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REGINA INTER-PARISH CATHOLIC EDUCATION CENTER

MISSION
Regina is committed to preparing tomorrow’s leaders through a comprehensive educational experience focused on excellence and anchored in the teachings of the Roman Catholic Church.

BELIEF STATEMENTS
1. We believe that living, celebrating, and sharing our faith creates life-long, active members of the Catholic Church.
2. We believe in embracing all learners regardless of religion, ethnicity, or financial circumstances.
3. We believe that all members of our community, including parents, parishes, and alumni, are integral to the educational process.
4. We believe that fostering community relationship in a safe, supportive environment allows students to understand the importance of being of service to others.
5. We believe in providing all students with multiple opportunities to participate in academic endeavors, athletics, and the arts.

OBJECTIVES
1. To develop in each student an understanding of his/her Catholic faith which includes knowledge of faith, the building of Christian community, the practice of Christian service, and participation in the liturgical experiences.

2. To provide opportunities that promote excellence in the development of academic skills and to challenge students to make use of their intellectual capabilities in order to become all God intends them to be.

3. To recognize individual differences among students and to provide programs that help all students, including the gifted and talented and those "at risk," utilize their special gifts.
4. To promote responsible attitudes toward physical and mental health and the environment, and to provide both academic and extracurricular activities which highlight these values.

5. To provide opportunities for students to investigate the many and varied careers available to them.

6. To develop within each student a knowledge and appreciation of the arts through the curriculum and participatory experiences.

7. To provide a curriculum which includes a variety of recreational activities and a full athletic program stressing participation, teamwork dynamics, and sportsmanship.

8. To provide easy transition to today's highly technical work environment through in-school availability of the latest equipment and instruction in the skills needed to operate it.

9. To teach students to recognize the rights and responsibilities of active citizenship and to encourage students to act on behalf of peace and justice.

10. To teach students to understand and respect human and cultural diversity.

**BOARD OF DIRECTORS/BOARD OF EDUCATION**

The board consists of three representatives from each of the four parishes and the pastor from each parish. Ex-officio non-voting members include the five program administrators. The Bishop is president; one pastor acts as "Provost," who is a member of the executive committee and signs legal documents with the chairperson. The legal name for our institution is "Regina Inter-Parish Catholic Education Center."

The functions of the Board of Education are to:

a. Ensure that the operation of the Regina Inter-Parish Catholic Education Center complies with the laws of the State and with diocesan policy and is in accord with the doctrine of the Roman Catholic Church.

b. Develop the budget for the Regina Inter-Parish Catholic Education Center.

c. Oversee the collection and disbursement of financial resources necessary for the operation of the Regina Inter-Parish Catholic Education Center.
d. Provide and maintain the facilities necessary to meet the educational goals of the Center.

e. Determine and implement a long-range plan for the Center.

f. Formulate and adopt general, educational, and financial policies that will guide the administration and enable the Center to function efficiently and in such a manner as to maximize educational opportunities and enhance the quality of education that is provided.

g. Conduct an annual evaluation of the performance of the President.

**BOARD COMMITTEES**
Regina Inter-Parish Catholic Education Center's board committees help Regina implement many of the areas listed above and are open to any interested parent. Please contact the school administrators or any board member if you are interested in serving on any of these committees:

A. The Executive Committee. The primary function of the Executive Committee is to provide leadership and personnel guidance to the Board of Directors/Board of Education and to organize the agenda and manner of conducting business. Cf. Policy #210.1-210.5

B. The Finance Committee. The primary function of the Finance Committee is to develop and monitor the budget. The Treasurer of the Board of Education is the chair of this committee.

C. The Strategic Planning Committee. The primary function of the Strategic Planning Committee is to develop a plan to incorporate short term and long-term goals for the Regina Inter-Parish Catholic Education Center. The Vice Chair of the Board of Education is the chair of this committee.

D. The Policy/By-Laws Committee. The primary function of the Policy/By-Laws Committee is to work with the administrators in developing and reviewing school policy and to review the by-laws in regard to improving Board procedures and facilitating the conduct of business. The members of this committee will be comprised of administrators and board members and will be chaired by the Secretary of the Board. Cf. Policy #212

E. The Buildings and Grounds Committee. The primary function of the Buildings and Grounds Committee is to monitor the maintenance of the school facility. Cf. Policy #215

F. The School Improvement Advisory Committee (SIAC)/Education Committee. The primary function of the SIAC/Education Committee is to work
with the administrators of the Regina Inter-Parish Catholic Education Center in developing, reviewing, and evaluating educational goals. Membership must conform to SIAC regulations.

I. The Catholic Identity Committee. The primary function of the Catholic Identity Committee is to create ways to strengthen and promote the Catholic identity of both curricular and extra-curricular activities.

J. Health & Safety Committee. The primary function of the Health and Safety Committee is to work with the administrators of the Regina Inter-Parish Catholic Education Center in developing, reviewing, and evaluating health and safety practices and procedures.

K. Technology Committee. The primary function of the Technology Committee is to review and share progress on the technology plan, as developed by the Administrative Team.

**PHONE NUMBERS**

- President’s Office 351-1415
- Preschool/Daycare Director Office 337-6189
- Elementary Office 337-5739
- Jr./Sr. High Office 338-5436
- Religious Education Office 351-7638
- Business Office 337-2580
- Fundraising/Public Relations Office 358-2455
- AM-PM Program 331-1211

During the school year, all personnel will have voice mail capabilities, if you are unable to reach them directly.

**NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact: Char Maaske, Human Resource Coordinator, who has been designated to
coordinate the schools' efforts to comply with the regulations related to these laws.
Contact-
Char Maaske
Human Resource Coordinator
2706 N. Gaines Street
Davenport, Iowa 52804-1998
Phone: (319) 324-1911
FAX: (319) 324-5811

Diocesan Victims’ Assistant Coordinator - Alicia Owens 563-349-5002

Curriculum

Our BASIC CURRICULUM for all students in grades K-6th includes:
- Religion
- Language Arts
- Reading
- Math
- Social Studies
- Science
- Art
- Physical Education
- Computer
- Music
- Library
- Guidance

Our EXTENDED CURRICULUM offered to particular grades includes:
- Instrumental Music (whole group & individual lessons) 5th & 6th
- Orchestra 4th - 6th
- Enrichment Activities (classroom, theater trips, visiting artists) Kind. -6th
- Sacramental Overview (Reconciliation & First Communion) 2nd grade

Our school curriculum is intended to target a population that is successful in academic achievement. Students at Regina Elementary typically score well on the Iowa Test of Basic Skills. Our basic and extended core curricula are rigorous. The series that we use, allows classroom teachers to re-teach, extend, or enrich lessons daily on a given topic or skill.

Our philosophy maintains students within the classroom and gives them as much assistance or challenge within the homeroom. Classroom teachers provide interventions within the room to all children by enhancing our curriculum and providing enrichment activities for the entire class.

Our goal is to teach and assist all of our students to the greatest extent possible, first through the classroom teacher, and then if needed by outside resources.

Students with exceptional abilities or special needs will be identified and educational programming will be described through a Children's Action Plan. Students needing assistance to maintain grade level skills may receive Resource Room support. Students who meet criteria guidelines will receive Challenge
Enrichment as determined by the Child Study Team through objective and subjective criteria.

From this, Regina Elementary will recommend outside opportunities that will benefit the student. Additional services from the Grant Wood Area Education Agency staff services include: Speech Therapist, Social Worker, Occupational Therapist, Audiologists, and School Psychologist.

The kindergarten, first, and second grade classrooms are basically self-contained; that is, the students remain with the assigned teacher during the core curriculum. Third through sixth grade classes engage in some shared teaching between sections.

RELIGION

Religion is taught daily to all students. These classes are enhanced through daily prayer, sacraments, and the Christian philosophy of the Center. Once a week throughout the school year, the students gather for singing, liturgy, or a prayer service. Each grade level follows the Blest Are We (www.blestarewe.com) religion curriculum. The faith goals for each grade are listed below.

K - God is love and all gifts come from God.
1 - Church Community, God the Father, Jesus, and the Holy Spirit.
3 - Church as One, Holy, Catholic, Apostolic and The Mission of Church.
4 - The Goodness of God, moral values, and the Holy Spirit as a helper and guide.
5 - The seven sacraments, the meanings and symbols of these sacraments.
6 - God’s call, the bible, especially the Old Testament.

HUMAN GROWTH and DEVELOPMENT

During the unit on human growth and sexuality, our teachers are reminded that information shared with children is based on the teachings of our faith. This information is typically presented in the spring semester. Parents will have prior notice, with the option to have your child not attend this class. Careful consideration is given to the material presented and the content level appropriateness for an intended age group. All information and objectives are based on the beliefs of our Catholic faith. Teachers may use the assistance of an approved guest speaker. Parents are encouraged to contact classroom teachers if they have specific concerns.

GUIDANCE

The guidance curriculum consists of structured developmental experiences presented through classroom and group activities.

The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills.

The curriculum is organized around the following major areas: Exploration, Knowledge of Self and Others, and Educational and Vocational Development. While the counselor's
responsibilities include the organization and implementation of the guidance curriculum, the cooperation and support of the entire faculty and staff is necessary for its successful implementation. The guidance program maintains an “open door” policy for all students who would like to meet with the counselor.

**MEDIA PROGRAM**

Library skills, literature skills and literature experiences are planned to coordinate with classroom learning units/themes. Students visit the media center once in six-day cycle. Visits are devoted to learning library skills, literature/read aloud experiences, and guided book checkout. Students are encouraged to find books that are appropriate for their individual reading levels and interests. Students are encouraged to explore new genres. We also have a good selection of videos that students may check out for home use. Every student has a bar code that allows checkout on the computerized circulation system.

Parents who have special needs for their children (for example, books that deal with a specific problem, or books to serve a current interest at home) should feel free to contact the librarian. The media center also provides useful titles regarding parenting tips, educational issues, learning behaviors and styles that you might find helpful. Please contact the school media specialist if you would like a complete list of these titles.

**PHYSICAL EDUCATION**

The Department of Public Education requires physical education class. Students attend two forty-minute classes, in a six-day cycle. We will acknowledge parents' requests to excuse a child from physical education for a few days due to illness or temporary injury; however, these notes will be valid only a few days. An excuse covering a longer period must come from a doctor.

Each student must have NON-MARKING GYM SHOES, as other types of shoes will mark the surface of the floor in the gymnasium. Those students wishing to have a change of clothes for gym should have a pair of shorts and shirt kept at school in a gym bag.

**COMPUTER/TECHNOLOGY**

Regina Elementary has a fully equipped computer lab that is used by all students in grades K-6. The lab has a wonderful collection of software used to enhance the curriculum. All the computers are connected to Internet. You will be receiving a usage release form that needs to be signed and returned to the school before the student may use the Internet. The Internet will be used as another supplemental teaching tool for our curriculum. All computer use will be in alignment and guidance of our Acceptable Use Policy.

**MUSIC**

Students at Regina elementary attend music for two forty-minute classes. Students will experience music of many styles, including songs used in liturgy. Students will be exposed to notes and musical terms, instruments, musicians, and concerts. Students perform at our K-5 Christmas Musical, K-2 Spring Musical, and 3-5 Spring Musical. Our 6th grade students perform twice a year with our 5th and 6th band students.

In addition to regular music instruction, students may begin an orchestra instrument in fourth grade and a band instrument in fifth grade.
**ART**

Students will attend one forty-minute art class during the six-day cycle. Students will create many styles of projects while learning the main concepts of art. Each spring, the art department hosts a K-12 art fair to display student work. Student work in art is also on display throughout the building during the year.
The School Day

SCHOOL HOURS

Classes begin at 8:20 a.m. with dismissal at 3:00 p.m. There is early dismissal at 2:00 p.m. every Thursday of the school year. This time is provided for teacher meetings, curriculum planning and/or in-service. Students in the building before 8:00 a.m. and after 3:00 p.m. are the responsibility of the AM-PM Program. Students arriving to school prior to 8:00 a.m. must report to the A.M. Program. Entrance doors are locked during school hours.

ATTENDANCE

Students need to be in attendance at school from 8:20 until 3:00 each day, except Thursdays, when release is 2:00. When your child is sick or has an appointment, please follow this procedure:

1. Parent or guardian phones school by 9:00 a.m. to tell us why the student is absent.
   - At the discretion of the office, a doctor's admit slip may be required after an extended illness.
2. Students leaving for an appointment will be signed out by their parent/guardian on the attendance list in the office.
3. Students returning will be signed in on the attendance list in the office.

TARDY STUDENTS

Students are considered tardy after the 8:20 bell. If students arrive later than 8:25 they need to stop in the office with their parent for an admit slip. Every attempt should be made to have your child here when class begins at 8:20. This gets your child off to the right start for the day.

ARRIVAL AND DISMISSAL

The Regina Inter-Parish Catholic Education Center is extremely congested between 8:00 a.m. - 8:30 a.m. and from 2:45 p.m. - 3:20 p.m. There are many vehicles and pedestrians all over the campus. We ask everyone to drive with extra caution at all times, but especially during these times.

DO NOT PARK ON ANY CURBS IN THE FRONT OF EITHER BUILDING

The city has mandated a fire lane to be open and clear twenty-four hours a day, both sides of the fire lanes. This lane is marked with signs in the front and the back circle. These areas may not be used for parking at any time.

Park in the parking lot if you are entering the building.
1. **CAR RIDERS** - Car line is after school "pick up" for students riding in a vehicle. Follow the driveway around the high school parking lot. Please have a sign with your last name big enough to read from a distance and display it in the right hand corner of the dashboard. This sign aids teachers in identifying cars with students. Your child will stand on the curb until his/her name is called. Students not picked up by the parents will be sent to the PM program.

2. **WALKERS** - If your student is walking home, the child will enter the walkers' line. Teachers will walk students to the crossing guard standing at Rochester Avenue. Walkers may meet a sibling from the high school in the high school lobby outside the art rooms. Two crossing guards help our students cross Rochester Avenue. One is located at the corner of First Avenue and Rochester; the other is located at Ashwood Drive. Those students who cross First Avenue should cross at the light with the crossing guard.

3. **BUS LINE** - If your student rides the bus, your child will report to the elementary gym, in the correct line for his/her numbered bus. Teachers will supervise and help students load the correct bus.

4. **MEETING STUDENTS** - If you are parked in the front lot to meet your child, have them enter the walker line. Meet them as they walk by in the line or wait at your car. The alcove by the high school library door is a good place to meet your child. The office area is not a "pick up" spot for your child at the end of the day. If you are not there at dismissal time, the children will be escorted back to the P.M. program.

5. **A.M. – P.M. PROGRAM** – Students enrolled in the after school program will report directly to the cafeteria. If you have a change in routine for A.M.-P.M., you should make contact directly with the A.M.-P.M. Program Director at 331-1211.

It is important that your child knows what to do and where to go each day and has a "backup" plan.

**FAMILY SCHEDULE CHANGES**

We are often asked to excuse children early for various reasons. For your protection, we will not excuse any student unless a parent calls for him/her at school or sends a written note with the child in the morning. Parents are asked to report directly to the office when coming to the school for early excuse. **DO NOT GO DIRECTLY TO YOUR CHILD'S ROOM.** This is a disruption for the learners. We want to maintain an atmosphere that is free from outside distractions. We will arrange to have your child meet you in the school office.

If you find it necessary to bring something to your child (lunch, books, etc.) or if you need to contact your child for any reason, please stop in the office. Children will not be called to the phone during the school day and are discouraged from using the phone to call out unless it is an emergency. If your child needs to receive a message prior to dismissal, **PLEASE CALL BEFORE 2:00 (1:00 ON THURSDAYS).** Calling early will assist us in making sure your child receives the correct directions. End of the day changes to after school routines should be a rare occurrence for the safety of students.
A.M. – P.M. Program

7:00 am - 8:00 am  M-F
3:00 - 5:30 M, T, W, F
2:00 - 5:30 TH
Phone 319-331-1211

The A.M.-P.M. Program is a childcare program providing supervision and fun/learning activities for families in need of an extended school day. An A.M. - P.M. registration form is required for each child enrolled in the program.

A.M. PROGRAM
Students K-6, check in the program held in the elementary library if they are in school before 8:00 a.m. Billing is figured per hour. All times are rounded up to the next half hour. Weekly statements are sent.

P.M. PROGRAM
Students become the responsibility of the P.M. program at the end of the day, if they are not picked up in car line or in a school sponsored club. Teachers send students with their name card to the program held in the cafeteria. Parents may pick up students any time from this program. Billing is figured per hour. All times are rounded up to the next half hour.

Program fees may be paid in advance or on a weekly basis. Please send a separate check for the A.M.-P.M. Program. Bookkeeping for this program is done by the Business Office (337-2580). Extra charges will be incurred after 5:30.

GUIDELINES
1. Parents must make eye contact with the supervisor when picking up a child. When picking up children from the P.M. Program, please enter through the south cafeteria doors, closest to the gym area.
2. If a child is going home with someone other than a parent, written permission signed by a parent needs to be sent. For a child’s safety, we will not allow him/her to leave with anyone except the child’s parent unless this permission is given. (Prior permission may be given on the A.M.-P.M. registration form.)
3. When the school day is canceled because of weather conditions, A.M.- P.M. program is canceled.
4. If weather causes early dismissal, someone will remain with the children until a parent arrives. Please make arrangements AS SOON AS POSSIBLE. School is dismissed early because of safety and well-being. We also want to get our staff home safely.
5. If there is a late start to the school day because of weather conditions, there will be NO A.M. Program. (See SEVERE WEATHER section of this handbook)

Health and Medicine
**IMMUNIZATION RECORDS**

Regina Elementary School will support the Iowa State Immunization Law as it is presently established and as it may be changed from time to time. Kindergarten students **MUST** have their immunization certificate on file before entering school. Kindergarten students must also have a lead screening and a dental health screening before coming to kindergarten. Students not presenting an appropriate certificate to the school are not entitled to enrollment.

School officials cannot allow the child to attend school unless they have one of these certificates. A personal immunization record showing dates and kinds of immunizations received must be kept on each child. All immunizations must be validated by your doctor or health clinic and signed by the parent.

**SCREENING TESTS**

Grant Wood A.E.A. will do hearing testing during the year. This area education agency offers numerous services to assist schools in reaching the needs of all their students. If you wish **not** to have your child's hearing screened, please send a written request of notification to the office each year. Parents will be notified if medical referral is necessary. Individual hearing tests may be requested at any time. Contact the homeroom teacher.

A classroom teacher occasionally requests speech screening. If your child needs further therapy, you will be contacted. Those students qualifying for speech assistance will be given speech services from the Grant Wood A.E.A. during the school day.

**RECESS**

If your child is well enough to attend school, he/she will be expected to go outside for recess. A child may not remain inside for recess unsupervised, as teachers need this time for planning/lunch. Exceptions: recent broken bone, or recent surgery.

**HEAD LICE**

If a case of head lice appears in your child's classroom, we will send a note home with the children in that grade level. Proper treatment and follow-up at home are **essential**, so that lice are not being passed on to additional students.

**ALLERGIES/REACTIONS**

Please let us know of any health related issues affecting your child. We share a master list with all teachers who have contact with your child. It is important for all of us at Regina to know what to do.
ILLNESS

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS SICK.

We are not equipped to handle this situation. If a child is sent to school ill or becomes ill during school hours, we will notify you to come and take your child home. Students with a temperature will be sent home and we ask that they be “fever free” and “vomit free” for 24 hours before sending them back.

We follow the guidelines of the Iowa Department of Public Health for communicable diseases. This includes procedures for the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifths disease, head lice, ringworm, strep throat, and whooping cough. Students will be readmitted with a physician's note. The school reserves the right to send home any child in question.

In case of illness or accident involving a student, parents are immediately notified when possible. It is necessary, therefore, that the school have the current number of your home phone, business phone, cell phone or the phone number of a person to contact in case of an emergency. Keep us posted regarding any number changes that occur throughout the year. An emergency card is kept on file in the school office for this purpose.

We cannot stress enough the importance of current phone numbers for office use, plus an emergency name and number if we are unable to contact the parent.

CURRENT PHONE NUMBERS ARE VERY IMPORTANT.

MEDICATIONS

Medications may be administered at school only with a doctor's written order and the written authorization from the parent/guardian. All medications if possible should be taken before or after school hours. Medicines that need to be given three times a day could be given at home before school, after school, and at bedtime. However, it is understood that certain drugs may be required during the school day. No medication (prescription or over the counter) will be administered without a written physician and parent/guardian authorization.

1. Prescription medicine - A current pharmacy labeled container can serve as a written physician's order. A second labeled medication container can be obtained for school use by asking the pharmacist.
2. Over the counter/nonprescription medication will be given only with a physician's order and parent/guardian written authorization. Over the counter/nonprescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student’s name attached.

The parent/guardian is responsible for notifying the school when a medication has been discontinued or changed.
Dress Code

All students shall be dressed and groomed in such a manner as to not be a source of distraction to others. The administration may deem certain hair, clothing, or jewelry as a distraction and inappropriate for school. If any one teacher deems an item inappropriate, the student may receive a written referral.

Most importantly, dress students appropriately, according to weather conditions. Remember elementary students have outside daily recess.

2013-2014 Dress Code

MUST BE PURCHASED FROM THE LANDS’ END APPROVED CLOTHING LIST TO BE ACCESSED AT THE LINK BELOW:

http://www.landsend.com (School Uniforms tab at the top of the webpage)

- **Polos**: Shirts must be navy, white, or maize short- or long-sleeved polos with the designated Regina logo. These polos will not need to be tucked in. Long-sleeved t-shirts of similar *solid* color may be worn under short-sleeved polos; the t-shirts must be tucked in.

- **Dress Shirts**: White or French blue dress shirts with the Regina logo will need to be tucked in. (The dress shirts with “Regina” on the cuff sold by the Booster Club may also be worn.) Ties of any color and from any vendor may be worn with the dress shirts.

- **Skorts (girls only)**: Girls may wear navy or khaki skorts. Skorts *must be no shorter than three inches above the knee*. From November through March, elementary students must wear tights or leggings under skorts.

- **Jumpers (girls only)**: Girls may wear the designated White Plaid or solid-color navy or khaki jumper. Jumpers *must be no shorter than three inches above the knee*. From November through March, elementary students must wear tights or leggings under jumpers.

- **Sweaters**: Navy, white or maize cardigans or crew neck/v-neck sweaters/vests with the designated Regina logo may be worn. Students must wear either the polo with the designated Regina logo or a white, light yellow, or navy turtleneck under sweaters.

- **Fleece**: The navy polar fleece jacket or vest or the micro-fleece half-zip pullover with the designated Regina logo will be allowed. No other coats/sweatshirts/sweaters (accept for elementary cardigan sweaters) will be allowed.

Fleece continued...

*Students must wear either the polo with the designated Regina logo or a white, light yellow, or navy turtleneck under the fleece. No other coats or sweatshirts will be allowed.*

- **TO BE PURCHASED FROM VENDORS OF CHOICE**
- **Pants**: Dress or cargo pants must be navy, black, or khaki, solid-color and of a non-denim material. Yoga, exercise-type, and *skinny-jean-type/jeggings* pants are not allowed.
• **Shorts:** Dress or cargo shorts must be navy, black, or khaki, solid-color and of a non-denim material. *Shorts must be no shorter than three inches above the knee.* Elementary students may wear shorts from August-October and April-June, with administration reserving the right to determine if shorts can be worn during these months.

• **Capris (girls only):** Girls’ dress capris must be navy, black or khaki, solid-color, and of a non-denim material. Yoga and exercise-type capris are not allowed.

• **Shoes:** All shoes must be closed-toe shoes or boots.

- High school team/organization polos or dress shirts may be worn only on the day of competition or event.
- Elementary students must have a pair of non-marking gym shoes for P.E. These shoes can be kept at school.

**Important items to note:**
- Lands’ End will have logo sales twice a year, in July and January, during which the logo will cost one cent.
- Regina will host a uniform swap each summer.
- The administration reserves the right to determine if a clothing item meets the spirit of the dress code as listed above.

**Violation Procedure**
1. Verbal and written referral – copy home and copy to office, phone call to parent to bring an appropriate item of clothing.
2. Verbal and written referral – 2nd notice, - copy home and copy to office, phone call to parent to bring an appropriate item of clothing.
3. Meeting with child, parent, teacher/administrator
4. Greater sanctions as to be determined
Weather and Safety

SEVERE WEATHER
School cancellations or early dismissal due to inclement weather will be announced over Iowa City radio stations. It will also be alerted through School Messenger. Families, through PowerSchool will be automatically added to this communication system (Families will need to activate text message service when prompted if they wish to receive text updates). Regina will generally follow the public school dismissal/cancellation announcements, but may have an exemption due to our own busing system. Please listen to local stations on questionable days to alleviate the necessity of calling the school; we need to keep phone lines open.

Late Start: No A.M. Program

CONTINGENCY WEATHER PLAN
On occasion, weather forces school to dismiss early. Early dismissal information is always provided to media and via School Messenger as soon as it is known. It is extremely important your child knows what to do and where to go when this situation arises. Discussing a plan prior to the cancellation is more efficient than multiple families attempting to call the school on these days.

TORNADO DRILL
The signal for the tornado drill is a civil defense siren. Students, faculty, and other visitors in the building go quickly and quietly to the hall and face the wall. If weather warrants, people should get in a squat position, facing the wall, with hands clasped behind the head.

FIRE DRILL
Our fire alarm system is connected to the high school. The warning for a fire/fire drill will be a continuous blast from the fire bell. Students, staff, and all others in the building are to leave the building promptly, silently, and go to designated areas. Wait for signal before returning to building.

CRISIS PLAN
In the event of a school emergency, we have a Crisis Plan we will follow. If you would like to see a copy of this plan, it is available in the office. In the event of a major emergency, a directive via the major radio stations will be issued. We ask you to listen and do as instructed, rather than calling the school directly. In case of evacuation, we will relocate to a safe location and communicate dismissal procedures as soon as it is safe to do so.
Behavior and Discipline

PLAYGROUND POLICY (BEFORE, AFTER, AND DURING)
1. Play in designated areas only.
2. Follow directions of supervisors.
3. Dangerous games or activities are not allowed.
4. Fighting, kicking, spitting, or abusive language will not be allowed.
5. Playground Supervisor’s word is to be obeyed.
6. Classroom rules that are applicable continue on the playground.

LUNCH ROOM POLICY
1. Follow directions of supervisor.
2. Speak softly and in regular tones.
3. Walk in and around lunchroom (no running).
4. Remain at the table, once you have made a table selection.
5. Remove trays when table is called quietly, wait in assigned line.

RESTROOMS
1. Speak softly and in regular tones.
2. Respect property and facilities.
3. Enter and leave as quietly as possible.
4. Report damaged/broken fixtures to office for proper maintenance.

HALLWAYS
1. Walk in halls, single file. (No running or sliding)
2. Be reasonably quiet.
3. Take stairs one at a time.
4. Keep hands and feet to self.

The following will result in immediate discipline consequences:
1. Disrespect (physical or verbal) for teachers, adults, or students.
2. Abusive, obscene language.
3. Destruction of property.
4. Stealing or cheating.
5. Removal from a class.
6. Carrying dangerous objects.

Disciplinary sanctions may range from a note or phone call home, to a meeting with teacher and/or administrator, up to expulsion in extreme cases.
USE OF PLAYGROUND EQUIPMENT

Slides
1. One person on at a time. Please check before you go down
2. Sitting down, forward only.
3. No climbing up slide.
4. No reaching in while someone is going down.
5. Platform at top of the slide is not a play area; it is a spot to wait your turn.

Hanging Ladder
1. Move one way across.
2. No sitting on top.

Swings
1. One person on a swing at a time.
2. Stay away from a swing in use.
3. No jumping out of a swing.
4. Swing straight ahead, no twisting.

Flip Flops
1. No standing, sitting only

Wobble Wheels
1. No jumping from the wheels

Other Playground Rules
1. Think About Safety - Use common sense.
2. Leave all objects on the ground. (sticks, bark, nuts, sand)
3. Use equipment as intended to be used
4. No sitting on top of any piece of equipment
5. No jumping on the swing bridge
6. Treat others appropriately.
7. Keep your hands and feet to yourself.
8. Please make sure everyone agrees on rules for the game you are playing.

Remember the Following
1. Please walk to new activities.
2. Line-up time - stop all activity, get off the equipment and walk to line.
3. No cutting over bushes to get to the line or to get to the equipment.
4. USE SIDEWALK!
5. No sleds of any type.
6. If someone is bothering you: ignore them, ask them to stop, walk away, or report to the supervisors.

Play in the Proper Area
1. North part of Elementary (end of building) for football
2. Soccer area immediately off playground area (flat)
3. Four square, jump rope on cement, not basketball areas
4. Basketball is assigned to area with hoops
5. Games not listed above should be played in large area below the sand pile

SCHOOL BUS RULES

For the safety of all passengers:
1. Follow the directions of the driver (teacher) the first time they are given.
2. Sit in your (assigned) seat at all times.
3. Respect others. No hitting, pushing, fighting, swearing, or using rude gestures on the school bus or at the bus stop.
4. Keep all objects and body parts (head, arms, legs) inside the bus in your seat.
5. Food and drinks are not allowed.
6. Keep the aisles clear at all times.

CIT (our bus company) will use a written bus conduct report for improper conduct. The school principal receives a copy of this report that is discussed with the student. Parents are notified of the report. Students receiving a written report may be suspended from bus riding privileges for a period of time. There is a three-day mandatory suspension for a third written discipline report.

**DISCIPLINE**

It is the policy of our school to develop positive discipline in students by guiding them to develop self-control in a Christian atmosphere. We strive for mutual cooperation, respect, and knowledge of consequences among students, parents, and teachers for the purpose of establishing an orderly learning environment. If a student is unable to function in an atmosphere of Christian respect and discipline due to his/her actions, the result will be one or more of the following procedures:

1. Correction by the teacher or supervisor with appropriate consequences.
2. Teacher/Parent conference, or phone call to parents explaining the problem.
3. After-school detention (parents will be notified one day prior).
4. Conference with principal, student and/or parent or both.
5. In-school suspension: The student will study and complete his/her assignments in an area separate from the classroom under the indirect supervision of the principal or other responsible person.
6. Out of school suspension: The student will be removed from school for a determined amount of time.
7. Expulsion: The student will not be able to return to school due to an extreme action/violation of the school policy.

Depending on the circumstances, additional procedures may be followed, as parents and the school work jointly, through the issues surrounding the matter.

**THE LEARNING ENVIRONMENT**

Order must be maintained in the classroom and in the school building for the most effective teaching to take place and to establish an appropriate learning environment.
It is the teacher's responsibility to determine what is necessary to maintain an orderly classroom and to take the steps necessary to maintain that order. These basic suggestions are made:

1. Inform the students or collectively determine what the rules are for the classroom.

2. Meet with individual students who do not follow the prescribed rules to be sure he/she understands what is expected and to determine what can be done to improve his/her behavior.

3. Teachers are directed to inform parents of problems incurred with a child on an individual basis and expectations of improvements to occur.

4. If a serious problem arises or continuous disruptive behavior occurs, a student will be sent to the office. The teacher must send the student directly to the office and inform the office that the student is being sent. As soon as possible, the teacher will meet with the principal. An appropriate consequence related to the behavior will be sought. A resolution will be sought that is mutually agreeable to all concerned.

5. Teachers are reminded to deal with any disruptive behavior occurring in the building. Reasonable requests should be made, but insubordination by students will not be tolerated.

6. Grade level teachers provide guidelines to help with consistency in all three classrooms as well as specials, transitions, and all school gatherings.

In summary, the best atmosphere for learning in school will take place when all staff members and students do their share in helping to assure that all school regulations are followed. Students will respect and appreciate staff that work with them, and help them learn appropriate behavior.
**SUGGESTIONS AND COMPLIMENTS**

We encourage you to provide us with insight and suggestions throughout the year. A Regina objective is to help parents, teachers, administration, and board of education members to develop into a "family." Family is defined as a group of people united by a common philosophy, a common set of beliefs and common goals. At Regina, the beliefs are encompassed in the Catholic faith. The philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental to a healthy school family. However, a family is more than a group of people who can converse in a civil manner. The Catholic school family is bound together by Christian love. This love allows family to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

A family promotes love and goodwill through a continual series of simple gestures, such as greetings, compliments, concerns for one another, sharing, listening, and helping. When conflict arises in these settings, there is concern for individuals and a willingness to resolve the conflict without harm.

"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:15

The following is the suggested format to resolve such conflicts.

**COMPLAINTS AGAINST TEACHER/EMPLOYEE**

In summary, parents who have a concern about the classroom should go directly to the classroom teacher to resolve the issue.

1. The initiator shall first discuss the matter with the person against whom the complaint is made -- with the objective of resolving the matter formally at the point of origin.

2. If the problem remains unresolved, the initiator has another meeting with the respondent this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may refer the complaint to the principal/program director who will:
   a. Name a conciliator (principal may assume this task or name another agreeable to the concerned parties)
   b. Meet initiator and respondent individually
   c. Meet with initiator and respondent together; endeavors to facilitate, enable and/or guide them to a peaceful solution of their problem.

4. If complaint is not resolved, formal arbitration may be necessary.

**COMPLAINTS AGAINST AN ADMINISTRATOR**

1. The initiator first discusses the matter with the administrator with the objective of resolving the matter formally.

2. If the problem remains unresolved, the initiator has another meeting with the administrator. This time clearly stating the complaint in writing including specifics such as evidences for complaint, sources of information, etc.

3. If the problem remains unresolved, the initiator or the administrator may request a conciliator for informal conciliation.

4. If the problem is resolved in the informal conciliation, the conciliator shall prepare a summary statement of the problem and its resolution and shall affix the signature of the three participants. Each participant is to receive a copy of the signed statement of agreement.

5. If no agreement is reached in the informal conciliation, any one of the three parties may request of the Diocesan School Office a professional evaluation of the problem under consideration.

6. The professional evaluator(s) writes a brief report and presents it in meeting with the initiator, the administrator and the conciliator who serves as chairperson.

7. If agreement is reached in step 6 (above), the conciliator and professional evaluator(s) write a brief report including the problem and terms of agreement. The report is signed by all parties present, is given to each participant and a copy is provided the Diocesan School Office.

8. If complaint is not resolved, formal arbitration may be necessary
COMPLAINT AGAINST A BOARD MEMBER

1. The initiator shall first discuss the matter with the board member concerned (respondent) with the objective of resolving the matter informally at the point of origin.

2. If the problem remains unresolved, the initiator has another meeting with the respondent, this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.

3. If the problem remains unresolved, the initiator or the respondent may request the assistance of the pastor or the board president in the process of informal conciliator.

4. If the problem remains unresolved, any one of the above parties may take the problem to the board of education for decision.

5. Before proceeding with the problem, the local board president may arrange for a professional evaluation of the matter.

6. The local board president prepares for and chairs the decision-making meeting. The following data may be requested of initiator and respondent:
   a. Initiator’s written description of the problem including specifics such as evidences of the problem, sources of information, etc.
   b. Respondent’s written response to problem under discussion
   c. Professional evaluator's written report.

7. The president and board involve the initiator and respondent in discussion and in movement toward decision. Finally, the board, after dismissing the parties involved in the problem, and the professional evaluator, bring the problem to decision. The decision, in writing, is given to both parties.

8. If the decision is unacceptable to either party, appeal may be made to the Diocesan School Committee. The procedure at that level is similar to step #6 (above). The decision of the Diocesan School Committee is final.

9. If complaint is not resolved, formal arbitration may be necessary.

Initiator or respondents may request arbitration procedures. Copies of arbitration forms may be received from the Office.
ANIMAL AND PET VISITATION
In the primary grades, bringing something from home to talk about with the class is a device used to develop language arts skills. We discourage pet visits due to allergies and safety. Parents, we do ask your cooperation in this, as some children are allergic to animals.

BIRTHDAY BOOK PROGRAM
Regina Elementary has a wonderful tradition to commemorate a child's birthday. Any family who wishes to participate can contribute a book to the Media Center. The usual procedure is to contact the media specialist (phone call, quick note, or in person) and then let the child pick out a book from the selection of new books kept on hand for this purpose. Then a check for the average price of library book is written to Regina Elementary to reimburse the school for the book. Other arrangements may also be made. The book gets a gift bookplate in front listing the child's birth date and name. It's a way to leave your "mark" upon the school. This program is purely optional, and there is no expectation for an individual to do this.

BIRTHDAY INVITATIONS
Invitations to birthday parties may be passed out in the classroom only if the ENTIRE CLASS or ALL GIRLS or ALL BOYS are invited. If only some of the children are being invited, we ask that these invitations not be distributed at school.

BIRTHDAY TREATS
If you desire to send treats for your child's birthday, please take into consideration that some of our classes are quite large. Simple nutritious treats that support wellness are recommended. Please remember to send napkins.

BUILDING MAINTENANCE FUND
Regina Education Center recognizes the need to pre-plan for capital maintenance items; therefore, we have a "Building Maintenance Fund". Projects such as roofing, major sewer repairs, major interior/exterior projects, etc. will be included. Half of the registration fee paid each spring is designated to help offset these projects.
BUS TRANSPORTATION

CIT (our bus company) provides busing for students who live two miles or more from their homes to our school. A letter informing parents as to the time and place of pick-up for the children is sent directly from CIT. We remind parents and students of the conduct expected on the buses. Repeated acts of misconduct can deprive the student of the opportunity to ride the bus. The children should realize that the driver has a big responsibility and that it is everyone's duty to help.

ONLY STUDENTS ASSIGNED TO A BUS MAY RIDE THAT BUS.
FRIENDS MAY NOT BE BROUGHT HOME ON THE BUS.

If your child is eligible to ride the bus, but only rides occasionally, please inform CIT (1-877-866-3687) so the driver will know. CIT should be contacted if you have a change of address or any questions regarding the busing arrangements.

Families living outside the Iowa City Community School District, i.e. West Liberty, Lone Tree, West Branch, Clear Creek, etc. are entitled to transportation costs if your district provides it. It is your responsibility to request these forms from your residential district. Contact the superintendent of your residential school district to request information and forms for transportation reimbursement.

BUSES ONLY

From 8:00 - 8:20 a.m. and from 2:45 - 3:20 p.m. the circle drive in front of the school is reserved for BUSES ONLY. This area has room for buses only. If you have business in school, please use one of the parking lots provided. DO NOT PARK YOUR CAR IN ANY DRIVEWAYS coming into or out of school.

CHILDREN'S ACTION PLAN (CAP)

Students with special needs receiving assistance from the classroom teacher should have a CAP on file in the office. Concerns, goals, and strategies for the students are filled out cooperatively with parents, administration, classroom teachers, resource teacher, and support staff. This form serves as a record for needs, as well as, a record for teacher interventions that are used to help the student reach the prescribed goals. CAP plans will also be used with students who are receiving special enrichment activities as described by the Child Study Team. If you feel your child is not receiving appropriate services, make an appointment with school administration to discuss your concerns.

CLUBS

Throughout the year, Regina offers a number of after school clubs. A fee will be assessed per student, per semester, per class. The fee will be used for supplies and teacher stipends. After school clubs are limited to students currently attending Regina. These clubs fill quickly and are on a first-come first-served basis.
COMMUNICATION

Reporting to parents is done by regular newsletters, progress reports, web sites (http://www.teacherweb.com and http://www.icregina.com), evaluations, phone calls, and visits to school or home. Classroom teachers provide monthly communication in the form of a newsletter. Parents are also contacted via School Messenger and Constant Contact on school issues. The school produces a monthly newsletter, which is emailed to parents through classroom teachers. This includes calendars, menus, and items of interest to Regina families. Parents may request a paper copy of the newsletter or pick one up in the office. If an individual or organization wishes to submit an article for the newsletter, please e-mail the article to the office secretary by the 15th of the month.

CONFERENCES

Parent conferences will be held during the month of November. Either parent or teacher may request additional conferences. If a situation should arise which concerns you, please contact the teacher or persons involved. We would like the channels of communication open at all times.

CUSTODY

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned. If a parent has a court order that limits the rights of the other parent in matters such as custody or visitation, a copy should be provided to the office. Unless the court order is on file, we must provide equal rights to both parents.

DRIVEWAYS

The east driveway (closest to 1st Ave.) is one way and is used to enter the school grounds. The west drive is one way and is used as an exit, providing right and left turn lanes onto Rochester Avenue. All students arriving by car should be dropped off at any of the doors behind the high school. Do not stop or double park in the top area of the front circle as it creates a safety hazard for students.

Please notice the YELLOW curb around the circle in front of the high school and elementary building. This area is for buses to load and unload.

NO PARKING ALLOWED IN THE YELLOW CURB AREA AT ANY TIME, ON EITHER SIDE
**FEDERAL LUNCH PROGRAM**

Regina features a hot lunch program that is operated according to Federal and State guidelines.

1. Children from a family whose income is at or below the levels published annually may be eligible for either free meals or meals at a reduced rate.

2. Information and forms to determine eligibility are in the jr./sr. high school office. Parents or guardians must return the forms with the requested information. Eligibility is determined within 10 days of its return. If a family is eligible, **PLEASE DO APPLY**.

3. If during the school year there are changes in family size or substantial changes in income, such changes must be reported to the school's official so the appropriate eligibility adjustments can be made.

4. Our school strives for 100% participation for an effective, nutritious, and economical fare.

5. Children's lunches may be purchased for:
   a. Regular price
   b. Reduced-price (determined by eligibility)
   c. Free (determined by eligibility) Prices may change at the semester.

6. Adult lunches may be purchased.

7. Children bringing cold lunch from home may purchase a carton of milk.

We ask that payment for lunches be made with **SEPARATE CHECKS** from tuition payments. Inquiries regarding hot lunch balances/account should be directed to the high school office at 338-5436.

**FINANCE**

The Regina Inter-Parish Catholic Education Center’s main business office is located on the second floor area above the pre-school. School finances are transacted in the business office. The Regina business office handles tuition & bookkeeping records. Questions regarding accounts may be directed to 337-2580.

**FINANCIAL ASSISTANCE**

Parents are given an opportunity to apply for financial assistance. Parents complete an application for financial assistance through a third party processor for assistance from both the Southeast Iowa Student Tuition Organization (STO) and Regina. This same form may also be required for certain scholarships awarded by the Regina Foundation. The Financial Aid Application will be driven by the STO schedule, but most likely will be available by February 1 each year. Late applications are allowed, however, given the availability of tuition assistance monies, awards may be limited for late applicants. The amount of aid given depends on (1) need and (2) money available through STO, Regina/Parishes, Foundation, scholarship fund, or other sources. Most information is provided with the application forms.
**HARASSMENT**

Harassment between or among students will not be tolerated in any form. Actions that create a hostile learning environment will be investigated and dealt with promptly. Single or multiple incidences, whether physical or verbal, that cause intimidation of others may result in suspension or expulsion from Regina. Regina will follow the diocesan policy on harassment.

**HOME AND SCHOOL ORGANIZATION**

This is a Regina Elementary support organization. Home and School sponsors various activities throughout the year, with the goal of providing social times and allowing families to get better acquainted. They sponsor several moneymaking events with the proceeds going to supplies and equipment for the school. This organization meets the first Thursday of each month.

**HOMEWORK**

Kindergartners and first graders are given little or no homework. Reinforcement on alphabet, number flash cards, word recognition or reading may occasionally be required. Young children love to share everything they learned during the day. Time set aside for sharing accomplishments, daily work, and stories that they have written is such a positive learning experience for both parent and child.

Homework becomes a factor second through sixth grade. We recommend 15-30 minutes for grades two and three, 30-45 minutes for grade four, and maybe a little longer for grades five and six. In no case, should a student be spending more than an hour on homework unless a special project is due. If this is happening, you need to set up a conference with the teacher/teachers right away. On a daily basis, work time in the classroom is allowed to at least start assignments and often time to finish work.

It is important for you to read the Class Profile provided by your teachers at the beginning of the year. This will provide specific information about expectations for schoolwork and homework.

**HOMEWORK ABSENCE POLICY**

In general, we will not send home homework for a child who misses one day of school. Most classes have a system whereby another student keeps track of assignments, worksheets, study sheets, or readings assigned and will give them to the absent student when he/she returns the next day. If the illness is longer, then we will gladly make arrangements to send the necessary work home.

We certainly encourage all students to have a library book at all times and even if they have no formal homework, read a few minutes from their book, magazine, or newspaper article.

**KINDERGARTEN SNACK**

For kindergarten snack, please send nutritious snacks. It does not have to be a lot. Graham crackers, cheese and crackers, vegetable sticks, and apples are ample and nutritious snacks. Individually wrapped items are very helpful. Milk is provided. Kindergarten students have an annual milk fee. Your teacher will notify you if special attention needs to be given to food allergies in your classroom.
LOCKERS
Students in sixth grade use hallway lockers. Homeroom teachers make locker assignments. Students are to keep lockers locked at all times for their own protection and should not give their combination to other students. If a locker becomes damaged through misuse, the student will be required to pay for all costs associated with its repair. No personal locks may be used. Report any locker problems to the office. Tops of lockers need to be cleared of all items at the end of each day. All lockers are considered to be the property of Regina and may be inspected at any time by the principal or a person designated by the principal. Students will be asked to remove any materials that the faculty or administration deems as inappropriate. No food in lockers.

LUNCH MONEY
Regina has a computerized food service system. No lunch tickets are needed. Families will submit monies to their computerized accounts. When the balance becomes low, you will be notified. Each student is given a lunch card, which is kept in the classroom. If you will be joining your student for lunch, please call the office the day before so we can add this to our count.

PARISH MEMBERSHIP
In order for a student to be registered in school as a member of a parish, a form is to be signed by the pastor indicating that the student is a member of the parish. The parish determines if a family receives the “parish stewardship” rate.

PROTECTION OF PUPIL’S PROPERTY
It is the responsibility of the school to provide adequate safeguards to pupil’s belonging. Parents should cooperate by clearly marking articles children bring or wear to school. Encourage children to put their names on lunch sacks/boxes, gym shoes, sweaters, gloves, boots, jackets, notebooks, and anything likely to be put down and forgotten. Personal items are frequently lost each year because we are unable to identify the owner. Adhesive tape and permanent marker are best suited to this purpose. Lost and found is kept in the hall by the office. Items are removed every other month.

Children should not bring valuable items such as: DS game systems, iPods, iPads, other expensive electronics, or money to school. If it is a necessity for a student to have a cell phone, it needs to remain “OFF” and in the child’s backpack during the school day. Your child may use the office phone if it is an emergency.

PROHIBITED ITEMS
The Regina Inter-Parish Catholic Education Center and the CIT Transportation Co. consider items such as guns (real or toy), knives of any kind, firecrackers, lighters, noisemakers, and matches, as prohibited items. These items will be confiscated and not returned if brought to school, on the bus, or to school sponsored activities. Appropriate disciplinary action will be taken, including the possibility of expulsion and the pressing of criminal charges. The administration and/or their delegate reserve the right to confiscate other items, as they become a threat or distraction to other students.

PTO
This is a Regina, K-12, educational organization. The primary purpose of PTO is communication, information, and educational support. PTO holds informational meetings throughout the year on current issues. They also create and sell a directory that assists with family communications.

**REGINA FOUNDATION**

The Regina Foundation serves as a channel for soliciting and receiving gifts in support of Regina's educational programs. Gifts to the Endowment Fund are accepted throughout the year and are usually given through memorials, bequests, and other outright and planned gift arrangements.

**REGISTRATION FEE**

A registration fee is collected in the spring for the following year to hold your child's grade spot. A registration deposit must be paid for every student before his/her registration is processed. This is a non-refundable registration fee.

**SCHOOL VISITS**

We invite you to become involved in your child's education. Classroom visitations, if appropriate, should be scheduled with the classroom teacher in advance. For our students' safety, we ask that all visitors check in at the office before going into the classroom. When visitors are present during instructional hours, teachers must conduct class as usual. This is not a good time for discussion. Teachers are available for conferences outside of class time, and they would be happy to make an appointment with any parent.

**SCOUTS**

Scouting opportunities also exist for boys in grades 1-5 with the Boy Scouts of America, and for girls grades K-6 with the Girl Scouts. Information will be sent home with your children regarding these groups in the early fall.

**SMART TUITION**

*Smart Tuition* is a company that specializes in offering billing and collection assistance for private schools. Information will be given out at Registration each year. Contact the business office with further questions.

**STUDENT RECORDS**

As a parent, you have access to your child's school records. School staff respects the privacy of student records and recognizes that only important, factual information should be in the permanent records.
TUITION AND FEES

There are three rates of tuition at Regina.

1. Families who are registered members of one of the four parishes (St. Mary's, St. Patrick, St. Thomas More, St. Wenceslaus) and have been proclaimed by their parish as active contributing members receive the parish stewardship tuition rate.

2. Families who are not members of the parishes and who are willing to meet certain volunteer hours are eligible for the school stewardship rate.

3. Families who do not qualify for parish or school stewardship rates will be charged full tuition.

A multi-child discount may be available for families with three or more children at Regina (K-12). Contact the business office for details.

VOLUNTEERS

Regina is pleased to have parent volunteers throughout the year in various classrooms. Volunteers have provided numerous hours of service for the children and teachers. We appreciate these hours given to benefit the children. This truly makes Regina Elementary a special place.

If you are volunteering in the school, we ask that you sign in/out at the office. Identification tags are provided for the volunteers. We ask that volunteers please respect the privacy of the teachers' lounge. Volunteers may be subject to criminal checks and sexual misconduct sign off sheets.

ALL VOLUNTEERS MUST HAVE VIRTUS TRAINING
AS REQUIRED BY THE DIOCESE.
(Training is now available on-line)

We have two active volunteer programs:

1. ACT - Assisting Classroom Teachers. This is the broad based volunteer program with numerous opportunities.

2. RLP - Regal Learning Program. This is a one-to-one tutorial program, matching the volunteer to a specific student for the school year.

ALL VISITORS, VOLUNTEERS, AND PARENTS ARE REQUIRED TO CHECK IN/OUT AT THE OFFICE.

PARENTS NEED TO SIGN CHILDREN IN AND OUT IF LEAVING TO OR ARRIVING FROM AN APPOINTMENT.
To the Parent or Guardian:

We advise you that the staff at Regina Elementary does not normally administer or take any responsibility in the giving of medication to school children. If your child is on any medication, please give it at home and advise the school so the staff may watch for adverse side effects of the drug. However, if a medication must be given during school hours, the school must have the name of the drug, dosage, exact time to be given and the duration of the medication. This form must be signed by the attending physician for all prescription and over-the-counter medications.

**The medication must be maintained in the original/prescription container, which shall be labeled with:**

<table>
<thead>
<tr>
<th>1. Name of pupil</th>
<th>4. Name of physician</th>
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</thead>
<tbody>
<tr>
<td>2. Name of medication</td>
<td>5. Name and address of pharmacy</td>
</tr>
<tr>
<td>3. Directions for use</td>
<td>6. Date of prescription</td>
</tr>
</tbody>
</table>

Medication orders are only effective for the school year in which they are ordered. The physician must renew them each school year.

Since it is necessary that my child be given medication during school hours, I hereby give my permission for school personnel to administer it.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Birth date</th>
<th>Parent or Guardian</th>
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<tbody>
<tr>
<td>Name of Medication</td>
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<tr>
<td>Dosage</td>
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<tr>
<td>Time to be given</td>
<td></td>
<td></td>
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<tr>
<td>Reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Reactions</td>
<td></td>
<td></td>
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</tbody>
</table>

If this is medication for asthma, please attach the Student Asthma Action Plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>Physician’s Signature</th>
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</table>

**ASTHMA MEDICATIONS ONLY**

If you and your physician feel your student needs to carry their own asthma inhaler with them during school hours, you must have your physician sign this order sheet for them to do so. Except in an instance of gross negligence, the school district and its employees will incur no liability as the result of any injury arising from self-administration of medication by a student.

I feel this student is adequately educated in the appropriate use of his/her inhaler and is responsible to self-administer medication as needed.

<table>
<thead>
<tr>
<th>Parent’s Signature</th>
<th>Physician’s Signature</th>
</tr>
</thead>
</table>

**RETURN THIS FORM TO THE STUDENT’S SCHOOL**

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