with the student on time management and study techniques. In addition, the counselor may suggest effective ways for students to get help from teachers.
  - d. After talking to the teacher and counselor, if the student still feels that the issue has not been resolved or received the needed help, the student may be referred to administration.

If your son or daughter experiences a conflict with another student or an adult in charge of a co-curricular program, the process is similar:

1. Have the student set up a time to talk to the other person. In most instances, an honest conversation will clear up misunderstandings or heal hurt feelings.
2. If the student needs guidance or strategies for conflict resolution, have your son or daughter contact their counselor.
3. If students feel they have exhausted all other avenues towards resolution, have them talk with the counselor, Athletic Director or Principal, as appropriate.

As a parent, if you have a question for a teacher or program director, please contact that person:

1. Speak to the teacher or other adult directly, either on the phone, by email, or face to face. You may leave a message for any teacher or program director via the Regis voicemail system. Email addresses and telephone extensions are listed on the website, [www.regisstmary.org](http://www.regisstmary.org)
2. If, after talking to a teacher, you feel the issue is still not resolved, call or email the appropriate administrator.
3. If there is still no resolution, a parent may petition the Department of Catholic Schools to review the issue. Depending on the nature of the issue, the Superintendent of Schools may choose to hear the issue and will reach a conclusion that is binding.

Our experience demonstrates that the steps outlined above are the most effective, meaningful way to address the concerns which inevitably arise in school. Most of the time, bringing your question to the person(s) directly involved will lead to the answers or increased understanding.



### **Family Cooperation/Removal of Students Resulting from Parental Attitude**

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative attitude of parents so diminishes the effectiveness of the school that the family may be required to withdraw their student(s) from the school.

Parent engagement in social media such as, but not limited to Facebook, etc., may result in disciplinary actions for the student if the content includes defamatory comments regarding the school, the faculty, or other students.

No parent should open a social media account under the name of the school or a particular grade or grade or organization. A parent who chooses to create such an account may subject their student to separation from the school.

### **Fundraising**

Fundraising activities must be approved in advance by the Principal. Any monies raised must be immediately deposited with the school office. These monies are the property of the organization. The advisor and Principal must approve their expenditure.

### **Regis Athletic Association (R.A.A.)**

Over the years, many parents and alumni have given their time and talent to the support of the school's athletic teams through membership in the Regis Athletic Association. This volunteer group is formed to provide financial backing for equipment and uniforms that otherwise might be unaffordable. The fundraising activities of the R.A.A. also provide for capital acquisitions needed by any of the teams.

### **Auction**

The auction is the major fundraiser for Regis St. Mary Catholic School. It is organized and led by volunteers, parents, faculty, staff and friends who work tirelessly to make this annual event a popular function. Proceeds go to the operation of the school, thus greatly helping to reduce tuition increases.

### **Regis St. Mary Catholic School Foundation**

The purpose of the Regis St. Mary Catholic School Foundation is to provide an ongoing quality Catholic education in the Santiam and Willamette Valley area. Since 1976, the steady growth of the Foundation has allowed the endowment to make substantial contributions to the school.

The Foundation has three major objectives:

1. To provide a vehicle for meaningful long-term contributions towards the financial stability of Regis St. Mary Catholic School.
2. To responsibly manage all donations.
3. To return endowment earnings for annual operation costs.



## **Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Board and Committees, Regis Athletic Association, Annual Auction Committee, classroom assistance to teachers, lunch program, field trip drivers/chaperones, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school Principal. Any person who has a conflict with a school volunteer outside of the boundaries of school activities must settle that dispute outside of and without involving or using school resources.

## **Volunteer Background Checks**

Volunteer in any school program or activity involving contact with students or cash must undergo a background check. Current archdiocesan policy requires background checks every three years to remain current. Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer, to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

## **Called to Protect**

Volunteers are required to undergo the mandatory Called to Protect video program, as provided by the Archdiocese of Portland, prior to four contacts with students.

## **Child Protection Refresher Courses**

Annually in subsequent years after completing the Called to Protect video training, volunteers are required to complete online refresher training in order to maintain active status for more than three contacts per year with students.



# CHAPTER 7: EMERGENCIES, HEALTH & SAFETY

## Emergency Information

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

## Emergency Information Form

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information:

1. The name of the student, his/her home address, telephone number and birth date.
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone numbers of parents should be recorded.
3. The date of the latest tetanus immunization/booster.
4. The name of the family physician, dentist, addresses and telephone numbers.
5. Name of medical insurance company and identification number.
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied and any current medication.
7. The parents' approval to send the student to a medical facility for emergency treatment if necessary.
8. The names of the persons to whom the student may be released.
9. The signature of responsible parent(s) or legal guardian.

## School Lockdown

In some situations it may be necessary to have a school lockdown. Parents should not call the school. The phone must remain available to emergency personnel.

## Insurance

All Regis Campus students are covered by insurance in case of injuries caused by accidents occurring on school premises during hours and on days when school's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises. With the exception of tackle football, students are also covered while participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities. High school tackle football is not covered, but additional coverage is available for a fee to families. Students are also covered while traveling directly and without interruption to or from home and school for regular attendance, or home and school to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.

## Asbestos Notification

Asbestos annual notification is sent to parents in the fall.



## **Earthquake Drills**

The effect of a major earthquake can be so dire that they must be considered in any emergency plan. While only a small percentage of earthquakes are strong enough to cause serious damage, a major-quake is always a possibility.

Should a major quake occur, and only after it ends, the standard fire evacuation procedure should be followed: (Caution: There may be after quakes continuing for some time after the incident of a major quake. Persons in charge of buildings should wait a reasonable time before ordering evacuation. Listen to the radio for announcements concerning the situation at the moment.)

1. Students within buildings at the beginning of an earthquake should drop to a crouched position with head down toward knees, hands clasped behind the neck, arms against ears, eyes closed, and back toward the windows. The safest place would be under a desk, table, or against inner walls or arch ways to provide protection from falling plaster, lights or other heavy overhead objects.
2. Teachers should assume the drop position with the students.
3. All students should remain in the drop position until the earthquake is over and/or until further instructions are given. Injuries and medical needs should be attended to immediately. During the quake, under no circumstances should anyone rush through or outside of the building, exposing themselves to falling debris, live wires, etc. Experience has shown that the greatest point of danger is just outside of entrances and close to the exterior side of buildings.
4. As soon as possible after an earthquake, teachers should give directions for evacuations to a prearranged site. The class list should be taken to the evacuation site.
5. The custodian should check water, gas, and electricity. If so directed by the Principal, the custodian will turn off utilities and the intake valve on the water heater.
6. Teachers must call roll. A list of absent students and a note as to their possible location should be sent to the Principal.
7. If outdoors, move away from buildings. Avoid utility poles and overhead wires. Do not enter any building that may have sustained damage until competent personnel have examined the building and declared it safe.

## **Fire Drills**

Fire drills are held regularly. Silence is maintained during the entire exercise to establish the most efficient environment for an evacuation. When the fire alarm sounds, teachers will close the doors and windows. The first student out the exit doors will hold the doors open. A student will do the following immediately:

1. Pick up personal belongings – leave books. Do not go to lockers.
2. Move quickly and silently to the assigned exit, or the closest door.
3. Form lines at least 100 feet from the building.
4. Return to building after the “all-clear” bell.



### **School Closure**

Regis Campus follows North Santiam School District's (NSSD) direction for weather closures. Official word will be communicated through the NSSD website.

### **Skates and Skateboards**

Skates, skateboards, scooters, roller blades and other similar items are not allowed on campus at any time. Such articles may be confiscated and returned only to parents.

### **Transportation/Bus**

School buses and school activity vehicles (as defined by ORS 801.455 and ORS 801.460), whether owned by Regis or chartered from another organization, are used to transport all students to and from all required and sponsored school activities, with the following exceptions:

1. In extraordinary circumstances, parents may transport their son(s)/daughter(s) to and from an off-campus activity. Written permission to do so must be cleared with the school-designated sponsor of the trip.
2. In extraordinary circumstances, a student may drive his/her own car to and from an off-campus activity. This may be done only with written parental permission and approved by the school-designated sponsor for the trip at least 24 hours before the departure of the trip.
3. Never is a student allowed to transport another student unless he/she is an immediate family member.
4. A student must return to Regis on school transportation unless his/her parent talks to the school-designated sponsor after the event and gives written permission.
5. Another student's parents can transport a student if both sets of parents give written permission.
6. If reasonable circumstances dictate the use of their personal vehicle to transport students, faculty or school-designated sponsors must obtain written parental permission at least 24 hours before the departure of the trip. Driver's license and proof of insurance must be on record at the school.
7. Each student is to be seat-belted in vans or cars used for transport. Regis students are expected to obey the rules regarding rider conduct. A student who refuses to promptly obey any of the vehicle rider rules may lose his/her privilege to ride the buses.

### **Communicable Diseases**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions are head lice (pediculosis), chicken pox, mumps, pink eye and measles. Students who have restrictable diseases or conditions must be excluded from school.

**Immunizations**

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

**Medication**

Students are required to fill out the Prescription/Non-Prescription Self Medication form or the Self Medication agreement form in order to take any medications at school.



## CHAPTER 8: STUDENT ACTIVITIES

The co-curricular programs of Regis contribute to the education of the whole person. The co-curricular program is designed for, and contributes to, the mental, social, spiritual, and physical growth of our students. Participation in the co-curricular programs is a privilege. The behavior of students who participate must be exemplary.

### **Athletics, Co-Curricular Programs**

The mission of Regis supports the belief that participation in athletics and other co-curricular programs and activities enhances the development of the student and their entire learning experience. Many opportunities are available for a student to participate in co-curricular events.

### **Student Council**

Student Council members are elected in the spring. Please see the Director of Student Activities for more specific information regarding electoral procedures, campaigning, Student Council bylaws, or for job descriptions including the functions, roles and responsibilities of council members.

### **Standards for Participation in Activities and Athletics**

Students that wish to participate in activities and athletics will adhere to the following:

- Students will lose their privileges to both practice for and participate in any co-curricular activity during any suspension from school.
- Students are expected to maintain satisfactory behavior in the classroom, on school campus, and at any school activity, home or away.
- Administrators will notify advisors if behavioral problems arise that are likely to affect eligibility.
- Students must attend five class periods to participate in co-curricular events
- Christian Service: Student athletes are required to meet deadlines as outlined in the Christian Service section of the handbook.

### **Additional Standards for Athletics**

- Physical Examination: Prior to participation in practice or games all student athletes must have satisfactorily completed, and turned in to the school office, the OSAA School Sports Pre-Participation Examination Form required every two years.
- Uniforms and Equipment: All student athletes are responsible for all uniforms and equipment issued to them. Items not returned at the end of the season must be paid for and will be billed through the business office.
- Locker and Locker Room: Lockers are issued to student athletes by head coaches. Regis is not responsible for lost or stolen items.



## **Assemblies**

Assemblies are designed to be part of the educational experience. As such, attendance is required. An unexcused absence from an assembly will be treated as truancy. Students who are interested in proposing an assembly may present their proposal to the Principal.

## **Dances**

All scheduled dances and social gatherings must be approved by the sponsoring group's advisor and by the administration before being placed on the activity calendar. The following rules shall apply:

1. All dances will end by 11:00 p.m. unless otherwise announced.
2. Whenever any part of the school building is used, it must be left clean and orderly as the responsibility of the sponsoring group's advisor and clean-up committee. Any additional clean-up costs will be charged to the sponsoring group.
3. At least two faculty must be at each function.
4. A student inviting a guest to any dance or school activity, including prom, must submit a Guest Pass to be approved by an administrator by 3:30 p.m., at least two full school days before the activity. A guest must be under 20 years of age.
5. Once arriving on the grounds to attend the dance, a student is required to enter the dance. Those not attending the dance will not be allowed to loiter on the grounds.
6. A student who leaves may not re-enter the dance, and must leave the premises as soon as possible.
7. A student who is on strict probation or who has been suspended or expelled will not be allowed to attend school functions.
8. Any breach of discipline or violation of school policies, rules or regulations at a school activity will subject the student to disciplinary consequences up to and including suspension or expulsion.

## **Field Trips**

A field trip is a privilege, which may be denied a student for academic or behavioral reasons. A student who participates in a field trip must complete a Permission Slip. It must be signed by a parent and turned in prior to the event. Students are responsible for the work missed in any class during the time of the trip. A student is to return to the classroom fully prepared for all tests and/or activities.

For each field trip the following information should be available:

1. Student Permission Slips.
2. Driver Responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of alcohol at any time, etc.).
3. Proof of license and insurance.

## **Sportsmanship**

1. We are partial to Regis Campus, and we have a right to be. The schools we are playing are partial to their teams, as they should be.



2. Good, wholesome and positive support of our team can lead to great memories and bring pride to our school.
3. No artificial noisemakers are allowed.
4. Booing and loud protests of officials are inappropriate at any time.
5. Cheering should be of a positive nature.
6. Student/Parent behavior at Regis and other schools, before and after games, is considered a sportsmanship situation.

Instances of poor sportsmanship that portray a negative image upon the players, fans, or students of our high school are considered a violation of the sportsmanship code of Regis. Any player, student, parent or fan who exhibits poor sportsmanship (as defined above), will be removed from attendance at the contest. Student disciplinary consequences may also include up to the following: strict probation, suspension and/or permanent disqualification from attendance at Regis co-curricular events or activities. Parents or fans that persist in violating the sportsmanship policy may also face permanent disqualification from attendance at Regis co-curricular sporting events or activities.

### **Campus Ministry**

The Campus Ministry program fosters Christian community by providing opportunities for students and faculty/staff to strengthen and share their faith. Liturgies, retreats, and service opportunities help everyone at Regis nurture his/her God-given talents and use them generously in the service of others. By so doing, individuals created in the image and likeness of God are formed into a Christian community of love and support.

### **Liturgies**

The school gathers regularly as a community throughout the school year to pray and celebrate the Mass. These liturgies are planned with the assistance of students. Parents and friends are welcome to attend student body Masses. The Sacrament of Reconciliation is available during Advent and Lent.

A proctor (teacher/advisor/coach), who is responsible for a Regis student group on a Sunday or Holy Day of Obligation, is to make sure the students attend Mass by accompanying them.

### **Retreats**

One-day retreats are planned for freshmen, sophomores, and seniors. All freshmen, sophomore, and senior students are expected to attend. Juniors are offered a three-day encounter retreat.

## CHAPTER 9: RIGHT TO AMEND

Regis Campus reserves the right to amend this handbook. Notice of amendments will be sent to parents.



# STUDENT & PARENT HANDBOOK SIGNATURE PAGE

We have read the 2018-2019 Student & Parent Handbook and agree to follow the school policies and procedures as stated.

Family Name\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

**2018-2019 REGIS CAMPUS STUDENT PARENT HANDBOOK**  
550 W. Regis St., Stayton, OR 97383, (503)769-2159, [www.regisstmary.org](http://www.regisstmary.org)



**Regis St. Mary**  
CATHOLIC SCHOOL