

# The Regis School of the Sacred Heart 2011-2012 Parent & Student Handbook

This handbook is provided as a guide, for both students and parents, of the procedures and policies of The Regis School. We ask parents to carefully read all sections of the Handbook and review them with their child(ren).

The enrollment of a student at The Regis School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies set forth in this Handbook.

The Regis School of the Sacred Heart guarantees to all students the rights, privileges, programs, and activities made available to the general student body. Catholic schools do not discriminate on the basis of race, color, age, or national origin in the administration of its admission, loan, athletic, or scholarship programs.

The Regis School and administration retain the right to amend the Parent & Student Handbook. By no means is this Handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing this handbook with your child(ren), sign the acknowledgment form included in the back of this Handbook for each child enrolled in the school. The form(s) must be returned to your child(ren)'s homeroom teacher(s).

*The Headmistress reserves the right to amend this Handbook for just cause at any time. Parents will be given prompt notification if any changes are made.*

*“Our service of education is carried out in a genuine relationship of mutual interaction, where each person both receives and gives so that all may grow together...creating community among ourselves and with others. It asks of us generous commitment, serious on-going formation and a broad critical vision of the world, enlightened by faith.”*

*Constitutions of 1982  
Society of the Sacred Heart*

At The Regis School, nothing occurs without being prefaced by the thought that everything is done because of the students. By educating the heart and not just the mind, we educate the whole child through the Sacred Heart *Goals and Criteria*. Our students are carefully shaped because they are taught to reflect on *the Goals*. We expect their Regis experience to help them to be men of compassion, humility, and honor. We expect them to be gentlemen in the fullest sense of the word. A personal and active faith in God teaches our entire school community to be respectful, to be considerate, and to be generous in all that they do and with all whom they encounter. We invite our students, faculty, families, and friends to share in the rich faith experiences of the School and thus to deepen their own faith life.

On behalf of our Faculty and the Board of Directors, it is my pleasure to welcome you to a new school year. We share your concern for your son’s health, happiness, and safety. How well children are prepared for the future depends in part on what they learn in school today. We believe in a strong profile of educating children for a future in our faith by providing a spiritually, morally, and academically challenging curriculum. Giving service and “giving back” are essential qualities that are deliberately developed in our students in order that they may be actively aware of people, both within our school and as outreach to peoples of the surrounding neighborhood, city, and world.

As a Sacred Heart school, we seek to share with you the richness and strengths of a Sacred Heart education. It is our mission to educate boys to become caring, faith-filled adults, involved with their family and their community. We nurture all students from diverse backgrounds as a microcosm of the world in which we live. Our students are bonded by our *Goals*, stronger than ethnicity, nationality, or culture. I invite you to share fully with us in service and commitment to The Regis School community and to enjoy the school year. I also look forward to knowing each of you personally and serving your family.

In Christ’s Peace,

Nancy Taylor, Ed.D.  
Headmistress

## FACULTY and STAFF DIRECTORY

*“We cultivate a very small field for Christ, but we love it, knowing that God does not require great achievements but a heart that holds back nothing for self.”*

*St. Rose Philippine Duchesne*

### **General Administration**

Headmistress	Dr. Nancy O. Taylor
Middle School Division Head	Mrs. Pilar López
Lower School Division Head	Dr. Nicholas Morgan
Dean of Students (1 <sup>st</sup> – 8 <sup>th</sup> )	Mr. Scott A. Granito
Early Childhood Division Head	Mrs. Linda Falco
Business Manager	Mr. Andrew J. Alford
Director of Admission	Mrs. Jennifer Glover
Director of Advancement	Mrs. Susan S. Ellerbe
Director of Special Events	Mrs. Edna Marie Free

### **Administrative Staff**

Accounting Manager	Mrs. Edna Bradley
Assistant to the Headmistress	Mrs. Tina Nicholson
Administrative Assistant, LS and MS	Mrs. Margie Sipe
Assistant Director of Advancement/Website	Ms. Elizabeth Vargo
Communications and Alumni Relations	Mrs. Priyanka Agarwal
Director of Athletics	Mr. Gary Holub
Director of Technology	Mrs. Donna Piga
Receptionist	Mrs. Diana Burkhart
Registrar	Mrs. Gay Russey
Maintenance Supervisor	Mr. Shawn Morado
Nurses	Mrs. Laurie Cook
	Mrs. Denine Whalen

### **EARLY CHILDHOOD FACULTY**

Mrs. Joan Ezell	3 Pre-Kindergarten
Mrs. Sandra Peterson	3 Pre-Kindergarten
Mrs. Gloria Russell	3 Pre-Kindergarten Assistant
Mrs. Maria Aurisano	4 Pre-Kindergarten
Mrs. Elena Whittington	4 Pre-Kindergarten
Mrs. Catharine Head	Motor Skills Development, 4 Pre-Kindergarten Assistant
Mrs. Betsy Hurst	Kindergarten
Mrs. Megan Kilbride	Kindergarten
Mrs. Ellen Colville	Kindergarten Assistant
Mrs. Mary Alice Greaney	Music
Mrs. Monica Gutierrez	Computer Skills, Kindergarten
Ms. Dawn Kelly	Art
Mrs. Maria Sodek	Spanish

## **LOWER SCHOOL FACULTY**

Ms. Laura Smith	First Grade
Mrs. Nichole Waters	First Grade
Mrs. Patti Cryar	Second Grade
Ms. Katie Lochte	Second Grade
Ms. Kallie LeBrasse	Third Grade
Ms. Carolyn Quinn	Third Grade
Mrs. Elisha Aguirre	Fourth Grade
Mrs. Courtney Stiles	Fourth Grade
Mrs. Linda Falco	Religion 1, 4
Mrs. Maria Reynolds	Religion 2, 3
Mrs. Monica Gutierrez	Computer 1, 2, 3, 4
Mrs. Maria Sodek	Spanish 1, 2, 3
Mrs. Patricia Sung	Spanish 4

## **MIDDLE SCHOOL FACULTY**

Mrs. Cathy Boates	Sixth Grade Homeroom; Social Studies 6, 7, 8
Ms. Christine Broadston	Fifth Grade Homeroom; English/Literature 5, 6
Mrs. Jacqueline Brown	Eighth Grade Homeroom; English/Literature 7, 8
Mrs. Jennifer Glover	English/Literature 8
Mr. Scott Granito	Religion 6
Mrs. Monica Gutierrez	Seventh Grade Homeroom (shared); Science 5, 6
Mrs. Pilar López	Religion 6
Mr. John McCafferty	Social Studies 5
Mrs. Dorothy Monsarrat	Seventh Grade Homeroom; Religion 5, 7, 8
Mrs. Maria Reynolds	Latin 5, 6
Mr. Santiago Ripoll	French 5, 6, 7; Spanish 7, 8
Mrs. Angela Scott	Seventh Grade Homeroom (shared); Science 7, 8
Ms. Lauren Stallings	Sixth Grade Homeroom; Literature 5; Math 5, 6
Mrs. Patricia Sung	Fifth Grade Homeroom; Spanish 4, 5, 6, 7
Mrs. Anne-Marie Zehawi	Eighth Grade Homeroom; French 8; Math 7; Pre-Algebra and Algebra 8

## **ANCILLARY FACULTY**

Mrs. Donna Piga	Director of Technology; Computer 5-8
Mr. Gary Holub	Athletic Director; Physical Education and Health, 1-8
Ms. Dawn Kelly	Fine Arts Coordinator; Art 1-8
Mrs. Laura Luong	Librarian/Media Specialist
Mrs. Mary Alice Greaney	Lower School Music
Mrs. Monica Gutierrez	Lower School Computer Instruction
Mrs. Kathy Manley	Middle School Music
Ms. Allison Marich	Middle School Drama/Speech
Mr. Rodney Villadiego	Physical Education and Health, 1-8

## **INTRODUCTION**

*“In his role as a social apostle, St. John Francis Regis can best be understood by all the world. Not less than St. Vincent de Paul is he the saint of social work. Truly a Christian social apostle, he had his own wonderful way of ever looking after the bodily and spiritual welfare of men. Through God’s grace, a devotion to our saint spread throughout the world.” We honor his birthday on January 31.*

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## **MISSION STATEMENT**

The Regis School is an independent Catholic School where boys become scholars and gentlemen in the Sacred Heart tradition.

Regis, a member of the National Network of Sacred Heart Schools, commits itself to educate to:

- a personal and active faith in God
- a deep respect for intellectual values
- a social awareness which impels to action
- the building of community as a Christian value and
- personal growth in an atmosphere of wise freedom

## **THE HISTORY AND EDUCATIONAL PHILOSOPHY**

The Regis School began in 1991 for the purpose of educating boys in the Sacred Heart tradition. (It is appropriate that this boys’ school bears the name of St. John Francis Regis, a seventeenth century Jesuit educator, and favorite saint of St. Phillipine Duchesne). At Regis, the pattern of life is the delicate balance of educating the Regis family in the integration of Christian values, intellectual development, and a social awareness impelling to action with a strong sense of self-discipline. Attention to the true and total development of the whole child is at the heart of our educational mission.

The environment at Regis strives to instill an active faith in God and in His loving presence in all aspects of our lives. Through the persons with whom they interact, Regis students can experience the unconditional, personal love of God as revealed to us in Jesus.

A serious and strong academic environment provides and inspires a lifelong love of learning. The Sacred Heart approach to academics instills the ability to think critically and independently and develops aesthetic values and the creative use of the imagination. Each faculty member is committed to attending to the individual child and is therefore dedicated to his true and complete development.

Regis fosters an awareness of the various needs of our world and a sense of concern and spirit of service for our immediate and world community. Therefore, Regis encourages the development and exercise of leadership in many areas, particularly in regard to living and working with others. Students are taught to take responsibility for themselves and for their actions in order to develop self-discipline. The development of physical skills, appreciation for one’s physical abilities, and acceptance of one’s limitations are essential. The importance of respecting one’s body is a vital

dimension of our physical education program. We are committed to providing a unique family environment in which all members of the Regis family: students, parents, teachers, staff, and Board of Trustees, are welcome and feel “at home” in a nurturing and learning atmosphere. Through our diversity, we develop an understanding and appreciation of many cultures. Regis is unique because we are a school built jointly by parents, teachers, staff and, most importantly, we are a school built on faith.

*When St. John Francis Regis was struck in the face by a sinner he was reproving, he replied, “If you only knew me, you would give me much more than that.” His gentleness converted the man. How much might we do if we would forget our own wants to remember those of others and put our trust in God!*

*Here, at The Regis School, we have been called in a special way to labor with Christ in building the kingdom of God by proclaiming the Good News, by sharing God’s unconditional love for others, and by working for justice wherever injustice is found.*

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## **HISTORY OF SACRED HEART SCHOOLS**

In 1800, St. Madeleine Sophie Barat founded the Society of the Sacred Heart in Amiens, France. In 1818, St. Philippine Duchesne established the first American school at St. Charles, Missouri. This was the first of many schools of the Sacred Heart to be established across North and South America, Australia, and New Zealand. In 1960, Duchesne Academy for girls was opened in Houston, Texas. In 1998, Regis was voted into full membership in the Network of Sacred Heart schools.

The Catholic Church presents Mary to us as the Mother of the Church and as our Mother. Likewise, St. Madeleine Sophie Barat felt that the honor given to Mary was extremely important for “children of the Sacred Heart,” the title given to students within the Sacred Heart Network. In the Sacred Heart tradition, The Regis School honors Mary, our Mother, under the title of “Mater Admirabilis,” Mother Most Admirable.

## **GOALS AND CRITERIA**

The *Goals and Criteria* are the *sine qua non* for every school that belongs to the Sacred Heart Network. In the late 1960s and in the aftermath of the Second Vatican Council, Sacred Heart schools faced a number of serious challenges: a declining number of religious available for work in the schools, a diminishing number of Sacred Heart schools open and operating, and the development of independent Boards of Trustees in the remaining institutions. Lay and religious Sacred Heart educators began to meet to find a way to safeguard the legacy and vision of a Sacred Heart education in the United States.

Eventually, five goals true to the inspiration of St. Madeleine Sophie Barat were articulated that helped to define what a Sacred Heart institution strives to do. Specific criteria were drawn up by which to judge whether an institution was indeed pursuing each of the five goals and thereby merited membership in the Network of Sacred Heart Schools. The *Goals and Criteria* published in 1975 were adapted and redefined in 2005 to reflect more accurately the challenges facing the schools.

## ACCREDITATION AND ADMISSION

*“For no one can be educated by maxim and precept; it is the life lived, and the things loved and the ideals believed in, by which we tell, one upon the other. If we care for energy, we call it out; if we believe in possibilities we almost seem to create them.”*  
Janet Erskine Stuart, RSCJ

*Sacred Heart Goal IV: Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.*

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### **ACCREDITATION**

In 1998, Regis was the first school *ever voted* into membership in the National Network of Sacred Heart Schools. Through its reflective process concerning how its community lives the *Goals and Criteria*, Regis received its SHCOG renewal site visit in March 2009. Regis is fully accredited by the Texas Catholic Conference Education Department (TCCED), under the auspices of the Texas Education Agency (TEA). The Independent Schools Association of the Southwest (ISAS) invited Regis to membership as its 86<sup>th</sup> accredited school in June 2010.

### **ADMISSION**

*Goal IV, Criteria 5: The school makes a deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.*

Regis admits all students to the rights, privileges, programs, and activities made available to the student body, and does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admission policies, athletics, or other school-administered programs. Additionally, Regis adheres to archdiocesan policies.

The following policies have been formulated in relation to student admission.

1. A personal interview may be required for admission for 5<sup>th</sup> – 8<sup>th</sup> grades. Applicants must be scholastically qualified. All prospective students must present acceptable transcripts, current report cards and achievement test results and/or professional testing results. All new students must be tested. Applicants for K-8<sup>th</sup> grade will be invited to visit the school.
2. Eligibility for admission and continued attendance is contingent upon payment of all current and past due tuition and fees as indicated in the Parental Fee Agreement.
3. Yearly admission will be based on the following priorities:
  - a. Students presently attending Regis
  - b. Brothers of students presently attending Regis
  - c. Families who have daughters attending Duchesne Academy, without sons presently attending Regis and
  - d. All others on a first-come basis
4. Vacancies must exist within the established teacher/pupil ratio at a specific grade level.

5. All required forms must be returned and fees paid before placement is assured. Forms include application, record of birth, health records, and all school records (report cards, standardized tests, and teacher recommendations).
6. A student entering first grade must have reached his sixth birthday by September 1. Kindergarten students must be five years old by September 1. 4PK students must be four years old by September 1. 3PK students must be three years old by September 1. **All preschool students must be toilet-trained.**

**Each student's admission constitutes a year-to-year contract and renewal is dependent upon successful completion of academic courses and appropriate behavior on the part of the student.**

### **ADMISSION AND RETENTION REQUIREMENTS**

1. Regis is appropriate for students of average to above average ability, and enrolled students are expected to perform within the average to above average range in the classroom.
2. Students are expected to exhibit the following characteristics:
  - observe school and classroom rules
  - control talking and disruptive behavior
  - show concern for others
  - respect others and their property and
  - be kind and courteous to others
3. Satisfactory work habits are required. The student shall:
  - listen attentively
  - follow directions correctly
  - work well independently
  - cooperate in group activities
  - complete homework and submit it on time
  - come prepared to class, and achieve passing grades

### **ADMISSION FEES**

#### **Returning Families:**

Tuition Deposit \$1,200\*

(\*This deposit is nonrefundable and is applied to the annual tuition obligation.)

#### **New Families:**

Tuition Deposit \$1,200\*

(\*This deposit is nonrefundable and is applied to the annual tuition obligation.)

New Family One Time Fee \$ 500

The tuition deposit reserves a place in The Regis School. Tuition includes day field trips, individual and class photos, supplies, and textbooks. (Overnight trips may require additional costs.)

**Financial Assistance Procedures:** At enrollment time, families may request information regarding application for financial assistance from the Business Manager. Currently enrolled families must complete the process not later than February 15.

### **RE-ENROLLMENT PROCESS**

Current families will have the opportunity to re-enroll their son(s) for the next school year in late January. Re-enrollment contracts will be mailed home and are due back by mid-February. A deposit of \$1200 (\$100 for families on financial assistance) is required to reserve a class space. Acceptance of the re-enrollment contract is subject to, among other matters, approval of the Business Office with respect to outstanding invoices. A space cannot be reserved without full payment of the re-enrollment fee.

### **WITHDRAWING A STUDENT**

It is our hope that each student will graduate from Regis as an Eighth Grader. We realize, however, that family circumstances may change or the needs of a particular child may change during the course of his time in school. If families are considering not re-enrolling at Regis for the following year or leaving Regis before the year is over, please contact the Admission Director to discuss your situation, particularly before applying to another school or making a final decision about schooling. Please follow these guidelines:

- Meet with the Division Head or Headmistress who will be in a position to offer counsel to you regarding your son's education.
- As appropriate, meet with classroom teachers to discuss your thinking as well as your child's current situation in school.
- If you intend to apply to another independent school, as part of that application process, classroom teachers and Division Heads are asked to provide information about your son. In addition, the Regis Registrar sends copies of your son's recent reports, standardized testing, if appropriate, and a transcript. Please discuss this in person and request that the classroom teachers and Division Head complete such recommendations. These conversations should occur at least one month prior to the due date for these materials.
- If a decision is made to leave Regis, parents are asked to meet again with classroom teachers and possibly the Division Head or Headmistress to discuss how best to share this information and support your son in this transition.

In the event that Regis recommends a change in school for your son and initiates this process, teachers and administrators would discuss this directly with parents and assist in the transition.

### **CONSULTING SCHOOL PSYCHOLOGIST**

The School contracts with a consulting psychologist who serves primarily as a professional resource to the faculty, administrators, and Headmistress. At the request of the teachers, the Division Head or Headmistress, he may on occasion be invited to attend a parent conference or asked to observe classes or individual children. As the school's consultant, he does not meet with individual parents without the approval of the Headmistress and should not be contacted directly. Given his position as the school's consulting psychologist and because of conflict of interest, he will not provide individual counseling on a private basis to any Regis students.

## **TEACHER/PARENT PARTNERSHIP**

When parents and teachers respect each other, children thrive. The Regis School endorses a strong partnership between its faculty and parents with the goal of enhancing the educational experience for each boy. This partnership requires a commitment to support each other's goals for the child in accordance with the School's mission statement. The following are the principles and responsibilities of the partnership.

### **The Teacher/Parent Partnership**

- affirms that all communication is open, direct, and honest and conveys messages that are respectful, courteous, and constructive. Please note that electronic communications may convey unintended messages and must be used responsibly.
- requires a willingness and expectation on both sides to work on and nurture the relationship.
- is fostered by mutual trust and respect.
- acknowledges that teachers and parents bring different areas of expertise to the relationship. Each teacher contributes a professional expertise about curriculum and child development and each parent brings a personal expertise about his/her child.
- respects the privacy and personal boundaries of parents, teachers, and students.

### **Teacher/Parent Responsibilities**

To achieve the best possible teacher/parent partnership there are some specific responsibilities for both teachers and parents,

#### **Parents:**

- will bring concerns directly to the appropriate staff member in a timely manner and will not engage in discussions with children or other parents that are disrespectful, unkind or hurtful to another child, parent, family, or staff member.
- will keep the teachers informed of any changes at home or other information about their child that might affect their child's performance and/or behavior in school.
- will support the teacher at home when a problem does occur so that the child understands that the parents and teacher are working together.

#### **Teachers:**

- will listen to and elicit information about the child from the parent and will respond appropriately when a parent requests time for a consultation.
- will be as specific as possible in giving information about a child's performance and/or behavior to a parent in a timely manner.
- will work in concert with the parents to develop specific goals to be worked on at home and at school with regard to behavior and/or performance issues.
- will explain to parents early in the year, the homework expectations for the child and the role of the parent that year.
- will include at Parent Night how best to keep in touch (time and place for calls and communications).

**It is imperative that all members of the Regis community adhere to the above principles and responsibilities in their electronic and other communications including blogs, tweets, Facebook, etc. These communications are not to include disparaging or damaging comments about individuals, the community, or the School.**

**The School reserves the right to withhold or terminate an enrollment contract of any student whose family does not participate with the School in the spirit of cooperation and partnership that the School deems necessary to support the child and the goals and values of the School.**

### **TUITION – PAYMENT PLANS**

There are three payment plans: 1 payment due July 1; 2 payments due July 1 and January 1; or 9 payments due July 1 through March 1. Tuition rates are available from the Business Office.

All tuition payments are considered delinquent after thirty days from the due date. A fee of 16% per annum will be charged for delinquent tuition. A \$25 fee will be charged for checks returned due to insufficient funds.

Report cards will only be issued at the end of each trimester and year when all fees and tuition are current. The final report card and transcript (when applicable) will only be issued when all library fees and fines, extended day care costs, and other financial responsibilities are settled and current. Unless all financial responsibilities are current, students will not be allowed to sit for final exams. Personal checks will not be accepted after the 20th of May. Payment must then be made with cash or a cashier's check.

## **ARRIVAL PROCEDURES**

*Goal IV, Criteria 2: The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.*

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### **ATTENDANCE**

**School begins at 8:00 a.m. for all students, and is in session from 8:00 a.m. until each Division dismisses respectively at 3:00, 3:15, and 3:30 p.m. Students arriving after 8:00 are LATE.**

Daily attendance is taken by the homeroom teacher at 8:00 a.m. Data from the attendance register is also transferred to the student's Permanent Record Card at the completion of each year. Each day, upon arriving at school, **students will report directly to their homerooms.** For morning recreation, Lower School students may participate in supervised play on the playground. Middle School students have the option of going to the Library or reporting to their homerooms each morning. Students are to remain in assigned areas until the first bell rings at 7:45 a.m. or as directed. The Division Head will communicate with parents and students regarding early arrival procedures. The parking lot and driveway are off limits to students before 8:00 a.m.

### **LATE ARRIVALS (Tardiness)**

A student who is late for class falls behind in his work. He also disrupts the other students when he enters class late. Please make certain that your child(ren) is/are at school in time for the beginning of the daily All-School Assembly. Students are tardy when they arrive after the 8:00 a.m. bell. When arriving late, parents are asked to sign-in their students at the front desk.

Students will then be taken to their classrooms by a staff member. Teachers are not required to re-teach work missed due to tardiness. The Middle School Perfect Attendance Award requires students to attend full days of school, and will not be awarded to students who arrive tardy or who do not remain in school for the entire day.

Habitual tardiness is a poor habit for a student to develop and it results in a student's loss of valuable time and learning. Parents are requested to set a positive example by bringing their students to school on time. If a student receives more than 10 tardy mornings per trimester, he will serve a detention and the parents will be called for a conference.

## **ABSENCES**

**Parents/guardians are requested to call the School Registrar by 8:15 a.m. to report the reason for their child's absence.** State the student's name and grade and if the illness will likely be prolonged. This serves to alert the School in case of a communicable disease. It also lets us know you are aware of your child's absence.

A student may not receive credit for a class unless the student is in attendance for at least 90% of the days that the class is offered. A total of 12 absences during a trimester will result in the student receiving an "F" in all classes. Promotion or credit may be jeopardized if a student misses more than 18 days during the school year, excused or unexcused.

- Arrive after 11:30 a.m.            half day absence
- Arrive after 1:30 p.m.            full day absence
- Depart before 11:30 a.m.        full day absence
- Depart after 11:30 a.m.         half day absence

When a pupil has been absent, upon a student's return to school, he must present to his homeroom teacher a written excuse from his parent/guardian stating the reason for his absence. Absences, tardies, or early withdrawals, for any reason, will eliminate one's perfect attendance record.

School absences are categorized as either excused or unexcused:

Excused Absences: include: absence due to illness, emergency, and permission of the Division Head or Headmistress for special situations.

- Family Emergency: a death in the immediate family and/or serious or prolonged illness is always handled on an individual basis.
- Absence Due to Illness: if a student is unable to come to school due to illness, including all dental and doctor appointments, the parent/guardian is expected to notify the school office and send a written note upon return to school.

Unexcused Absences of one day or more: Absences for reasons other than health or family issues, and including vacations taken outside of the regularly calendared school holidays, are discouraged. Prior to an extended absence, a family may request an exception that will be reviewed by the Administration. The family has a responsibility to notify the teacher of an anticipated absence as soon as possible.

We think it is reasonable to expect families to fit their travel and vacation times within the ample student holidays we have placed in the 2011-2012 Calendar. Absences due to a family vacation will be considered as unexcused with a zero score given on all graded assignments and assessments during the period of absence.

Teachers will assist students in making up work (assignments and class work) due to absence that is caused by personal illness or a death in the family. The school staff is not obligated to provide special services for unexpected absences. Teachers will schedule make-up tests at their convenience. Exceptions for make-up work will be made when a student has experienced a prolonged absence due to severe illness.

### **Middle School Absence Considerations:**

Assignments will not be given in advance for any absence. Students will have one day per day of absence to make up any missed assignments, quizzes, and tests. (Make-up days offered equal the number of days missed).

- Students are expected to make-up assignments, quizzes, and tests following excused absences.
- Students are not allowed to make up quizzes on days of unexcused absences since a zero is given for the work missed that day.
- Tests and assignments are expected to be made up with 70% being the highest possible score given for unexcused absences.

Upon returning to school following an absence, **it is the responsibility of the Middle School student to approach his teacher to arrange for a time to discuss the make-up work; ask questions about the notes or textbook reading; and/or schedule quiz/test times.** The student needs to meet with his teachers outside of class time (before school, during morning break, during afternoon tutorial, or after-school). The teacher will not seek out the student who has missed work.

## **BEFORE and AFTER SCHOOL CARE**

### **Morning Before School Care**

The school can only assume responsibility for students arriving before 7:30 a.m. if they are in the Morning Extended Care Program. Students arriving between 7:00 a.m. and 7:30 a.m. will be sent to Morning Extended Day and their parents charged for the service at a fee of \$4.00 per morning.

### **KIDVENTURE Afternoon Program**

The Regis School and Kidventure Camps, Inc. are pleased to continue the After School Camp for the 2011-2012 school year. The purpose of the After School Camp is to provide a program geared towards the continued development and growth of each boy in the areas of academics, sports, and fine arts. In addition, the program seeks to enhance and further a student's social, emotional, physical, and creative abilities. As a separate, but complimentary program to school, The Extended Day Program aims to enrich the life of each young boy through the guidance, instruction, and example of the qualified and caring Kidventure staff. Students will participate in a variety of activities including: homework assistance, athletics and games, as well as, arts and crafts.

## **Registration**

Registration for After School Camp will be made available through a provided registration form or online at [www.kidventure.com](http://www.kidventure.com). If utilizing a drop-in day, please call to let us know your child will be attending for that day. For further information, please contact the Kidventure Office at 713-960-8989. The Regis contact person is the Business Manager.

Kidventure Times for Students:

- 3PK – K: 3:15 p.m. – 6:00 p.m.
- 1<sup>st</sup> – 4<sup>th</sup> Grade: 3:30 p.m. – 6:00 p.m.
- 5<sup>th</sup> – 8<sup>th</sup> Grade: 3:45 p.m. – 6:00 p.m.

**After School Activities:** Students not picked up 15 minutes after an activity or game will be sent to the Kidventure Extended Day Program. After 6:00 p.m., or if the Extended Day Program is not available, parents will be charged a fee of \$1.00 per minute by the School.

Students are not allowed on the campus at any time without adult supervision. If parents are in the building, students must wait in the Kidventure Rooms or be with the parent at all times. Volunteers and those in conferences will NOT be charged for Kidventure. Please let the Kidventure supervisor know why you are at school in order not to be charged. It is recommended that School families register at no cost in order to have this service available in case of emergencies.

## **CARPOOL and TRAFFIC MANAGEMENT**

**Due to campus construction, arrival and dismissal carpool procedures will be different for the upcoming school year and may be subject to periodic changes. Please be alert to administrative notifications in the months ahead affecting changes in route or procedures.**

1. Traffic in the Regis School parking lot is **ONE WAY ONLY**. At all times, vehicles enter the parking lot **via the Antoine Street entrance only** and proceed through the parking lot to drop off children at **the walkway near the front door. Exit only via a right turn onto Westview Drive**. As a courtesy to others, please park only in designated parking spaces, not in the driveway in front of or near the entrance. **Please respect reserved parking and designated handicapped parking places for those who need them.**
2. For Morning drop-off (7:30 - 8:00 a.m.), families will be assigned with color-coded carpool windshield numbers to either the Whispering Pines back entrance location or the Milestones front parking lot location. If you are assigned to Whispering Pines Drive, please note that traffic moves south from Shadyvilla Lane, staying on the right side and then turning left into the driveway. The Whispering Pines Drive gate will be locked at 8:00 a.m. and late arrivals must then enter through the Milestones front door.
3. At dismissal time, parents will be similarly assigned to either Whispering Pines Drive or to the Milestones front parking lot. Early Childhood students only are dismissed from the Milestones front parking lot. **If you arrive and it is not time for your son's dismissal or your son is not ready, you must circle the block and come back.**

4. To avoid traffic jams and for safety and good order, please observe the following:
  - **For student safety, the entire school block is a “no cell phone” zone.**
  - Parents should stay in their cars at drop off and pick-up time. Teachers will assist students getting in and out of cars. Students will not be allowed to cross the traffic path without an adult. Children will not be allowed to go outside and search for parents.
  - **Parents will seatbelt preschoolers and kindergartners.**
  - ***Carpool is not conference time.*** Please make arrangements to speak with teachers at an alternate time.

5. **Students may not be left alone in the parking lot area either before or after school.** The Regis School does not assume responsibility for students brought to school prior to 7:30 a.m. (unless in the Morning Extended Day Program) or remaining on campus after 3:45 p.m. (unless in the Kidventure Program). Teachers are on duty only from 7:30 a.m. through 3:45 p.m. Students on campus at any other time will be sent to Morning Extended Day Program or the Kidventure Program at their parents’ expense. Student supervision for children outside of the regular school day will be arranged and billed to the parents’ account.

6. Parking lot procedures for the release and pick-up of students have been devised for the greatest possible protection of children. The success of this procedure depends upon your cooperation. Your observance of the following rules governing the parking lot is necessary, expected, and appreciated. Due to campus construction, additional directions will be communicated as necessary.

7. **Walker Policy: A walker is defined at Regis as a student whose parent does not use the carpool lines. At the beginning of the school year, walker’s badges will be issued only to those families who request them. ALL walkers will be released at the 3:45 p.m. dismissal time and will be escorted to their assigned dismissal location at the front of the Milestones Building.**

### **DISMISSAL SCHEDULE**

In mixed carpools with students in different divisions, younger boys will wait in St. Joseph Hall until older students are dismissed. To expedite carpool pick-up please adhere to the following schedule:

3PK (½ day)	11:30 a.m. (\$1.00 per minute charge after 11:45 a.m. will be enforced)
3PK - K	3:00 p.m.
Grades 1 – 4	3:15 p.m.
Grades 5 – 8	3:30 p.m.

\* Once students have left the building at dismissal time, they will not be permitted to return to the classrooms for forgotten items.

At the start of holiday times (Grandparents Day, Thanksgiving, Christmas, Holy Thursday, Prize Days) or on preannounced special occasions, the school may dismiss prior to noon. Please refer to the annual laminated calendar for the dates of early dismissal. **On early dismissal days when there is no Kidventure, a charge of \$1.00 per minute/per child will be assessed beginning 15 minutes after the end of dismissal.**

## **WITHDRAWALS DURING THE SCHOOL DAY**

*Withdrawals from school prior to dismissal time take place at the reception desk.* The parent must complete and sign a withdrawal form. The receptionist will call the student to the reception area. **“Withdrawn” is recognized on occasions when a child is taken out of school and returns (such as an hour or two for a doctor’s appointment).**

**If students are to be released to persons other than their parents or their regular carpool, they must have written authorization from the parent giving permission. The person accepting responsibility for the child will be asked to show identification.**

## **HEALTH PROCEDURES**

### **THE CLINIC**

The Regis Clinic is staffed by a registered nurse each day. Parents will inform the Director of Admission if their child has a serious or possibly life-threatening chronic illness or condition before admission into the School. Prior to the first day of school, parents will meet with the Headmistress or appropriate staff to develop an “Individualized Health Care Plan” that will include instructions for observation of the illness, care and treatment, medication orders, and special instructions such as calling EMS or parent notification. Parents will update changes in contact information (address, phone numbers, etc.) with the School office.

Increasingly, the School administration is concerned about students with food allergies. **Before** treats come to school, it is imperative that the family consults with the teacher regarding any allergies present among students in that classroom.

It is also imperative that we have up-to-date information on each child, including the Emergency Action Plan regarding your son’s allergies, and that each person on your contact list can be reached by phone. The welfare of your child depends on the School having current information. It is the parents’ responsibility to seek medical attention unless the emergency is so great that the child must be transported immediately from school for treatment. The parents will be notified as soon as possible. Emergency rooms will not render emergency care without the parents’ or guardians’ permission.

When a student must be sent to the clinic, another student or teacher will accompany him. If your child is sent to the clinic because of serious illness or injury, you or the parent designee on the emergency card will be notified. Once notified, we expect that you will come promptly to school. No child will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired and, therefore, unable to care for the child.

For the protection of all students, the following guidelines have been set up and will be followed at all times. A child having one or more of the following symptoms will be sent home:

- fever of 99.6 degrees or higher
- suspected contagious disease
- vomiting

- diarrhea
- general malaise (feels too badly to remain in school)

**If your child has any of the above symptoms in the morning before coming to school, please keep him at home. A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER, VOMITING, OR DIARRHEA FOR 24 HOURS.**

Illness: Please report any communicable diseases (i.e. influenza, strep throat, pink eye, impetigo, chicken pox, etc.) to the clinic. Please report any lice infestations. Any child with lice must be treated and then checked by the school nurse. The School requires a child to be nit free in order to return to school.

Vision, hearing, and scoliosis screenings are conducted yearly as mandated by the State of Texas. The school nurse may make a referral for further examination. If a child is referred, the necessary form with the results and the doctor's signature must be returned to the School and placed in the student's health file. All students must meet state health requirements before attending classes. Required immunizations must be documented in your child's file.

### **IMMUNIZATION REQUIREMENTS**

A Health Form, complete with Immunization Record showing a history of immunizations received, must be on file for each child enrolled. **All immunizations must be completed and validated by the doctor or health clinic prior to the first day of school. No child will be allowed in class without the completion of these requirements.**

*Immunization Policy* – A statewide immunization policy was approved by the Texas Catholic Conference Accreditation Commission.

*Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.*

In case of children with allergies, a signed statement by a physician to the effect that the child cannot be immunized will be accepted. Parents are urged to keep booster immunizations current throughout the school year.

### **MEDICATION**

According to Texas Education Code 21.914 on the administering of medication by School employees:

- **Parents/guardians or designated adults must** deliver and pick up medicine to be administered. Parents/guardians are encouraged to schedule the administration of student medicine so that medication brought to school is kept to a minimum. Students requiring snacks during the school day must provide documentation.

- Over-the-counter medication requires a permission slip signed by the parent as well as dosage instructions and a supply of the medication requested in its original container with the child's name on it. **This includes any and all medications, prescriptions, and non-prescriptions, including Ibuprofen and Acetaminophen, PeptoBismol, and cough drops.** Children should not bring any medication, prescribed or over-the-counter, to school for self-administration. **The following will not be administered at school: herbal, non-FDA approved nor non-United States medications.**
- The "Administration of Medication Health Form" by school personnel is available at the front desk in the main building. If possible, please try to work out a medication schedule with your doctor that will eliminate the administration of medicine at school. Parents will be notified when any of the above "over the counter" medications have been requested by their children.
- All medication, prescription or non-prescription, must be in original containers properly labeled in English.
- It is the responsibility of the student to report to the designated area to take medication.
- Asthma medication can be carried and self-administered by a student if proper procedures are followed. These procedures include filling out the "Medication Permission Form and Individualized Health Care Plan for Self-Administration of Asthma Medication by a Student." These forms also require the prescribing physician's signature.

## DISCIPLINE AND CONDUCT

*Sacred Heart Goal V: Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom.*

*Goal V, Criteria 1: All members of the school community show respect, acceptance and concern for themselves and for others.*

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### **PHILOSOPHY**

The true goal of any disciplinary measure is to assist a student in achieving self-discipline. Such self-discipline will manifest itself in clear and logical reasoning and in action that is consistent with good moral principles. Regis students are expected to exhibit self-respect as well as courtesy and respect to each other, adults, and property. At no time will defiance, violence, or insubordination be tolerated.

We also have expectations of parents. We believe that discipline begins at home and should be reinforced by the School. Parents are the **primary** educators of their children. Both the School and the parents should reinforce and support good behavior. All members of the Regis School community are expected to conduct themselves, whether inside or outside school, or at school-sponsored activities, in a manner befitting the stated philosophy, expected behaviors, and reputation of an independent Catholic school. Violations of our stated policy or behaviors that are an embarrassment to the School can be subject to the adult being asked to leave the venue or to withdraw their volunteer services.

As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes on the rights of others and militates against the educational process, he will be corrected and he will be led to understand the reason for any corrective measure administered. It is helpful to all people to know the limits of their behavior and to have clear and concise guidelines for expected behavior. The Regis School rule in regard to disciplinary measures is as follows:

**Students who misbehave and/or infringe on the academic process will have chosen a consequence. Parents will be notified whenever a child has seriously misbehaved.**

Parents can be assured that prior to a telephone call informing them of a disciplinary problem, previous disciplinary techniques will have been used, such as individual conferencing with the student or withdrawal of privileges. The telephone call serves to alert the parents that stronger disciplinary action may be taken and that their assistance is needed. The teacher reserves the right to make his/her own classroom rules within the guidelines of school policy. These rules will be reviewed and posted.

### **EXPECTATIONS OF STUDENTS**

Students are expected to be courteous and respectful to each other, all School personnel, and all campus visitors at all times. Courtesy and politeness are taught and practiced in school.

## **BULLYING AND HARASSMENT**

Harassment, including Bullying, is considered a severe infraction. The result of such behavior is that the student will be sent immediately to the Dean of Students. Therefore, consequences up to and including expulsion, shall be taken against any person who engages in any type of harassment including electronic harassment (cyber-bullying).

Harassment, including Bullying, consists of, but is not necessarily limited to, the following:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracizing, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to, threatening gestures, assault, unwanted touching, and blocking of normal movement **that interferes with another student's work, study, or play.**

**Cyber-bullying: is defined as the use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not necessarily limited to the following:**

- **Cruel instant computer messaging or threatening emails.**
- **Mean, repeated cell phone text messages.**
- **Creating a website for the purpose of mocking certain students or school personnel.**
- **Posting humiliating “photo-shopped” or digitally modified images of certain students or school personnel.**
- **Forwarding private photos or videos to other students.**
- **Pretending to be someone else by using someone else's online screen.**

**Students are encouraged to report any incident of harassment to the Teacher or Division Head. The Division Head has the responsibility to investigate harassment or bullying complaint in an expeditious manner.**

**Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.**

## **CODE OF CONDUCT**

Our Code of Conduct, which outlines desired specific behaviors, is actually covered in the *Five Positive Rules*. Students will have an opportunity at the beginning of each semester to review the Code of Conduct and apply specific situations to our Five Positive Rules. Parents and students are asked to read and sign the Code of Conduct each year. The signed form is kept on file in the office. **Students may not attend class until this form is signed.** In addition, Middle School students are required to sign, along with their parents, a Middle School Honor Pledge prior to the start of the academic year.

1. Be on time
2. Come prepared to learn
3. Respect your rights and the rights of others
4. Work at learning
5. Ask for help

This Code of Conduct is not intended to be a comprehensive list. It is merely a guide to help parents and students understand general expectations for conduct. Each behavior will be ultimately judged as to its gravity on an individual basis, taking into account the specific circumstances, age, and development of the student. Students who choose to settle differences in a physical way will receive a suspension, which is normally an in-school suspension in Lower and Middle School, or will be sent home in Early Childhood.

**Any student who breaks rules in the Major Expectations category, or who continually breaks Orderly Conduct Expectations, will be subject to detention, probation, suspension or expulsion at the Headmistress' discretion, based upon the recommendations of teachers and administrators. The Headmistress is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.**

### **1. Orderly Conduct Expectations**

Students will:

- a. Be respectful at Liturgies and at other times of prayer
- b. Be attentive in class
- c. Complete homework assignments on time
- d. Use appropriate language, spoken and written
- e. Follow directions of all school personnel, including substitutes and volunteers
- f. Leave gum at home
- g. Throw objects only in an authorized athletic activity
- h. Control aggressive behavior
- i. Run or ride bikes only in designated areas
- j. Walk down the stairs and walkways quietly
- k. Keep all book bags/backpacks against the wall in a single row

## 2. Major Expectations

Students will:

- a. Follow orderly conduct expectations
- b. Be honest
- c. Work independently on tests and exams
- d. Treat school property with respect
- e. Refrain from stealing
- f. Leave school grounds only with the authorization of the Principal
- g. Use school telephones only with permission from an administrator and under supervision
- h. Refrain from using emergency equipment and/or emergency telephone numbers (911) unless it is a real emergency
- i. Refrain from smoking
- j. Be drug free; possess no drugs or alcohol or harmful substances
- k. Refrain from bringing a weapon of any kind, or anything which can be used as such, to school
- l. Adhere to technology regulations (AUP)

### **GENERAL CONDUCT**

*Goal V, Criteria 2: School policies and practices promote self-discipline, responsible decision-making, and accountability.*

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**General Conduct:** Conduct is graded as follows:

#### Early Childhood Character and Work Habits:

- G = Performance exceeds grade level expectations
- S = Performance meets grade level expectations
- I = Performance indicates improvement is being seen
- T = Performance indicates that more time is needed to achieve grade level Expectations
- AC = Performance indicates area of concern

#### Early Childhood Skills:

- P = Demonstrating proficient knowledge of subject matter
- A = Demonstrating satisfactory knowledge of subject matter
- I = Demonstrating improvement in subject matter
- L = Demonstrating limited knowledge of subject matter
- AC = Demonstrating area for concern in subject matter

### Lower and Middle Schools:

G =	Good	E =	Excellent*
S =	Satisfactory	G =	Good
I =	Improving	S =	Satisfactory
NS =	Needs Strengthening	I =	Improving
U =	Unsatisfactory	N =	Needs Improvement
		U =	Unsatisfactory

\*An excellence in conduct (the E) will be earned in 3<sup>rd</sup> - 8<sup>th</sup> grades. For students to achieve an E in conduct, the following behaviors are considered:

- Follows school rules
- Follows the code of conduct
- Politeness
- Respects others
- Is accountable for his actions
- Prepares for class with necessary materials, etc.
- Completes homework on time
- Comes in full uniform (P.E. included)

### **Early Childhood and Lower School Behavior Plan**

*Goal IV, Criteria 3: Adult members of the school model and teach skills needed to build community and practice clear, direct, and open communication.*

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The Regis School believes that good behavior and self-discipline can be taught. In order to establish a common understanding and consistent response for lack of self-discipline, the following Behavioral Plan will be used. This plan classifies unacceptable behaviors into three levels, based on the degree to which they are disruptive to other students and to the learning environment.

Students learn from poor behavioral choices. Therefore, responses to daily behaviors occurring at school should be developmentally appropriate, instructive, and positive. Discipline is a skill to be taught so that children know what is expected and how they should behave. It is neither easy nor helpful to list all unacceptable behaviors and appropriate reactions. However, several examples of unacceptable behaviors at each level are provided below as references. The disciplinary actions listed at each level are not in any hierarchical order. The actions or consequences taken are dependent upon the severity and frequency of the specific behavior and resolution is at the discretion of the Teacher, Dean, and Division Head.

#### **Level 1**

Level 1 behaviors are those that interfere with the orderly learning environment of the School, classroom, and common areas. Listed below are some examples of the types of behavior that are included in Level 1. The list also aligns the behaviors with the Sacred Heart Educational Goal that the student should be encouraged to work toward. Please note the list is not exhaustive.

- Goal I: A personal and active faith in God
- showing disrespect during morning prayer service (morning assemblies)
- Goal II: A deep respect for intellectual values
- continued disruption of learning
  - throwing objects indoors
  - failure to prepare for class
- Goal III: Social awareness which impels to action
- littering
- Goal IV: The building of community as a Christian value
- uniform violation
  - continued disruption of other students' work or play
  - failure to respect school property
  - running and biking in inappropriate locations, i.e. "No Bike" zones
- Goal V: Personal growth in an atmosphere of wise freedom
- unauthorized telephone use
  - gum chewing
  - bringing inappropriate items to school
- \*\* Any other offenses that are deemed disruptive by teachers or administrators.

### Level 1 Disciplinary Action

Consequences for Level 1 behaviors are dependent upon the severity and frequency of the specific behavior.

- Logical age appropriate consequence determined by teacher or administrator
- Positive behaviors will be reinforced
- A behavior contract may be developed
- Discussion of behavior with the child
- Verbal reminders
- Teacher will re-teach expectations
- Written or verbal apologies
- A lost portion of recess time spent reflecting on the effects of one's actions
- Walk laps on the track to release energy
- Items will be confiscated
- Behavior notice sent home

### Level 2

Level 2 behaviors are those that seriously interfere with the orderly environment of the school and are potentially dangerous to the safety and well being of the students and staff. Listed below are some examples of the types of behavior that are included in Level 2. The list also aligns the behaviors with the Sacred Heart Educational Goal that the student should be encouraged to work toward. Please note the list is not exhaustive.

- Goal I: A personal and active faith in God
- disrespectful at liturgies and prayer services
- Goal II: A deep respect for intellectual values
- inappropriate language that is spoken or written
- Goal III: A social awareness which impels to action
- initiates aggressive behavior, i.e. pushing, biting, hitting – a disrespect for others' personal space
  - exhibits behaviors which are dangerous to yourself or others
- Goal IV: The building of community as a Christian value
- leaves the classroom group without permission
  - disrespects any person on the school campus
  - exhibits verbal aggression and disrespect
- Goal V: Personal growth in an atmosphere of wise freedom
- cell phone possession
  - refuses to accept the consequences of your actions. This includes missing assigned detentions.
- \*\* Any Level 1 offenses that are repeated 3 times become Level 2 offenses and will be treated with Level 2 consequences.

### Level 2 Disciplinary Actions

Consequences for Level 2 behaviors are dependent upon the severity and frequency of the specific behavior and will be developmentally appropriate for the age level. The disciplinary actions at Level 2 are administered by the teachers, approved by the administration, and include the formal notification to the parents. All Level 1 disciplinary actions apply to Level 2 behaviors as well as the following:

- 30-minute after school detention may be served on the next date of scheduled detention. Detentions will be held on Thursday afternoons from 3:30 until 4:00. Students may be picked up in the carpool lane. Three (3) detentions in one quarter will result in a referral to the Dean for discretionary action.
- Note sent home
- Student calls home with teacher or administrator present
- Damaged property is replaced
- Parent conference with all involved school personnel
- Review of prior behavior plans and their effectiveness after repeat offenses have occurred

### Level 3

Level 3 behaviors are considered the most serious violations. These behaviors endanger the immediate health, safety, integrity, and personal well being of the students and adults who attend our school. They represent a direct threat to the orderly operation of the school and its environment. Listed below are some examples of the types of behavior that are included in

Level 3. The list also aligns the behaviors with the Sacred Heart Educational Goal that the student should be encouraged to work toward. Please note the list is not exhaustive.

Goal I: A personal and active faith in God

- stealing
- lying

Goal II: A deep respect for intellectual values

- cheating

Goal III: A social awareness which impels to action

- verbal assault (including, but not limited to, discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, handicap, or ethnic origin)
- bullying or intimidating behavior

Goal IV: The building of community as a Christian value

- physical fighting
- threatening behavior toward anyone on the school campus

Goal V: Personal growth in an atmosphere of wise freedom

- inappropriate use of 911 or other emergency procedures
- possession of a weapon or anything that could be used as such
- leaving school grounds (gated area)
- possession or use of illegal substances

\*\* Any Level 2 offenses that are repeated three (3) times become Level 3 offenses and are subject to Level 3 consequences.

### Level 3 Disciplinary Actions

Consequences for Level 3 behaviors are dependent upon the severity and frequency of the specific behavior and will be developmentally appropriate for the age level. The disciplinary actions at Level 3 are suggested by the teachers, approved by the administration, and include the formal notification of the parents. All Level 1 and 2 disciplinary actions apply to Level 3 behaviors as well as the following:

- Detention as defined previously
- Behavior Notice sent home
- Payment for damages and fine incurred due to behavior
- Disciplinary probation as defined by the *2011-2012 Parent & Student Handbook*
- Suspension as defined by the *2011-2012 Parent & Student Handbook*
- Expulsion as defined by the *2011-2012 Parent & Student Handbook*

## **MIDDLE SCHOOL CONDUCT POLICY**

*Goal IV, Criteria 3: Adult members of the school model and teach skills needed to build community and practice clear, direct, and open communication.*

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In order to help our young men learn responsibility for their actions and to encourage the growth of self-discipline, the middle school faculty has adopted the following conduct policy for the 2011-2012 school year. For all unacceptable behaviors on our campus, the following processes will be used:

**Step 1:** A detention will be issued to the student by the supervising teacher who will also give parental notice.

- The detention must be served at the next after school detention (3:30-4:30 p.m.), immediately following the day of issuance. Detentions will be served on Mondays, Wednesdays, and Thursdays. At the conclusion of detention, students will be dismissed from the Milestones Entrance. At 4:40 p.m., students will be signed in with Kidventure and picked up from the back entrance.
- During the time of detention, the student will not participate in any after school activity.
- Should the student be absent on the day he is to serve a detention, he will serve the detention on the next available date upon his return to school.

**Step 2:** A Parent/Student/Teacher/Administrator Conference will be scheduled at the issuance of a 3<sup>rd</sup> detention within a trimester.

**Step 3:** A second conference (Parent/Student/Teacher/Administrator) will be scheduled if no marked improvement is shown. The student will be placed on disciplinary probation with the length of probation determined by the Division Head and the Headmistress.

## **ELIGIBILITY POLICY**

All students who wish to participate in any school-sponsored activity (athletics, Student Council, or clubs) must maintain a C-average in all Middle School subjects, and no conduct grade less than an S in order to be eligible to participate. It is important to note that a student's conduct grade may change due to unacceptable behavior at any time during the grading period.

Eligibility is determined by the most recent grading period and parents will be notified as soon as all grades have been posted for the interim or the trimester. A student's eligibility to return to activities and sports will be reviewed by the Division Head after three weeks. If a student has not regained his eligibility at that point, he will remain ineligible for the remainder of the grading period. If a student receives an "Incomplete" grade in a course, he will be ineligible only until the work has been made up and submitted to his teacher. The Division Head or Dean and parents will meet to review the student's circumstances and determine if it is in the best interest of the student to allow extra-curricular participation.

## **HONESTY POLICY for MIDDLE SCHOOL**

At Regis, honorable conduct includes that students will be honest in all matters. We recognize that this takes courage. At the same time, dishonesty implies a breach of trust that cannot be easily recovered. Therefore, we expect that our students will behave honorably and honestly, particularly as their behavioral choices apply to homework completion and test-taking. Homework is not to be shared or copied. Plagiarism is considered a serious breach of honesty.

First Offense:

- A grade of “zero” will be issued for a particular assignment
- Both the student sharing the information and the student requesting the information will be similarly penalized
- Notice will be given to the parents of these students

Second Offense:

- The steps stated above will be followed
- A “U” in conduct will be issued for that quarter for both students

Third Offense:

- A parent conference will be scheduled with appropriate faculty and administrator present

The School reserves the right to view the contents of student lockers and cubbies without prior notification. Similarly, the School reserves the right to conduct unannounced checks of student laptops and student use of the Internet and all that this implies.

## **SCHOLASTIC AND BEHAVIORAL DISMISSAL**

*Goal IV, Criteria 4: The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.*

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### **Disciplinary Probation**

**A student’s continuous misbehavior may result in his being placed on disciplinary probation by the Headmistress and/or Division Head.** The Headmistress will determine the length of time of the probation and will notify the student and his parents, in person if possible, of the reasons for the terms of the probation. During the probation, and at the end of the probation, the parents will be informed of the child’s progress. At the conclusion of the probation, the Headmistress, in consultation with the student’s teachers and the Division Head, will determine if sufficient improvement in behavior has occurred. If insufficient progress is noted, the Headmistress may consider other disciplinary actions.

## **Suspension**

**If, in the judgment of the Dean of Students, a student is guilty of serious misconduct, he may be suspended from class for A LENGTH OF TIME DETERMINED BY THE ADMINISTRATION.** The student and his parents will have a meeting, in person if possible, regarding the reasons for the suspension.

Suspension will take one of two forms. It may be an “in-school suspension” during which time the student is not allowed to attend classes with fellow students, but is required to complete all regular class work in another setting. **A substitute teacher is hired to monitor and a fee will be assessed to the family.** If a quiz or test is scheduled on the day the student is serving an “in-school suspension,” he will be given the assessment at the scheduled class time.

In the case of an “out-of-school suspension,” the student is required to remain away from school; work will be given and parental supervision is required. All coursework and homework is due the first day on which the student returns to school. If a quiz or test was given on the day of the “out-of-school” suspension, the student must make-up the assessment the first day the student returns to school. The assessment must be made up before or after school or during lunch time. The highest grade possible will be a 65%. The form the suspension will take is at the discretion of the Dean of Students and the Division Head.

## **Expulsion**

A student’s continued enrollment will be subject to his meeting the scholastic and behavioral standards of Regis. If any student fails to meet these standards, and if the Headmistress believes that the continued enrollment of the student is not in the best interest of the student or the school, the Headmistress shall arrange a conference with the parents/guardians of the student to explain to them the reasons for expulsion. A written notification of the expulsion, stating the circumstances, with dates, shall be sent to the Archdiocesan Superintendent of Schools.

## **LINE OF AUTHORITY and APPEALS PROCESS**

- If a discipline problem arises with your child, you as parent/guardian will be notified by the teacher.
- Day-to-day classroom situations must be handled with the teachers.
- When a parent wishes to seek redress for any matter relating to a student, the teacher must be approached first.
- If the matter cannot be satisfactorily settled with the teacher, the parent has recourse to the Dean of Students, the Division Head, and finally to the Headmistress.

Appointments with the teachers can be made by calling the office or by sending an email or note to the teacher with whom you desire a conference. All matters will first be discussed with the teacher. The Division Head will conference only after a meeting with the teacher is held. The Headmistress is the final authority.

If, after discussion with the parent, the teacher, and the school’s administration, the matter remains unresolved, it shall be referred to the Chairman of the Board of Directors. The formal appeals process should be used.

Please be careful to observe this line of authority. Misunderstandings may occur if the problem is not first investigated at the source.

### **GUNS AND WEAPONS**

We are a weapons-free campus. Guns and other weapons and anything that can be construed to be a weapon are clearly a hazard to the welfare of human beings and a safe learning environment. They will not be permitted nor tolerated on our campus. Possession of such, results in immediate notification of the appropriate authorities.

This disciplinary program supersedes all previous plans. By no means is it all-inclusive. Administration and staff will exercise professional judgment and discretion so as to address each situation fairly and consistently.

### **USE OF CONTROLLED SUBSTANCES**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and will not be tolerated at Regis.

A student is subject to removal from class, which may result in suspension, expulsion, or referral for prosecution if, while on school property or while attending a School-sponsored or School-related activity on or off campus, there is a question of:

1. Chemical substance use, possession for consumption, sale, or dispensing of illegal drugs or narcotics (hard or soft drugs, alcohol, inhalants, marijuana, or any controlled substances)
2. Acting under the influence of an illegal drug, alcohol, narcotic, marijuana, or a controlled substance
3. Medication misuse or overdose on prescription or over-the-counter medication.

The School Nurse, the Division Head, and the Headmistress will work together with the student and the family towards bringing about a complete recovery and elimination of the drug abuse for the student involved.

Upon removal from class, the Headmistress will:

1. Report the incident to the Chairman of the Board and to the Board of Directors.
2. Notify the parents/guardians immediately to request a conference.

After a conference with the parents/guardians and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/or guardians is made for evaluation and possible treatment for the student.

## DRESS CODE and UNIFORMS

*“Self-control is so vital to the conduct of life that no price is too great for the habit. It is a vain expectation to hope that self-control and unselfishness will come forth at command in a crisis, when they have not been practiced in the small occurrences of daily life.”* Janet Erskine Stuart, RSCJ

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Students are expected to be well-groomed and dressed in complete presentable uniforms at all times. Uniforms are available through Sue Mills Uniform Company. A Regis boy who is well-groomed presents himself in a clean, complete uniform. Additionally, with regard to haircuts and as befits the decorum of The Regis School, hair must be trimmed so that it does not touch the ears, the shirt collar, or the eyebrows. The School will contact families when compliance is a concern.

### **ONLY THE REGIS SCHOOL LOGO MAY BE WORN ON CLOTHING.**

#### Required Uniform for Everyday Wear in Early Childhood (3PK – Kindergarten)

- Shirt: White collared knit (short or long sleeves) **without** the Regis logo  
Trousers: Navy twill or corduroy (may wear elastic waist pants and no belts)  
(No cargo pants/shorts permitted)  
Shoes: **Mostly** white or black athletic shoes (no other colors). No sandals, no High tops, no low cut boots, no blinking lights. Early Childhood Students benefit from athletic shoes with Velcro fasteners  
Socks: White crew socks  
Belt: A dark leather belt is required unless pants with elastic waistband are worn  
Optional: Navy dress shorts or navy pleated shorts (may wear elastic waist shorts)

#### Required Uniform for Everyday Wear in Lower School (1<sup>st</sup> – 4<sup>th</sup>)

- Shirt: White collared knit (short or long sleeves) **with** the Regis logo  
Trousers: Navy twill or corduroy (No cargo pants/shorts permitted)  
Shoes: **Mostly** white or black athletic shoes, no sandals, no high tops, no low cut boots  
Socks: **White or black socks (must be visible above shoes)**  
Belt: A dark leather belt is required  
Optional: Navy dress shorts or navy pleated shorts  
P.E. attire: Blue Regis t-shirt, navy sport shorts, and white or black athletic shoes

#### Required uniform for Everyday Wear in Middle School (5<sup>th</sup> – 8<sup>th</sup>)

- Shirt: White collared knit shirt **with** the Regis logo (short or long sleeves)  
Trousers: Khaki twill  
Shoes: **Mostly** white or black athletic shoes, no sandals, no high tops, no low cut boots  
Socks: **White or black socks (must be visible above shoes)**  
Belt: A dark leather belt is required  
Optional: Khaki dress shorts or khaki pleated shorts (no cargo style shorts)

P.E. attire: Grey Regis t-shirt, navy sport shorts, and white or black athletic shoes

Regis P.E. uniforms are required for P.E. class in grades 3-8 at **all times**, even on out-of-uniform days. Failure to dress-out will affect the conduct grade. PE uniforms are not required for 3PK through second grade. First and second grade students have the option of purchasing a P.E. shirt to help protect the white uniform shirt.

Required Uniform for “Full Dress” Occasions for All Students (3PK-8<sup>th</sup>)

Full dress uniform is worn for all Liturgies and for any other special occasions that may arise. These dates are designated by a “star” on the laminated calendar. In grades 1-8, students who are out of uniform on full dress days will receive a discipline referral.

Shirt: Blue and white striped oxford, button-down collar (long or short sleeves)  
Trousers: Khaki twill. Cargo pants are not permitted.  
Blazer: Navy  
Tie: The Regis Logo tie  
Shoes: Dark leather dress shoes (EC and LS students may wear dark athletic shoes)  
Belt: Dark leather  
Socks: Dark dress socks

Approved Optional Attire with the Regis logo

Early Childhood: navy sweatshirt or navy fleece vest or jacket, purchased at Lands’ End through the Parents’ Association

Lower School: as above and navy sweatpants, P.E. only, purchased from Mills Uniforms

Middle School only: as above and grey hooded sweatshirt, purchased from Mills Uniforms

\*A P.E. bag is distributed to each student at the beginning of the school year. The boys are to bring their P.E. uniform in the provided bag on P.E. days.

Only approved attire may be worn inside the school buildings. Heavy coats and jackets may be worn only during outdoor activities. The only jewelry that may be worn by Regis students are wrist watches, religious medals, and crosses around the neck. Only Regis academic and conduct pins may be worn on the Regis blazer. Final decisions regarding questionable attire rests with the School’s Administration.

**OUT-OF-UNIFORM DAYS**

On designated out-of-uniform days, students are expected to appear in neat, appropriate attire. Slacks or walking-style shorts and polo-type collared shirts must be worn. Cargo slacks or shorts as well as blue jeans or jeans shorts may be worn. Each garment must fit properly and be free of rips, holes, and frays. If you are uncertain as to the appropriateness of any given article of clothing, the student should not wear it. **If a student dresses inappropriately, the parent must bring the daily uniform to school, and the student will lose out-of-uniform day privileges for the remainder of the trimester**, as determined by the Dean of Students.

## Regis Spirit Days

On designated Spirit Days, usually the last Friday of each month, students may wear jeans (long or short) and any Regis shirt.

## EVALUATION AND REPORTING

*Sacred Heart Goal II: Schools of the Sacred Heart commit themselves to educate to a deep respect for intellectual values.*

*“Your imagination and creativity will be stretched, because without these, you cannot become a well-informed, thinking, sensitive person. Your learning takes place not only in the classroom, but also in all your relationships and all your experiences.”*  
Saint Madeleine Sophie Barat

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## STUDENT EVALUATION

*Goal II, Criteria 1: The school develops and implements a curriculum based on the Goals and Criteria, educational research, and ongoing evaluation.*

**Academic subjects always refer to math, reading or literature, religion, English, science, social studies, and modern language.** Additionally, the Regis educational program offers instruction in fine arts (art, drama, and music), computer literacy, and physical education. Since education at Regis involves the emotional, social, intellectual, and spiritual development of the child, our evaluation procedures reflect each of these aspects, some of which are evaluated through testing, others through observation, discussions, and class participation.

There will be three written report cards per year as well as three interim progress reports. There are two mandatory parent conferences for all students during the first and second trimesters (October and February). Students in third through eighth grades will be present at these conferences in order to be a part of the evaluation process. The final report card will be mailed home at the close of the school year. When a student has difficulty at other times during the year, written notifications are sent to the parent/guardian. Formal progress reports will be sent home at mid-trimester. Additional notices will be sent as needed. **Teachers may not accept payment for tutoring done for their own students during the academic year.**

## PHYSICAL EDUCATION PROGRAM

Students at all grade levels are expected to dress out and participate fully and to the best of their ability in the School’s Physical Education program. When a student will be sitting out and not actively participating in P. E. classes, a doctor’s note specifying the nature of the excused activity and the period of time before participation can reasonably be expected to resume is required.

## **PROMOTION AND RETENTION**

A Middle School student must achieve a final average of 65% or better in each academic subject (math, English, reading or literature, religion, science, social studies, and foreign language) in order to be promoted. With very young students, developmental maturity may be a factor in promotion decisions.

If a student makes below 65% in any one of the above-mentioned areas, he must attend summer school or be tutored and pass a test given at Regis in order to advance to the next grade. Failure in two major subjects necessitates a conference with the Division Head and the Headmistress to determine if repetition at Regis or a transfer to another school is in the best interest of the student.

No student shall be retained more than once during his tenure at Regis. If a teacher judges that a pupil may fail, the parents must be given due notification.

## **RECORDS**

If parents wish to review their son's cumulative records, they may do so by written request to the Division Head with 24-hours notice. Student's cumulative records include academic transcripts and standardized testing results.

Regis abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **STUDENT HOMEWORK**

*Goal II, Criteria 4: The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.*

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At Regis, homework is an integral part of our curriculum. We believe in the correct amount of appropriately challenging homework. Too much homework stifles the development of other important areas of the child. Too little homework results in losing the benefits of practice. If your son is spending significantly more or less than the following amounts of time on homework, please notify his teacher(s).

<b>Grade</b>	<b>Recommended Time Daily</b>
Kindergarten	10 minutes
First – Second	30 to 45 minutes
Third – Fourth	1 hour to 1½ hours
Fifth – Sixth	2 hours
Seventh – Eighth	2 - 2½ hours

All Early Childhood and Lower School homework requests due to illness must be phoned in prior to 9:00 a.m. and will be available for pick up from the receptionist's desk after 3:45 p.m. Students will have one day per day absence to make up missing work.

Students are expected to write down all of their assignments in their personal agenda on a daily basis. The electronic homework site is a secondary resource for students. All Middle School daily homework assignments will be posted on the Homework Site by 5:00 p.m. Requests for homework due to illness must be made in the morning to allow the teachers time to gather it. (This refers to additional worksheets or hand-outs given in class.) These worksheets and hand-outs may be picked up before 4:00 p.m. in the Middle School homework bins. These bins are located on your right as you reach the second floor.

### **SYSTEM OF HONORS (Grades 1 - 8)**

We believe that positive reinforcement is essential for the development of Christian attitudes. Student successes and growth in the areas of good effort, courtesy, cooperation, friendliness, or any positive character trait will be recognized at various assemblies throughout the year. Academic and Conduct Honors Assemblies are held at the end of each trimester. Honor Awards are given at this time. Because of the developmental differences in the early years, only students in Fifth Grade and above will be awarded Academic Honors and the Excellence in Conduct medals. First and Second Graders will be presented with Certificates of Diligence.

Highest Honors and Excellence in Conduct are rewarded with The Regis School lapel pin. When a student receives either or both of these awards, he may wear the pin(s) for the full trimester following the receipt of this award. At the end of each trimester, the pins must be returned to the Office of the Headmistress.

### **Grading Scale**

<u>Academic</u>		<u>Conduct</u>	
A	90 – 100	E	Excellent
B	80 – 89	G	Good
C	70 – 79	S	Satisfactory
D	65 – 69	I	Improving
F	64 and below	N	Needs Improvement
W	Withdrawn	U	Unsatisfactory
Inc	Incomplete		

### **Trimester Awards**

At the conclusion of each trimester, for the Lower School, students will receive recognitions for Diligence and for Courtesy and Cooperation. Third and Fourth Grade Honors Certificates are mailed home.

Middle School students are recognized with certificates for Honors, Highest Honors, Excellence in Conduct, and Perfect Attendance each Trimester. Excellence in Conduct is given to a Middle School student who has earned all E's in conduct in all subjects (including ancillary), regardless of academic grades.

## PRIZE DAY

Prize Day brings a formal end to the Regis school year for all divisions. Student Assemblies are conducted for all divisions. Lower and Middle School students are honored with recognitions for the entire year. Description of Awards for Trimesters and Prize Day:

**Goal Awards:** Through the *Goals and Criteria*, the Society of the Sacred Heart defines the mission of the school as part of the Society's educational mission in the Catholic Church. Annually, two students per grade (3<sup>rd</sup>-7<sup>th</sup>) will receive recognition for living one of the five goals, with a total of ten recognitions per grade being given. Each First and Second Grader will receive an individual goal award.

**Diligence:** At Regis, this is the recognition that is most esteemed because it recognizes a constant and earnest effort to accomplish. It is the persistent exercise of the mind for the intention to do well. The Diligence Award is presented to the student who strives and who by virtue of hard work, never gives up.

**Excellence:** Academic Excellence recognizes outstanding academic achievement in the classroom by honoring those students who have achieved high academic goals through hard work and dedication to learning. The Excellence Award, as presented at Regis, recognizes those students who show outstanding educational growth and commitment or intellectual development in a specific academic subject.

**Courtesy and Cooperation Award:** This award previously designated at the Citizenship Award, is presented to the student whose demeanor throughout the day typifies a Regis gentleman.

**Most Loyal Regis Classmate Award:** This Lower School award, presented on Prize Day, is voted upon by the students in each Lower School homeroom and is presented to those students, one per homeroom, whose behavior exemplifies Sacred Heart IV. Specifically, this student is kind, respectful, and a good friend.

Established during the twentieth anniversary year, **The John Francis Regis Award** is presented to the student, chosen by the Lower School faculty, whose demeanor most exemplifies the way that he lives the mission (meaning) of our school. This student is completing fourth grade and must have been a student at Regis for at least three years of Lower School.

**The Chivalrous Knight** is presented to an eighth grader at graduation, voted on by the Middle School faculty, recognized the young man who best exemplifies and lives the five goals of the Sacred Heart. This graduate must have attended Regis for at least three years of Middle School.

## Academic Honors

**Highest Honors:** are presented when a student has earned no grades below 93 in all academic subjects, an A in all ancillaries, and an S in conduct in all subjects/areas. The Regis School pin is awarded to all who merit Highest Honors.

**Honors:** are presented when a student has earned A's with no more than two B's in all academic and ancillary classes, and an S in conduct in all subjects/areas.

**Excellence in Conduct:** is given when a student has earned all E's in conduct in all subjects (including ancillary), regardless of academic grades. The Regis School pin is awarded to all who merit Excellence in Conduct.

**Diligence:** This award will be presented at the end of each trimester to those Lower School students who work diligently on a consistent basis in a particular subject and in conduct. Each Lower School homeroom teacher may present up to eight certificates. Certificates of Diligence are awarded at the end of the academic year in the Middle School.

**Perfect Attendance:** This is awarded each trimester and at the end of the year (includes no absences, no withdrawals, and no tardies).

### **EIGHTH GRADE PRIVILEGES:**

During the eighth grade year, certain privileges will be awarded. The administration has the right to take away any privilege if the behavior of a student or the eighth grade is not what is expected of the leaders of the school.

Sweatshirts: Non-Regis sweatshirts may be worn, but must be in good condition, free of holes and tears. Furthermore, the sweatshirt must either advertise a high school, a college, or a professional sports team or contain no lettering or wording and be one solid color.

Lunch: On Thursdays, lunch from an outside company may be ordered.

High School Visits: During the course of the year, the eighth grade will take two days to visit several Catholic high schools. In addition to the high school visits, **one** excused absence will be allowed to shadow for a day.

Exams: During exam week, students will be dismissed after the last exam of the day (approx. 11:30 a.m.)

## **SERVICE RECOGNITIONS**

*Sacred Heart Goal III: Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.*

*Goal III, Criteria 2: The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.*

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Our goal is to develop a desire to be of service in the community outside the home. Service hours, while not mandatory, are strongly encouraged as a sign of a gentleman.

For eighth graders to earn a service recognition at graduation, **all** service hours must be verified in writing on the letterhead of the agency where service was performed. This certification must include a description of duties and the number of hours involved. **All service hours must be sponsored by nonprofit organizations.** Work done towards a project resulting in a reward (i.e., Boy Scouts) or for monetary compensation is not a community service. Work offered at home, within the family, is not considered community service. Families are requested to keep careful cumulative records to track their son's service on the forms provided.

If the work is performed at Regis outside of the regular school hours, the student must check in and out with the Division Head or with one of the staff. Work offered on Social Awareness Days is not counted towards service recognition.

Community service is recognized by the following Regis recognitions at Graduation, **with hours accumulated only during the eighth grade year.** Documentation of service as detailed above is to be turned into the Dean of Students on the first Friday in May.

25 hours: Knight of St. Philippine Duchesne  
50 hours: Knight of St. Madeleine Sophie Barat  
75 hours: Knight of St. John Francis Regis

## OTHER GENERAL SCHOOL PROCEDURES AND POLICIES (listed alphabetically)

*“So we must remember that it is better to begin a great work than to finish a small one...the work in the rough...may look ugly and yet be full of promise.... A piece of finished insignificance is no true success. Our education is not meant to turn the children out small and finished, but seriously begun on a wide basis. Therefore they must leave us with some self-knowledge, some energy, some purpose.... If they leave us without these three things they drift with the stream of life.” Janet Erskine Stuart, RSCJ*

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*Sacred Heart Goal IV: Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.*

*Goal IV, Criteria 4: Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.*

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### **ADULT ATTIRE on CAMPUS**

We do request that all visitors dress respectfully while visiting Regis. Particularly, we request that adults will observe “dressing up” when attending liturgies, prayer services, assemblies, meetings, and conferences.

### **ANIMAL (PET) POLICY**

Animals are not allowed on our campus or even outside a car at school, this includes student arrival and dismissal time from school or extra-curricular activities and sporting events. Please do not bring pets into the reception area. Classroom visits for “Show & Tell” or for educational reasons must have the prior approval of the Division Head or Dean of Students.

### **PERSONAL BELONGINGS**

- **Forgotten Items**

Please do not bring forgotten items to school. An important part of developing responsibility in children is by allowing them to experience logical and natural consequences. **Students will not be allowed to use a telephone to call for forgotten items nor will they be allowed to re-enter classrooms after dismissal.** Your cooperation is appreciated.

- **Lost & Found**

*Please see that the student’s name is on all clothing and belongings (lunch boxes, backpacks, book bags, jackets, computer bags, shoes, etc.). All “lost and found” items will be kept in a central location. Items labeled with students’ names will be returned. Unmarked items will be given to charity. **It is the responsibility of each parent and student to have all items marked with the student’s name.***

- **Personal Property**

Students are encouraged to leave valuable possessions at home. Toys, electronic devices and games, valuable collections, trading cards, jewelry, etc. should not be brought to school. The school is not responsible for theft, damage, breakage, loss, or liability for injury. Items brought to school will be held by the front office for parent pick-up.

### **CHRISTIAN CHARITY**

Christian charity and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of the mission of Sacred Heart schools:

- Public criticism of school personnel, policies, or procedures
- Threats of any nature toward personnel or families
- Verbal/nonverbal acts of aggression, including raised voices, pushing, etc.
- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteered service.

### **CHILD ABUSE or NEGLECT of CHILDREN**

Texas State Law requires anyone suspecting the abuse or neglect of a child to contact the Child Protective Services (CPS) Child Abuse Hotline **within 48 hours** after first suspecting that a child has been abused or neglected. If a School staff member believes the child is in immediate danger or harm, 911 will be called. School staff is trained annually “to recognize and respond to signs of neglect and abuse in students.” Students will receive age-appropriate child abuse awareness training.

### **DISASTER AND FIRE DRILLS**

Disaster drills are held at the beginning of the year and regularly at varied and unannounced times throughout the year. Students are made aware of safe and orderly procedures in case of fire or weather warnings. Students do practice emergency “shut downs” where they must be safely secured within the buildings and, additionally, are verbally prepared to evacuate to either one of our buildings or to Our Lady of Walsingham Catholic Church.

Texas school laws require fire drills to be held monthly with all students and adults leaving the building. Campus-wide, everyone should take fire drills very seriously and silence is mandated. Serious infractions will be reported to the Division Head.

Fire drill procedures are posted in all rooms. At the first sound of the fire signal, students exit the building to their designated areas. After the Business Manager and student fire chiefs check with teachers to determine if all children are accounted for, the signal is given for the students’ return to the building. **Strict silence** is to be observed by all adults and students until the all-clear notice is given. Students who do not adhere to this rule will be given an after school detention.

### **EMERGENCY POLICIES**

In case of emergency inclement weather, such as flooding, storms or icy streets, Regis families will be notified via the IRIS communication system (phone calls, text messages). Regis **follows the decision of SBISD (Spring Branch Independent School District) regarding school closing**. If a general closing of Catholic schools by the Superintendent of Catholic Schools is necessary, it will be announced on the radio and television as “Catholic schools in Harris County

and Montgomery County are closed,” at which time, Regis will also be closed. In extreme situations, it may be necessary to announce that “all Catholic schools are closed,” meaning all schools in all counties.

It is imperative that the School has current telephone numbers for each family in case of emergency. Home, office, and cell numbers for both parents or legal guardians, as well as the number of a person who may assume authority if neither parent can be located, must be on file at all times.

### **EVACUATION POLICY**

Our Lady of Walsingham Catholic Church, located at 7809 Shadyvilla Lane, serves as our safety evacuation point, in the event that we must clear the entire Regis School complex. Students will walk in line to Walsingham where parents will be notified via the IRIS alert system to pick up their children. Our school staff will be in charge of student supervision until all students are safely connected with their families.

### **FIELD TRIPS**

Field trips are planned for their educational value and/or correlation with the curriculum. Specific requirements (dress and lunch) will be sent to parents prior to each trip. Parent chaperones will ride on the bus with the class. *Participation in field trips is a privilege. Students may be withheld from a field trip by the Division Head or the Dean of Students for conduct or academic reasons.*

**Participation in Middle School Class Trips is expected since these trips are part of the educational program.** Although verbal permission is not accepted for field trips, an emailed or faxed signed permission slip received by the teacher before departure will be accepted in special situations. Students without signed permission slips will **be assigned to** another teacher or staff person’s supervision. For liability reasons, only currently enrolled Regis students may attend field trips.

### **HALLOWEEN**

The Middle School Student Council organizes and communicates the dress requirements for grades 1-8. Preschool and Kindergarten students observe Halloween by dressing in costumes (nonviolent) and special activities including a simple 30-minute class party.

### **LIBRARY**

The Regis School maintains an extensive library collection in both buildings as an area of learning essential to the School’s educational program. Students have weekly library instruction with the opportunity to check out books. All library materials will be returned by mid-May in order to complete an annual inventory. Families will be billed for lost or damaged books.

### **LOST OR DAMAGED SCHOOL MATERIALS**

Students who lose or damage books, workbooks, or other school materials will be charged the replacement cost plus a \$5.00 processing fee. Guidelines, which apply to other financial situations in the school, will apply in these situations.

## **LUNCHEES and SNACKS**

### **Responsibility:**

Students are expected to be responsible for themselves, their actions and their belongings. When Lower School or Middle School students forget homework, P.E. clothes, etc., **parents may NOT bring these items to students.** Natural consequences will follow. On the rare occasion when students forget their lunches, parents may bring the lunch to the school receptionist who will see that it is delivered to the classroom. Another option will be to open a small account with Epicurean Group in the event that your son does not have his lunch for the day.

### **Lunch Procedure:**

The Epicurean Group will be offering hot catered lunches on Monday, Tuesday, Wednesday, and Thursday. If you have additional questions, please call 713-860-0041. Prior to the opening of school, a lunch menu will be provided to you. The catered lunch will begin on the first full day of school in August. Catered lunches are not available on Fridays when the school orders in pizza. It is essential that parents communicate their son's food allergies to both the homeroom teacher and the clinic. There are several students who are allergic to tree nuts, and particularly peanut butter. Therefore, we ask that peanut butter sandwiches and nut snacks not come to school.

A pizza lunch is available each Friday through the Parent Association. Students have the option of buying pizza or bringing their lunch. Pizza lunch will begin mid-September. During Lent, only cheese pizza will be served.

Time and personnel constraints make microwave use difficult. Please send only foods that your child can heat in one minute (with minimal supervision). **Drinks with red color may not be consumed indoors at any time as red spills stain the carpet permanently. No soft drinks or highly caffeinated energy drinks (i.e., Monster, Redbull, etc.) are permitted.**

### **Special Lunch Times:**

Parents are welcome to join students for lunch at any time. However, they **may not** bring special lunches for their children or to be shared with the class. Lunches from "fast food" restaurants are not permitted and will not be accepted by school personnel, including the receptionist.

**Birthdays: Parents are invited to have lunch with their son on his birthday. On this day only as a birthday treat, fast food may be brought for the family only.**

**Snacks:** Parents may send healthy snacks and drinks (water preferably, no soft drinks) for their son(s) each morning.

## **PARENTS, VOLUNTEERS, and VISITORS**

**Sign-In Procedures:** All visitors must enter through the front door of the Milestones Building. For security reasons, all parents, volunteers, and visitors must sign in at the front desk. Badges will be provided to indicate you have signed in. Those without badges will be asked to obtain one at the front desk. To prevent distractions and disruptions, only students and school personnel may go directly to the classrooms. All messages for volunteers will be left at the front desk. Please check with the receptionist when you sign out.

We are dedicated to providing maximum classroom instructional time to our students and staff. ALL requests for classroom visits must be arranged with the Administrator for that grade level and/or subject area. Siblings and younger children are not permitted in the classrooms during parent visits. When younger children and siblings are attending assemblies or liturgies, we ask that they be well supervised and not disruptive. Visitors should refrain from conversations with the teacher or students. Visits will be restricted to Wednesdays and will not exceed 30 minutes. An administrator will accompany the parents.

When picking up a student, parents are to wait in the Milestones Building foyer for their child to be sent to them. **This procedure is especially important at dismissal times.**

### **PROFESSIONAL PROTOCOLS**

- Regis teachers do not accept payment for tutoring their own students during the school year or during the summer.
- Teachers may not begin tutorials prior to 3:30 p.m. (L.S.) or 3:45 p.m. (M.S.).
- Tutorials will be cancelled when professional meetings are scheduled.
- Board policy prohibits teachers/staff from receiving gifts valued at \$50 or more per family. This does not prevent parents from donating any amount desired to the Christmas and End of Year funds.

### **SEPARATED and DIVORCED PARENTS**

The Regis School conforms to appropriate Court Orders governing the rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file certified copies of the most recent Court Orders together with all amendments, modifications, and supplements. Parents are to ensure that the School has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the School.

The School will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children. It is expected that divorced and separated parents will treat one another with Christian charity and will minimize the involvement of the School, its teachers, and personnel in personal disputes.

### **SOCIAL AWARENESS PROGRAM**

In accordance with Sacred Heart *Goals III and V*, the Regis Community actively participates in offering service to others and encourages personal growth while doing so. The Social Awareness program at Regis emphasizes the life and dignity of the human person. In particular, our students' experiences will focus on ministry to those in need, such as the homeless, the handicapped, the elderly, prisoners, etc., all of which are linked to the Corporal Works of Mercy and which would be appropriate for the developmental age of our students. Each social awareness experience will include a reflective, educational, and action-based component. Annually, two school days are dedicated to providing service to others.

### **TELECOMMUNICATION USE**

Portable Electronic Devices (Cell phones, Smartphones, Tablets, MP3 Players, etc.) are not permitted to be used on campus at any time. This rule extends to any school-sponsored activity: athletics, dances, field trips, etc. An exception to use a cell phone may be granted by the supervising adult in an emergency situation. Violation of this policy will result in disciplinary measures as well as the confiscation of the electronic device. Parents will be notified to retrieve it.

Middle School students may use eReaders with appropriate administrative approval and documented parental permission.

Students will not be allowed to use school phones unless given permission by a supervising adult. Only messages of an emergency nature will be relayed to students.

Parents and visitors are asked to silence their cell phones while in the building. The entire perimeter surrounding Regis is a legally designated area where cell phones may not be used during carpool.

### **TUTORS**

Many Regis faculty members are available for outside tutorials. Regis teachers do not tutor students in their classes. With the administration's approval, families may also contract with other tutors to offer professional services during the school day.

### **VOLUNTEERS and VIRTUS Training**

In accordance with the mandated policy of the Archdiocese of Galveston-Houston, all adults working with children enrolled in a Catholic school under the jurisdiction of the Archdiocese will attend the Protecting God's Children (Virtus) child abuse awareness certification training. This training may be taken at annually designated locations and covers the volunteer for a number of years. Please consult the [www.virtus.org](http://www.virtus.org) website for trainings offered monthly at various Catholic parishes throughout the archdiocese. The training takes approximately three hours.

## APPENDIX A – TECHNOLOGY ACCEPTABLE USE POLICY (AUP) AGREEMENT and PERMISSION FORM 2011-2012

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*Goal II, Criteria 6: Members of the school community model and teach ethical and respectful use of technology.*

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**Student use of all The Regis School computer facilities, including student laptops, must be in support of education and research, and must be consistent with the *Goals and Criteria of The Regis School of the Sacred Heart*.**

*Privacy statement – Users do not have a personal privacy right in any information, data or communications, including e-mail messages and voicemail messages, created, transmitted, received, or stored on The Regis School communications systems and equipment.* The Regis administration and/or Director of Technology may access, at any time, any such data or information. Thus, these systems should not be used for any personal communication, which you wish to remain private and confidential.

Every middle school student enrolled at The Regis School automatically receives access to the school's local area network (LAN). Private passwords for network space are allocated to all students in order to access some applications and only for storage of their schoolwork. **The Regis School retains the right to review, edit or remove any material stored in student files on the network, which the school administration and/or Director of Technology, in its sole discretion, believes may not be related to educational purposes.**

In consideration for the use of Regis's computer system, and in consideration for having access to the information contained on the Internet, The Regis School, its operators, and any institutions with which they are affiliated are hereby released from any and all claims of any nature arising from the student's ability, or inability to use, the Internet.

### **Hardware/Network Use Policy**

- **I will not intentionally destroy or deface any of Regis's computer hardware or software, including but not limited to loaner laptops, desktops, printers, wireless devices, or attempt to exceed or modify the parameters of Regis's computer system.**
- I understand that it is in my best interest to backup all important school documents in my network directory. Storing important materials on Flash drives or CDs is also strongly advised. Students are responsible for any school work regardless of computer problems.
- I agree to log out of the network on computers in common areas (computer labs and library) when I am not immediately using the computer, unless otherwise instructed by my teacher.
- The printers provided by The Regis School are an additional benefit and privilege to Regis students. Therefore, Regis reserves the right to revoke this privilege from any student abusing acceptable printing policies. Acceptable printing policies

include, but not limited to, printing only one or two copies of a document on a printer, asking permission to print to the color printer, and printing at appropriate times.

- **Students agree that they will still be responsible for all School communications and assignments if they have their network or printing privileges revoked, if their laptop is taken away, or if their laptop is inoperable.**

### **Regis Network Users agree to the following:**

- I understand that transmission of any material in violation of U.S. or state law is prohibited, including but not limited to: copyrighted material (including music and videos); threatening, harassing, pornographic, or obscene material; or material protected by trade secret.
- I will respect the rights of copyright owners. *Copyright infringement occurs when a work is used or reproduced without permission of the copyright holder.* I will seek permission from the owner and/or ask a teacher/librarian for help if I am unsure.
- I understand that material obtained through research on the Internet and then used in academic work for Regis is to be properly cited following guidelines provided by teachers and librarians.
- I will not attempt to gain unauthorized access to Regis' network or any other computer systems found on the Internet, nor go beyond my authorized access in any way. This includes attempting to log on (hack) through another person's account or access another person's files. **These actions are illegal.**
- I will keep all objectionable language, material, inappropriate text files, files that advocate violence or discrimination towards other people, or files dangerous to the integrity of the network from entering or exiting the school via the Internet or e-mail. If I accidentally end up at an inappropriate site I will inform my teacher immediately and explain how I arrived at that site. I WILL NOT SHARE this information with other students, under any circumstances.
- I understand that on-line chats, instant messenger, and file sharing programs are not to be used at school unless strictly expressed and under the supervision of a teacher.

### **Students agree to the following:**

- I WILL NEVER give out my full name, home phone number, street address, or ANY other personal information regarding myself or any other student over the Internet.
- I WILL NOT agree to meet with anyone whom I met on-line.
- I WILL NOT access any other network besides The Regis School Network while at school. This includes, but is not limited to, various unsecured wireless networks.
- I understand that my Internet usage can be monitored and tracked while accessing the Internet through Regis' resources and that my access to the Internet may be denied at any time.

### **Electronic Mail (E-mail) Policy**

Regis' electronic mail services have been created for use by faculty, staff and students of The Regis School. The sole purpose is for communication among these people for educational

purposes including, but not limited to, assignments, project work, reminders, scheduling, and announcements. **While on campus, students are permitted to use Regis's e-mail system ONLY. No other electronic mail services or instant messaging services are allowed, except for approved purposes from the Director of Technology.**

- I understand that transmission of any material in violation of U.S. or state law is prohibited, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. Users who violate local, state or federal laws may be referred for prosecution.
- I understand that the school name and/or e-mail address will appear electronically in my correspondence and that Regis's e-mail system is to be used only for the exchange of appropriate information.
- I will ONLY access my own e-mail account.
- I understand that e-mails sent to me from faculty, staff and any school department MUST be read in a timely fashion.

### **Laptop Users Policy**

**All users have sole responsibility for the safety of their laptop computer.** The following rules have been established to aid in forming appropriate habits for protecting the laptop computer, and for protecting Regis's Laptop Program.

- I understand that I should take great care when loading additional software on my laptop. There is a risk that any new material may carry harmful viruses or that files may conflict with settings which may make my computer NOT work with the network. Should this occur, Regis retains the right to restore my laptop computer to its original working order for use in school (Ghosting.) This may result in the loss of personal programs or data files. Backing up data is necessary at all times. Continual misuse may result in the laptop being secured in "REGIS ONLY" mode.
- I understand that the staff of Regis has the right to remove any of my personal programs or files on my computer which are deemed by the administration and/or Director of Technology to be inappropriate or illegal to have on campus. **These include but are not limited to** copyright violating, media sharing programs for the sharing of music and/or video files such as Kazaa, Morpheus, Aimster, Audiogalaxy, BearShare, LiveWire, MojoNation, MusicCity, etc.
- I understand that NO digital music or video files may be stored on the Regis network unless for a school project.
- I understand that having music on my laptop is OK, however, **I may not download music and/or videos even from legal sites, while on campus, unless for a specific project.** I also understand that the more music that I store on my laptop, the slower it will become and that I may be asked to remove some in order to do my school work.
  - I will never leave my laptop unattended. It must be with me or locked in my locker at all times. Notice will be sent to parents of students who repeatedly leave their laptops unattended.
  - I will report any violations of The Regis School's AUP to the School's Administration, Director of Technology or Faculty/Staff.

**Any violation of The Regis School's Acceptable Use Policy will be reviewed by the Headmistress, the Division Head, the Dean of Students, and the Director of Technology. Students are subject to termination of network services, termination of laptop privileges, suspension, and/or financial retribution depending on the severity of the violation. Users who violate local, state or federal laws may be referred for prosecution.**

## USER AGREEMENT and PARENT PERMISSION FORM

As a parent/guardian and student/s of The Regis School of the Sacred Heart, we have read the above information on the appropriate use of technology at School and we understand this agreement will be kept on file. (Questions should be directed to the Director of Technology for clarification.)

Parent/Guardian Name (**print**) \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

Student Name (**print**) \_\_\_\_\_ Signature \_\_\_\_\_

Student Name (**print**) \_\_\_\_\_ Signature \_\_\_\_\_

Student Name (**print**) \_\_\_\_\_ Signature \_\_\_\_\_

Student Name (**print**) \_\_\_\_\_ Signature \_\_\_\_\_

### PARENT/GUARDIAN's PERMISSION

(Please check your choice/s below)

- My child may use the Internet and e-mail while at school according to the rules outlined. I further agree and understand that this privilege may be revoked at any time by the School.
- I would prefer that my child not use the Internet and email while at school.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

- My child's work can be published on the school website/Internet.
- My child's work cannot be published on the school website/Internet.
- Photographs of my child can be used or published on the school website/Internet.
- Photographs of my child cannot be used or published on the school website/Internet.

School Copy Received By \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX B – PARENT LEADERSHIP

### THE BOARD OF DIRECTORS

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*Goal III: Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.*

*Goal III, Criteria 2: The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.*

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The Regis School Board of Directors is comprised of:

Mr. Brett Agee	Mrs. Jill Jenkins
Mr. Guillermo Amtmann	Mr. Jeff Manley, Chairman
Mrs. Cecelia Devetski	Mr. Kendall Miller
Mrs. Ellen Ginty	Sister Mary Patricia Rives, RSCJ
Mr. Art Fano	Mr. Carlos Roman
Rev. Patrick Fulton, C.S.B.	Sister Diane Roche, RSCJ
Mr. Bill Garner	Mr. John Rossettie
Mr. Weldon Granger	Mrs. Jacque Townend
Mrs. Janet Gustafson	Dr. Nancy Taylor (ex officio)
Mr. David Hotze	

The Board is the policy-making body which operates through consensus. The Board also:

- formulates policies for the educational programs
- evaluates the effectiveness of these policies and the programs which were implemented as a result of those policies and
- assists the administration with handling and reviewing all school financial matters and approves the school's annual budget, including approval of the tuition policy and salary scales or ranges for School personnel

The Board also selects and regularly evaluates the Headmistress of the School. The Headmistress is an ex-officio member of The Board of Directors.

Parents may make contact in writing with the Board Chairman at the School address:  
7330 Westview Drive, Houston, Texas 77055.

## THE PARENTS' ASSOCIATION

*"To each one who shared even a brief moment, who helped form part of the great tradition, who in turn was brought into the full stream of its heritage, the experience is rich and deep and treasured. Never forget the time, for if you do, something precious will have gone from your life.... All these experiences belong to you, and you, believe it, belong to them."*

*from Broadway, San Francisco, 1945*

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### MISSION STATEMENT

The Parents' Association ("PA") is a service organization of involved parents of Regis students. The Association's objectives are fourfold:

- To provide support, education, and communication among students, teachers, parents, and the Board;
- To build and strengthen community with mutual respect, instilling Sacred Heart values and the Regis tradition;
- To raise funds for the School by recruiting and organizing volunteer efforts to plan and execute fundraising activities, and;
- To provide support for parent education concerning student academic and social development.

The Association sponsors special events and promotes specific fundraising efforts, provides cultural and program enrichment, donates gifts to the School, and supports the marketing and outreach efforts of the School's administration.

### ORGANIZATIONAL STRUCTURE

#### **Executive Committee:**

President:	Mrs. Donna Hotze
President-Elect:	Mrs. Karen Klucznik
Vice President – Communication:	Mrs. Tara Muller
Vice President – Hospitality:	Mrs. Gretchen Smith
Headmistress (ex-officio):	Dr. Nancy Taylor
Director of Special Events (ex-officio):	Mrs. Edna Marie Free
Director of Advancement (ex-officio):	Mrs. Susan Ellerbe
Immediate Past-President (ex-officio for one year):	Mrs. Kathleen Broussard

**Terms of Office:** Officers are elected to a one-year term. New elections are held in the spring of each year during a regularly-scheduled meeting. In the event of an officer position opening during the school year, a special election will be held.

**Officer Selection Method:** Nominations for open officer positions, including President-Elect and Vice Presidents, are submitted to the Executive Committee each spring. The President-Elect will automatically assume the President position at the end of the one-year term as President-Elect. The President presents the nominees to the Executive Committee, which

makes the final selections. Newly elected officers will be announced prior to the end of the school year.

**Membership:** All parents of enrolled students are automatically members. Members of the School Administration and Board of Directors with children at School are members of the Parents' Association, but cannot hold an officer's position, with the exception of the Headmistress (ex-officio). Optional membership dues in the amount of \$50 per family are collected concurrently with tuition to cover the necessary costs of the PA.

**Meetings:** The Parents' Association meets monthly, with the exception of December and March. Meetings are open to all Regis parents and should be attended by all Executive Committee members, Committee Chairpersons, and Class Coordinators.

## **RESPONSIBILITIES AND DUTIES OF OFFICERS**

### **President**

- Assists School administration in identifying and scheduling events for the year
- Coordinates committee activities and special events
- Recruits committee chairpersons and appoints chairpersons for special events
- Interfaces with committee chairpersons and School administration
- Provides items for newsletter, emails, and other means of publicity concerning PA events in coordination with Vice President – Communication
- Prepares agenda for PA meetings
- Presides at PA meetings
- Coordinates with committee chairpersons concerning reports to be presented at PA meetings
- Communicates volunteer opportunities to parents
- Prepares budget with assistance of President-Elect
- Ensures maintenance of proper financial records of PA
- Oversees budget expenditures to ensure budgetary compliance
- Assists committee chairpersons with budget questions and compliance with specific committee budgets
- Suggests revisions/updates to the PA by-laws, Committee Chairperson Guidelines, and Class Coordinator Guidelines

### **President-Elect**

- Assists President with all duties
- Works with Class Coordinator Chairperson to recruit Class Coordinators
- Assists in coordinating committee activities and special events
- Prepares Committee Chairperson binders
- Collects Committee Chairperson binders following event conclusion
- Reviews completed Committee Chairperson binders to identify implementation and budget changes for following year
- Coordinates Faculty/Staff Christmas Fund and End of Year Fund

### **Vice President – Communication**

- Sends out notice of PA meetings and handles all correspondence
- Records minutes at all meetings
- Obtains approval for meeting minutes and coordinates having them posted on the Regis School website
- Coordinates publicity of the PA through newsletter, emails, or other appropriate means
- Coordinates communication through Class Coordinators
- Initiates and maintains information to be posted on the Regis School website
- Prepares volunteer roster for each Committee Chairperson

### **Vice President – Hospitality**

- Chairs the Hospitality Committee and coordinates special events
- Provides refreshments and coordinates hospitality and volunteers when requested by School administration
- Coordinates Faculty/Staff Appreciation Luncheon
- Coordinates Goûter and flowers for the Altar at School liturgies and prayer services
- Coordinates Welcome Back Coffee
- Coordinates 8<sup>th</sup> grade graduation evening reception

### **Headmistress**

- Serves as liaison between the School and the Parents' Association and as a consultant in the Executive Committee's work of program planning

### **Director of Special Events**

- Acts as liaison and administrative support for Executive Officers and Committee Chairpersons

### **Director of Advancement**

- Acts as liaison between the School and the Executive Committee
- Assists Executive Committee in program planning and scheduling of events
- Reviews and provides support in preparing the annual PA budget

### **Immediate Past-President**

- Serves as a consultant to the Executive Committee

## **COMMITTEES**

Each Committee Chairperson and his/her committee are responsible for coordinating all aspects of the event and are supported by the PA Executive Officers and the Director of Special Events. Each chairperson must deliver a committee report at the PA meeting immediately prior to and subsequent to a committee event. Chairpersons of those committees, whose work is ongoing, are respectfully asked to provide a report on the committee's work either in person or in writing, when requested, at each PA meeting.

## 1. Standing Committees

### Alumni Relations

- Assists with updating and maintaining a database of Regis alumni and coordinates alumni events

### Archivist

- Collects and organizes school-related historical documents and memorabilia

### Art à la Carte (AALC)

- Teaches an art appreciation enrichment program to grades K through 7<sup>th</sup> based on an established curriculum guide.
  - Helps to recruit parent docents
  - Notifies all docents of training opportunities in the fall and spring
  - Conducts an orientation for the docents to the Regis AALC program
  - Approves all expenditures of the AALC budget prior to any purchases by the docents
  - Maintains the AALC supply closet

### Booster Club

- Assists the Middle School coach with organizing the Middle School Sports Banquet
- Identifies opportunities for School gifts that enhance the sports program
- Administers the concession stand during Middle School home games

**Box Tops for Education:** Coordinates and supports the fundraising program, including advertising, collecting box tops and submitting them for reimbursement

**Class Coordinator:** The chairperson of the Class Coordinators is responsible for the coordination of and communication to the Class Coordinators. Class Coordinators are a core group of parents who function as representatives of each class at the PA meetings. They serve as communicators, leaders, and liaisons between their respective classes and the PA Executive Committee.

Responsibilities include:

- Attend PA meetings
- Communicate information to the class parents as requested by the PA Executive Committee or other PA Committee Chairpersons
- Recruit class chairpersons to assist with the Auction and Scholarship fundraisers
  - Recruit parent volunteers for PA and School-sponsored events
  - Coordinate class parties and field trips
  - Coordinate teacher snack/lunch for the class
  - Initiate the class telephone tree in the event of a School emergency

**Heart to Heart:** Provides support to Regis families in times of need, such as illness, death in the family, new baby, etc.

**Hospitality**

- Assists VP Hospitality with special events as requested by the PA Executive Committee, which include but are not limited to Welcome Back Coffee, Rice Bowl, Donuts with Dads, and Father/Son and Mother/Son celebrations
- Provides flowers for the Altar and/or Goûter for selected liturgies

**Moms in Touch:** Provides a forum for the Regis community to pray for our students and families

**Parent Ambassador:** Coordinates with the Director of Admission to invite families to orientation programs

- Recruits and matches a buddy family to each new family
- Plans and conducts informal welcome reception for new families before school begins
- Reminds buddy families to follow-up periodically with new families
- Obtains feedback from new families regarding any issues they may have

**Parent Education:** Plans and coordinates parent education, including brown bag lunches, retreats, and other speaker events

**Pizza Lunch:** Administers the Friday Pizza Lunch program.

- Collects order forms and money
- Orders pizza
- Purchases drinks and desserts
- Coordinate parent volunteers to serve pizza
- Orders extra pizza for special occasions, as requested

**Rosary:** Organizes a monthly rosary for the Regis community to pray for special intentions.

**Social Awareness:** Assists the School administration with the coordination of the Social Awareness program, the goal of which is to generate among the students and faculty a social awareness which impels to action and the building of community as a Christian value. The Social Awareness committee will work with the School administration to:

- Provide a variety of service opportunities
- Educate to a greater understanding of social problems
- Encourage reflection and personal growth
- Build community
- Nurture a life-long commitment to service

**Spirit Wear:** Assists in the design and selection of spirit wear items, and coordinates the sale of school spirit wear

**Uniform Resale:** Organizes second-hand uniform collection and resale throughout the year

**Yearbook:** Assists the School administration with all aspects of the yearbook

## 1. Event Committees

**Annual Auction:** Coordinates with the Director of Special Events to plan, organize, and oversee all aspects of this fundraising event, supporting the needs of the School

**Book Fair:** Coordinates and assists Librarian with book fair(s)

**Fall Fest:** Coordinates with the Director of Special Events to plan, organize, and oversee all aspects of this fundraising event, supporting the needs of the school

**Family Bingo:** Assists the Director of Special Events in planning and executing this community-building event(s)

**Field Day:** Coordinates with the Director of Special Events to plan and execute this annual event, celebrating students' athletic abilities, sportsmanship, and camaraderie

**Go Texan Day:** Organizes an educational program and lunch for the students

**Grandparents' Day:** Assists the Headmistress and the Advancement Office in hosting this annual event honoring Regis grandparents and their grandsons

**International Feast:** Highlights a country of special interest and its culture through entertainment, curriculum activities and a special feast.

- Plans activities and/or entertainment related to country and culture
- Provides decorations
- Develops and coordinates curriculum activities related to specific country
- Coordinates International Feast at culmination of study

**Steps for Students:** Coordinates with the School administration to plan, organize, and oversee all aspects of this fundraising event, supporting Catholic schools and benefiting the Regis Scholarship Fund

## EXPENDITURES

The Parents' Association Executive Committee has the authority to approve the use of funds collected through dues and fundraising activities to promote the purposes of the PA and the general good of the School. An approved requisition form will be used prior to purchasing any goods for the School or prior to making any financial commitments in the name of the School as required by the School's auditor.

## AMENDMENTS

These guidelines may be amended by a majority vote at a meeting of the general membership. Written notice of the proposed changes will be submitted by the Executive Committee to the general membership in advance of the scheduled meeting.

## **APPENDIX C – ADDITIONAL INFORMATION TRADITIONS IN GIVING**

*Goal V, Criteria 5: The school provides opportunities for all members of the community to share their knowledge and gifts with others.*

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At any school, the tuition assessed does not fully cover the costs involved in educating the students. Each fall, we look to you, our parents, grandparents, faculty, staff and friends to pledge your annual support toward our fundraising programs. Each program is vital to the life of our school and has been designed to serve our students where tuition dollars simply aren't enough.

### **OPERATIONS**

#### **Annual Fund**

Your gift to the Annual Fund Campaign is our primary means to sustain basic school operations. Like most private schools, tuition only covers 80% of the cost to educate a student. We count on you each year to help close the gap in escalating costs of our day-to-day operations, such as keeping pace with inflation to retain and recruit the best faculty available.

#### **Fall Dinner & Auction**

By purchasing tickets, inviting your friends, underwriting a table and bidding on auction items at this event, you are helping to support operations. Just like the Annual Fund, this event helps offset the cost of day-to-day operations, such as sustaining programs in academics, athletics, technology and cultural arts.

### **SCHOLARSHIP FUND**

Your support will help qualifying students whose families are without the financial means to afford the cost of a Regis education. We are always grateful for your understanding and generous gifts. Here are some simple ways to support our annual fundraising programs:

- Call to donate via credit cards
- Authorize an automatic monthly charge to your account
- Drop off or mail a check
- Donate online at [www.theREGISschool.org](http://www.theREGISschool.org)
- Send us your employer's matching gift form to double your donation
- Call to donate appreciated stock or mutual funds for added tax benefits
- Plan now for a future gift to The Regis School:
  - a bequeathed gift, such as indicated in a will or living trust
  - an income gift, such as a charitable remainder trust
  - a gift of retirement assets, such as a pension plan or IRA
  - a gift from a life insurance policy

## APPENDIX D – GLOSSARY OF SACRED HEART TERMS

*“Wherever you go, whatever road you may travel, you will always find a home at the Sacred Heart. Your relationships will endure and transcend all confines of time and space because they are founded on faith, hope, and love. As a ‘child of the Sacred Heart,’ by living the mystery of your name, you make known to others the love of God as shown forth in the heart of Christ.”*

*Life at the Sacred Heart, 1985*

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### **Congé (kon-zhay; French, leave-taking, farewell)**

“It’s a *congé!*” Students at Sacred Heart schools recognize this announcement as signaling a day when students take leave of their regular studies and channel all energy into having fun. The tradition has carried over to many Sacred Heart schools and provides an opportunity for older students to exercise skills of planning and organizing as they prepare activities for the younger students.

### **Field Day**

*Field Day*, sometimes referred to as Sports Day, is a special day near the end of each school year when the students in Sacred Heart schools are able to display their athletic gifts. The way each school carries on the tradition may be unique. *Field Day* may be the high point of the year, the last opportunity to accumulate points for the coveted cup or trophy.

### **Goûter (goo-tay; French, to taste)**

*Goûter* is a long-standing tradition in Sacred Heart schools. In the days of boarding schools, when it was not uncommon for classes to meet until five o’clock in the afternoon, it was necessary to provide the students with a mid-afternoon snack. Later, as the schools grew, the cost and logistics of providing daily *goûter* became too complex. Today, *goûter* is a special treat which students in Sacred Heart schools anticipate on special feast days and holidays.

### **International Passport**

This is an attractive little booklet containing the names, addresses, and phone numbers of Sacred Heart schools throughout the world. It can serve as a means of introduction and even a source of help in the 39 countries where the Society of the Sacred Heart presently serves. The *International Passport* is usually given by the Headmistress at the end of the school year to members of the graduating class.

### **Mater Admirabilis**

In 1844, a generation after the Society of the Sacred Heart was founded, Pauline Perdrau, a young novice, took it upon herself to produce a fresco of the Virgin Mary on a wall in a recreational area of the convent Trinita dei Monti in Rome. As a child, Pauline had a favorite pink dress, so she chose to paint Mary as a young woman in a rose-colored dress rather than as a matronly Madonna in blue. The lily at Mary’s side represented her purity; the distaff and spindle, her love of work; a book, her dedication to study. Unfortunately, although Pauline put herself whole-heartedly into her task, her inexperience with the technique of fresco did not produce the beautiful, soft painting for which she had hoped. The too-vivid colors had to be hidden behind a drape. Pope Pius IX, upon visiting the convent, requested that the curtain be removed. Seeing the fresco of Our Lady, its colors inexplicably softened, he exclaimed, “*Mater Admirabilis!*” (Latin for “Mother Most Admirable”). Miracles soon began with the cure of a missionary priest who

had completely lost the power of speech. Permission was given to offer Mass before the miraculous picture and to celebrate the feast of *Mater Admirabilis* each year on October 20.

### **SHCOG**

The Sacred Heart Commission on Goals facilitates a system of accountability for Network schools in their carrying out the mission of the Society of the Sacred Heart. The commission is composed of RSCJ (Religieuse du Sacré Coeur de Jésus, Religious of the Sacred Heart of Jesus) and lay educators and trustees in the Network together with a member of the Provincial Team. *SHCOG* initiates, oversees, and officially responds to a process of institutional self-reflection by which each school, at regular intervals, is able not only to determine where its strengths lie in relation to the *Goals and Criteria*, but also to express the concerns it has regarding how well it is living the vision expressed in them. The process aims to enable each school to formulate a plan for what it intends to do to deepen the life of the *Goals and Criteria* within its community. The mission of *SHCOG* stems from the belief that a community of educators can renew itself by means of just such reflective self-evaluation, which yields fresh insights and recommitment.

### **Network**

The national *Network of Sacred Heart Schools* is composed of 22 independent educational institutions historically interrelated and committed to the vision articulated in the *Goals and Criteria*. The purpose of the *Network* is to provide education, services, and programs to further Sacred Heart education in the United States.

Each member institution in the *Network of Sacred Heart Schools* is governed by an independent Board of Trustees. Membership in the *Network* is dependent upon commitment to the philosophy of and formal accountability to the Society of the Sacred Heart. This relationship of member schools to the Society of the Sacred Heart is monitored by a specific Sacred Heart system of institutional evaluation.

### **Plan of Studies**

In 1805, five years after the founding of the Society of the Sacred Heart, members of the Society drew up the first of eleven formulations of a *Plan of Studies* to provide a guide for teachers in their mission to educate “the whole child with a view to his/her own vocation in the circumstances and the age in which he/she has to live.” For more than 100 years, Sacred Heart schools adhered to a single uniform curriculum. In 1958, however, a document entitled *Spirit and Plan of Studies* deliberately set aside the details of a syllabus and the rigid adherence to a single program and method and tried to convey the spirit of Sacred Heart education, which would hold good despite external changes brought about by time and circumstances. In this spirit, American schools have adapted their programs and methods to suit the special situations of each school, but the formulation of the *Goals and Criteria for Sacred Heart Schools in the United States* (1975, 1990, 2000, and 2005) has helped to provide the feeling “of belonging to a larger whole, of sharing principles and values, broad purposes, hopes and ambitions.”

### **Primes**

Originally the first weekly exercise in a school of the Sacred Heart, *Primes* was the assembly of students and religious at which judgment on the previous week's conduct and results of the previous week's tests were announced. Medals for politeness, for order, and for excellence in various academic subjects were also given out, to be worn for that particular week. But *Primes* was also an exercise in poise. Each class was called, formed two by two, and advanced toward what could seem an intimidating group of black-garbed nuns. After forming a semi-circle in

front of the religious, the class bowed and waited for “notes” to be read. Each student then received a card from Reverend Mother, the religious superior. A card imprinted *Très Bien* signified “very good” in behavior; a card with *Bien* meant “good”; a card with *Assez Bien* meant “good enough,” or rather “not good enough.” If a student was not *bien* at all, she did not receive a card, simply an oral report of “no notes,” a judgment to be dreaded. A student was expected to answer with graciousness and dignity any comment or question of Reverend Mother.

### **Prize Day**

Sometimes referred to simply as “Prizes,” *Prize Day* brings a formal end to the school year in some Sacred Heart schools. Students are recognized for their academic achievements throughout the year and, in some schools, for character formation. The school community comes together for a formal assembly to distribute the prizes. In former days, the prizes usually consisted of books; now the prize can often be a certificate or award recognizing specific achievement. From the youngest to the oldest, the students are taught to accept awards graciously and to applaud the skills and talents of others.

### **Provincial Team**

The Society of the Sacred Heart is divided into provinces, each province usually comprising a country or related geographical area. There is a Provincial, or superior, for each province, and a *Provincial Team*. The Provincial is appointed by the Superior General after input from members of the province (in the United States, the provinces number over 600 members). The Provincial appoints the *Provincial Team*. Together with the Provincial, the *Provincial Team* offers guidance for the spiritual, apostolic, and professional direction of the members of the province. The headquarters of the United States *Provincial Team* is presently in St. Louis. The team sends out monthly news of the province in the small paper *Update*, and various members visit different areas of the United States each year. This group also maintains close ties with the Superior General of the Society and her team, called the Central Team, located in Rome, the headquarters of the Society.

### **Religious**

The use of the term “*religious*,” in reference to the nuns, who serve in the schools of the Society of the Sacred Heart, is often confusing to friends new to the Sacred Heart way. The terms “sister” and “nun” are more familiar to those Catholics who attended parochial schools. In professing the religious life of the vows, sisters of the Society of the Sacred Heart often sign their names followed by RSCJ, which is derived from the French *Religieuse du Sacré Coeur de Jésus*. During the 19th century “Madame,” as a term of address, was used for the *Religious of the Sacred Heart* because the Society had come into existence shortly after the French Revolution, when it was not always possible to obtain recognition under a specifically religious name. Since then, “Madame” and later “Mother” were dropped in favor of “Sister” followed by the last name.

### **Ribbons**

*Ribbons*, worn diagonally from a student’s right shoulder and fastened on the left at the waist to allow the ends to fall free to skirt length, have long been marks of distinction in Sacred Heart schools. Students in the third and fourth years of high school, classes that were traditionally termed Third and Fourth Academics, wore blue for boarders and dark blue for day students, while those in the first and second years (First and Second Academics) wore green. The blue and green ribbons were awarded by a vote of the students, ratified by the religious in recognition of good conduct, good spirit, helpful influence and leadership. Students in the Middle School wore narrow green ribbons. In the lower grades, students wore pink ribbons, with red ribbons reserved

for the first and second grades. Literary portraits of life in schools of the Sacred Heart, like Mary McCarthy's *Memoirs of a Catholic Girlhood*, usually mention the wearing of ribbons as a distinctive feature of the schools. At Regis, there are medals for Excellence in Conduct and Highest Honors.

### **Teams**

Traditionally, a Sacred Heart School is divided into *teams*. Each student, and sometimes each teacher and administrator, is inducted into one of two *teams*, usually designated by colors: the Reds or the Whites, the Blues or the Silvers, the Greens or the Tans. Distinct from the varsity athletic or physical education program in a school, the activities in which *teams* compete can range from selling tickets for a raffle or other fundraiser to participating in or attending an extra-curricular event to decorating parts of the school building or keeping the grounds clean. In the boarding-school days of some of the schools, students earned or lost points for their *team* by the orderliness of their study hall desks and dormitory lockers; sometimes the striving for points led even to double casting for dramatic productions. By involving students in group ventures and rewarding group effort *teams* attempt to foster a healthy sense of competition in communal ventures. Public recognition of such efforts can come from the posting of *team* points throughout the year and the final awarding of a trophy or prize to the *team* with the most points at the end of Field Day.

*The Regis School is an independent Catholic school where boys become scholars and gentlemen in the Sacred Heart tradition.*

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