

The Regis School of the Sacred Heart

2011-2012

TABLE OF CONTENTS

LETTER FROM THE HEADMISTRESS

GENERAL ADMINISTRATION/ADMINISTRATIVE STAFF

INTRODUCTION..... 5

Mission Statement

History of Regis and Philosophy

History of Sacred Heart Schools

Goals and Criteria

ACCREDITATION AND ADMISSIONS..... 7

Accreditation

Admission

Admission and Retention Requirements

Admission Fees

Re-Enrollment Process

Withdrawing a Student

Consulting School Psychologist

Teacher/Parent Partnership

Tuition- Payment Plans

ARRIVAL PROCEDURES 11

Attendance

Late Arrivals (Tardiness)

Absences

Middle School Absences

BEFORE AND AFTER SCHOOL CARE 13

Morning before School Care

Kidventure Afternoon Program

Registration

After School Activities

CARPOOL AND TRAFFIC MANAGEMENT..... 14

Walker Policy

Dismissal Schedule

Withdrawals during the School Day

HEALTH PROCEDURES 16

The Clinic

Immunization Requirements

Medication

DISCIPLINE AND CONDUCT 19

- Philosophy
- Expectations of Students
- Bullying and Harassment
- Code of Conduct
- General Conduct
- Early Childhood and Lower School Behavior Plan
- Middle School Conduct Policy
- Eligibility Policy
- Honesty Policy for Middle School

SCHOLASTIC AND BEHAVIORAL DISMISSAL..... 28

- Disciplinary Probation
- Suspension
- Expulsion
- Line of Authority and Appeals Process
- Guns and Weapons
- Use of Controlled Substances

DRESS CODE AND UNIFORMS 31

- Uniform Dress Code
- Out-of-Uniform Days
- Regis Spirit Days

EVALUATION AND REPORTING 33

- Student Evaluation
- Physical Education Program
- Promotion and Retention
- Records

STUDENT HOMEWORK.....34

- System of Honors
- Grading Scale
- Trimester Awards
- Prize Day
- Academic Honors
- Eighth Grade Privileges
- Service Recognitions

OTHER GENERAL SCHOOL PROCEDURES AND POLICIES39

- Adult Attire on Campus
- Animal (Pet) Policy
- Personal Belongings
- Christian Charity
- Child Abuse or Neglect of Children
- Disaster and Fire Drills
- Emergency Policies
- Evacuation Policy

Field Trips
Halloween
Library
Lost or Damaged School Materials
Lunches and Snacks
Parents, Volunteers, and Visitors
Professional Protocols
Separated and Divorced Parents
Social Awareness Program
Telecommunication Use
Tutors
Volunteers and Virtus Training

APPENDIX A – TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

AGREEMENT AND PERMISSION FORM 2011-2012 45

Hardware/Network Use Policy

Electronic Mail (Email) Policy

Laptop Users Policy

User Agreement and Parent Permission Form – Signature Page *

******A printed copy of the User Agreement and Permission Form will be included in your Orientation Packet for you to sign and return to Regis******

APPENDIX B – PARENT LEADERSHIP 50

The Board of Directors

THE PARENTS’ ASSOCIATION..... 51

Mission Statement

Organizational Structure

Responsibilities and Duties of Officers

Committees

Expenditures

Amendments

APPENDIX C - ADDITIONAL INFORMATIONS

TRADITIONS IN GIVING 57

Operations

Scholarship Fund

APPENDIX D - GLOSSARY OF SACRED HEART TERMS..... 58