



REGIS
SCHOOL

**PARENT AND STUDENT
HANDBOOK**
2019-2020

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CHAPTER 1: INTRODUCTION

INTRODUCTION

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

The enrollment of a student at The Regis School of the Sacred Heart 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 their admission, loan, athletic, or scholarship programs.

The Regis School of the Sacred Heart and administration retain the right to amend the Parent & Student Handbook at any time. Parents will be given prompt notification if any changes are made. 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 for each child enrolled in the school. The form(s) must be returned to Mrs. Diana Burkhart in the Milestones Building.

HISTORY

In 1800, St. Madeleine Sophie Barat founded the Society of the Sacred Heart in Amiens, France. St. Philippine Duchesne traveled to the United States and established the first American girls’ school in St. Charles, Missouri in 1818.

The Duchesne Academy of the Sacred Heart for girls was opened in Houston, Texas in 1960. The Regis School of the Sacred Heart was founded in 1990 in Houston, Texas by a group of families whose daughters attended Duchesne. These families wanted to give their sons the same advantage and opportunity of a Sacred Heart education. On August 19, 1991, our first student body of 38 attended opening day at the school’s first location at Holy Cross Lutheran Church.

Regis bears the name of St. John Francis Regis, a 17th century Jesuit priest, who is known for his devotion to social service and social justice. Regis is a member of the Network of Sacred Heart Schools and as such, is committed to establishing an educational community in the Sacred Heart tradition.

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MISSION STATEMENT

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

EDUCATIONAL PHILOSOPHY

The Regis School of the Sacred Heart's core strength is teaching boys and creating scholars and gentlemen. The Sacred Heart Goals and educational mission of faith, intellect, service, community, and maturity undergird all instruction the boys receive. Based upon the Goals, Regis students move through a deliberate progression from a guided learner to an active participant to an effective contributor, and ultimately to become an engaged leader.

THE REGIS EXPERIENCE FACILITATES

- a faith-filled environment for spiritual growth (Goal I)
- an atmosphere where boys are inspired to create, innovate, lead, and serve (Goal II)
- the development of compassionate and respectful gentlemen who respond to the needs of others (Goal III)
- the formation of a brotherhood (Goal IV)
- an environment that equips boys for success (Goal V)

TRADITIONS AND TERMS

Many treasured traditions help to make The Regis School and all Sacred Heart Schools unique. This glossary of terms will help you learn about some of the traditions our students celebrate each year. While some of these activities are distinctive to Regis, many are observed throughout the worldwide Sacred Heart Network, further linking us with our global community.

Please follow the links below to read more about these traditions and terms:

[Congé](#)

[Field Day](#)

[Goûter](#)

[International Passport](#)

[International Week](#)

[Mater Admirabilis](#)

[Prize Day](#)

[Religious of the Sacred Heart \(RSCJ\)](#)

[Ribbons](#)

[Rice Bowl Day](#)

[Shining Knight](#)

[Social Awareness](#)

SACRED HEART COMMISSION ON GOALS (SHCOG)

Each School in the Sacred Heart Network goes through a process of self-study and reflection designed to help the School community assess its engagement with the Goals & Criteria. They do so with the Network's Sacred Heart Commission on Goals (SHCOG). This process starts with a self-evaluation and a written reflection compiled by the Self-Study Steering Committee, and culminates with a set of recommendations by the Action Plan Steering Committee. Both of these groups include representatives from every part of the Regis community, working with the Network's SHCOG team. Regis is currently enacting a five-year Action Plan that was developed in the Spring of 2019 and will be implemented throughout the school year.

PARENT-SCHOOL PARTNERSHIP

We believe that in sending your son(s) to Regis you have entered into an exciting partnership with professional educators who are deeply committed to educating the whole child. To develop this partnership, the School relies upon parent support of our philosophy of education and its expression in the day-to-day school and classroom programs. This partnership includes supporting the Schools' policies, procedures, traditions, and decisions and/or being willing to communicate directly with appropriate school personnel whenever concerns or questions arise.

When parents and teachers respect each other, children thrive. Regis endorses a strong partnership between its faculty and parents with the goal of enhancing the educational experience for each boy. The following are the principles and responsibilities of the partnership:

- affirms that all communication is open, direct, and honest and conveys messages that are respectful, courteous, and constructive. Electronic communications may convey unintended meaning 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.

SACRED HEART CONDUCT

Please be respectful 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.

COMMUNICATION

To achieve the best possible parent-school partnership, we recommend guidelines for both teachers and parents:

Parents:

- will first bring concerns directly to the appropriate staff member in a timely manner.
- 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.
- Will read the weekly school email, Tuesday Newsday, so they will be aware of school activities, sports, special events, student achievements, and general news from teachers and administrators.

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 behavioral and homework expectations for the child and the role of the parent that year.

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 of the School.

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.

FACULTY & ADMINISTRATION INFORMATION

Email addresses are @theregisschool.org

| Administration | Position | Phone | Email |
|---------------------|--------------------------------------|-------|----------------|
| Dennis Phillips | Head of School | 5111 | dphillips... |
| Adam Farnie | Head of Middle School | 5132 | afarnie... |
| Wendy Canales | Head of Early Childhood/Lower School | 5130 | wcanales... |
| P.R. Mac McStravick | Dean of Students | 5120 | pmcstravick... |
| Hurst, Betsy | Director of Early Childhood | | bhurst... |
| Sarah Davenport | Director of Admissions | 5117 | sdavenport... |
| | Director of Advancement | | |
| Lori Paredes | Director of Communications | 5138 | lparedes... |
| Scott Young | Facilities Director | 5126 | syoung... |

| Administrative Staff | Position | Phone | Email |
|----------------------|---|-------|--------------|
| Burkhart, Diana | Receptionist | 5110 | dburkhart... |
| Cook, Laurie R.N. | Nurse | 5114 | lcook... |
| Gilmore, Sonya | Registrar/Asst. to Head of School | 5123 | sgilmore... |
| Gilmore, Sonya | After School Program Coordinator | 5123 | sgilmore... |
| Malixi, Rex | Liturgy Coordinator | 1107 | rmalixi... |
| Moses, Consuelo | Advancement Coordinator | 5137 | cmoses... |
| Orosco, Jackie | Accounting Manager | 5128 | jorosco... |
| Piga, Donna | Director of Technology | 5115 | dpiga... |
| Rhew, Denise | Counselor | 1101 | drhew... |
| Vargo, Elizabeth | Website Director/Technology Integration | 5134 | evargo... |
| Whalen, Denine R.N. | Nurse | 5114 | dwhalen... |
| Wolan, Jeff | Network Specialist | 5126 | jwolan... |

| Early Childhood | Position | Email |
|------------------|------------------------------|---------------|
| Ezell, Joan | Pre-Kindergarten 3 | jezell... |
| Peterson, Sandra | Pre-Kindergarten 3 | speterson ... |
| Baughman, Darla | Pre-Kindergarten 3 Assistant | dbaughman... |
| Gray, Mary | Pre-Kindergarten 3 Assistant | mgray... |
| Brown, Dianne | Pre-Kindergarten 4 | dbrown... |
| Pinto, Emily | Pre-Kindergarten 4 | epinto... |
| Brunner, Laura | Pre-Kindergarten 4 Assistant | lbrunner... |
| Morgan, Emma | Pre-Kindergarten 4 Assistant | emorgan... |

| Lower School | Position | Email |
|---------------------|-----------------|--------------|
| Kilbride, Megan | Kindergarten | mkilbride... |
| Sutton, Tiffany | Kindergarten | tsutton... |
| Burke, Ashley | First Grade | aburke... |
| Hughes, Kelly | First Grade | khughes... |
| Fisk, Erin | Second Grade | efisk... |
| McGhee, Jonna | Third Grade | jmcghee... |
| Weldon, Catherine | Third Grade | cweldon... |
| Bennett, Donna | Fourth Grade | dbennett... |

| Middle School | Position | Email |
|----------------------|--|----------------|
| Broadston, Christine | 6 th Grade Advisory/Homeroom 5 th , 6 th , and 8 th Grade Social Studies | cbroadston... |
| Holub, Gary | Middle School P.E. | gholub... |
| Mitchell, Francy | 8 th Grade Advisory/Homeroom 5 th & 6 th Grade English Language Arts | fmitchell... |
| Phillips, Elizabeth | 8 th Grade Advisory/Homeroom 6 th & 8 th Grade Science 7 th Grade Social Studies | ephillips... |
| McStravick, P.R. Mac | 7 th Grade Social Studies | pmcstravick... |
| Lofton, Anthony | 6 th Grade Advisory/Homeroom | alofton... |
| Ripoll, Santiago | 6 th Grade Advisory/Homeroom 6 th Grade Religion 6 th Grade French 7 th & 8 th Grade Spanish | s_ripoll... |
| Masters, Juan | 6 th Grade Advisory/Homeroom 6 th , 7 th , & 8 th Grade Religion | jmasters... |
| Messner, Jennifer | 7 th Grade Advisory/Homeroom 5 th & 6 th Grade Math | jmessner... |
| Swope, Robert | 6 th Grade Spanish 7 th & 8 th Grade French 5 th Grade Social Studies | lhardee... |
| Weikel, Pam | 8 th Grade Advisory/Homeroom 7 th & 8 th Grade Math | pweikel... |
| Chance, Mark | 5 th Grade Advisory/Homeroom 7 th & 8 th Grade English Language Arts | msmith... |
| Malixi, Rex | 5 th Grade Religion | rmalixi... |
| Canales, Dawn | 5 th Grade Advisory/Homeroom 5 th & 7 th Grade Science | dcanales... |

| Ancillary Faculty | Position | Email |
|--------------------------|--|--------------|
| Holy, Kaitlin | Librarian, Kindergarten Religion | kholy... |
| Aguirre, Elisha | MakerSpace– EC-4 th Grade, PK4 Religion | eaguirre... |
| Carnes, Tara | Music | tcarnes... |
| Cullip, Anne-Marie | Math Interventionist | amcullip... |

| | | | |
|-------------------|--|--|----------------|
| Dingas, Cat | Art | | cdingas... |
| Head, Catharine | Motor Skills Development – PK-Kinder | | chead... |
| Hurst, Betsy | Reading Specialist | | bhurst... |
| Labarthe, Vanessa | Spanish | | vlabarthe... |
| Lofton, Anthony | Lower School P.E. | | alofton... |
| Lopez, Laura | Math Curriculum Specialist | | llopez... |
| Malixi, Rex | Religion, Kindergarten-4 th Grade | | rmalixi... |
| McStravick, Mac | Student Council | | pmcstravick... |
| Paredes, Lori | Yearbook | | lparedes... |
| Piga, Donna | Technology | | dpiga... |
| Vargo, Elizabeth | Technology | | evargo... |

CHAPTER 2: SCHOOL POLICIES & PROCEDURES

ATTENDANCE

School begins at 8:00AM with Morning Prayer Assembly for all students and is in session until each Division dismisses respectively at 3:00, 3:20, and 3:30PM

Daily attendance is taken and data from the attendance register is also transferred to the student's permanent record at the completion of each year. Each day upon arriving at school, Early Childhood students will report directly to their homerooms. For morning recreation, Lower School students participate in supervised play on the playground. Middle School students have the option of going to the gym, homeroom, or to the library. Students are to remain in assigned areas until 7:45AM or as directed. The parking lot and driveway are off limits to students before 7:30AM

LATE ARRIVALS (Tardiness)

Please make certain that your son(s) is/are at school in time for the beginning of the daily All-School Morning Prayer. When arriving late, parents are asked to walk in and to sign-in their students at the front desk. If your student is not walked in by a parent, we will call the parent to come back and sign the student in. Students who are tardy must present a late arrival slip upon entering the classroom or the Student Life Center for assembly. Accumulated tardiness is noted on the student's record. Patterns of chronic tardiness may require a conference. Consequences will be assessed on an individual basis.

ABSENCES

Parents/guardians are requested to email the homeroom/advisory teacher by 8:15AM to report the reason for their 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. Promotion or credit may be jeopardized if a student misses more than 20 days during the school year, excused or unexcused.

- Arrive after 11:30AM half-day absence
- Arrive after 1:30PM full-day absence
- Depart before 11:30AM full-day absence
- Depart after 11:30AM half-day absence

If your son needs to leave for a pre-approved educational appointment (i.e. Occupational Therapy, Speech Therapy, etc.), your son will still receive credit for the school day.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent for three or

more days due to illness, a parent may email teachers to request homework assignments or check the teachers' webpages.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test day.

School absences are categorized as either excused or unexcused:

- **Excused Absences:** include absence due to illness, emergency, and permission of the Division Head or Head of School 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— i.e. 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.

Patterns of chronic absences may require a conference. Consequences will be assessed on an individual basis.

The school calendar provides for extended weekends and vacation periods throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student and family's responsibility.

WITHDRAWALS DURING THE SCHOOL DAY

Withdrawals from school prior to dismissal time take place at the reception desk. The parent must complete and sign their student(s) out of school. The receptionist will call the student to the reception area once the parent has arrived. "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 be listed on the family's Authorized Pick-up List. In emergencies, persons not on the authorized list must have written authorization from the parent giving permission. The person accepting responsibility for the child will be asked to show identification.

BEFORE AND AFTER SCHOOL CARE

Morning Before School Care

The school can only assume responsibility for students arriving between 7:00 and 7:30AM if they attend the Morning Care Program. Students will be supervised by a faculty member in the Library for a fee of \$5.00 per morning which will be added to the student's tuition bill.

iKids University After School Care Program

After school care is offered through our partner, iKids University. All Regis families must complete registration for iKids in case after school emergency care is needed.

Registration is available online at <http://ikidsinc.com>. For further information, please contact the iKids Office at 713-665-5200 or info@ikidsinc.com.

iKids U Times for Students:

- 3PK-4PK: 3:15PM-6:00PM
- K-4th Grade: 3:30PM-6:00PM
- 5th-8th Grade: 3:45PM-6:00PM

After School Activities: Students not picked up 15 minutes after an activity or game will be sent to the iKids U After School Care Program. After 6:00PM, or if iKids U is not available, parents will be charged a fee of \$1.00 per minute by the School.

Students are not allowed on the campus after hours at any time without adult supervision.

CARPOOL AND TRAFFIC MANAGEMENT

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.

For Morning drop-off (7:30-8:00AM), families will be assigned to different carpool areas based on the age of their son(s). Early Childhood students are assigned to the Milestones front parking lot—older siblings of Early Childhood students may be dropped off with their EC brothers at Milestones as well. All other students will be 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 7:55AM** and late arrivals must then enter through the Milestones front door accompanied by a parent to sign them in.

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 an Early Childhood student has an older sibling, he will be walked over to Whispering Pines for carpool with his brother. 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.

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 must utilize the carpool line and will not be allowed to walk up to pick up students through the carpool door.
- Parents should stay in their cars at drop off and pick-up time. Teachers will assist students getting in and out of cars. Children will not be allowed to go outside and search for parents.
- Parents must seatbelt their own children.
- Carpool is not conference time. Please make arrangements to speak with teachers at an alternate time.
- If you are a Lower School parent who accidentally arrives at 3:30PM or after, please proceed to carpool via Woodvine, the designated Lower School carpool route. If Middle School parents could please let these Lower School parents in, it would be greatly appreciated.

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 7:30AM (unless in the Morning Extended Day Program) or remaining on campus after 3:45PM (unless in the iKids U Program). Teachers are on duty from 7:30AM through 3:45PM. Students on campus at any other time will be sent to Morning Extended Day Program or the iKids U Program at their parents' expense. Student supervision for children outside of the regular school day will be arranged and billed to the parents' account.

WALKER POLICY

A walker is defined as a student arriving to or leaving the School without supervision. A Walker Release Form must be completed by a parent and will be kept on file. ALL walkers will be released at the 3:30PM dismissal time and will be escorted to their assigned dismissal location. Please contact your son's division head for a walker release form.

BIKER POLICY

A biker is defined as a student arriving to or leaving the School on a bicycle without supervision. A Biker Release Form must be completed by a parent and will be kept on file. All students biking to school must wear a helmet. It is recommended that bikers lock their bikes on the bike rack. The Regis School is not liable for stolen bikes. Please contact your son's division head for a biker release form.

DISMISSAL SCHEDULE

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

- 3PK (½ day) 11:30AM (\$1.00 per minute charge after 11:40AM will be enforced)
- 3PK–4PK 3:00PM
- Kinder-4th Grade 3:20PM
- 5th-8th Grade 3:30PM

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

UNIFORM DRESS CODE

Students are expected to be well-groomed and dressed in complete presentable uniforms at all times. Uniforms are available through Lands' End or the Regis Used Uniform Store on campus. A Regis boy who is well-groomed presents himself in a clean, complete uniform.

Hair must be trimmed so that it does not touch the ears, the shirt collar or the eyebrows. A student's hair should not exceed 2 inches from their scalp. Excessive hair, dyed, or highlighted hair, or styles that may be distracting are not permitted. Tattoos, earrings, piercings, nail polish or other distractions are not permitted. The School will contact families when compliance is a concern. Instances of uniform violations will be addressed by the Dean of Students.

Lands' End is our official uniform supplier. Uniforms may be purchased online at www.landsend.com/school. Regis' preferred school number is **900137159**. The only items that must be purchased from Lands' End are the tie and logo polo (except in the case of Early Childhood, where the bowtie will be purchased through Spirit Wear). All other required uniform pieces may be purchased elsewhere. Our Used Uniform Store is housed in the Milestones Building and is open during school hours. Gently used uniform items may be purchased here.

Required Uniform for Everyday Wear in Early Childhood (3PK – 4PK)

- Shirt: Grey or white collared knit (short or long sleeve) or white performance knit with or without the Regis logo
- Shorts: Navy dress shorts or pleated shorts (elastic waist permitted)
- Trousers: Navy twill or corduroy (elastic waist permitted)
- Belt: Dark leather belt required unless elastic waistband is worn
- Shoes: Mostly white or black athletic shoes and shoelaces—no other colors. No sandals or high tops, no low cut boots or blinking lights. Velcro is required on shoes for students who cannot independently tie their shoes.
- Socks: Black or white socks with black, white or grey trim/logo. Must be ankle socks.

Required Uniform for Everyday Wear in Lower (K – 4th)

- Shirt: Grey or white collared knit (short or long sleeve) or white performance knit with the Regis logo
- Shorts: Navy dress shorts or pleated shorts. Cargo style shorts not permitted.
- Trousers: Navy twill
- Belt: Dark leather belt required (black or brown)
- Shoes: Black, white, navy or gray athletic shoes, including shoelaces. No other colors permitted—even in small amounts. Students may also wear brown or black dress shoes. No sandals or boots permitted.
- Socks: Black or white socks with black, white or grey trim/logo. Must be mid-calf or lower.

Required Uniform for Everyday Wear in Middle School (5th – 8th)

- Shirt: Grey or white collared knit (short or long sleeve) or white performance knit with the Regis logo
- Shorts: Khaki dress shorts or pleated shorts. Cargo style shorts not permitted. 7" or longer inseam length.
- Trousers: Khaki twill
- Belt: Dark leather belt required (black or brown)
- Shoes: Black, white, navy or gray athletic shoes, including shoelaces. No other colors permitted—even in small amounts. Students may also wear brown or black dress shoes. Students may wear cowboy or chukka boots as long as they are brown or black leather. Boots must be worn with long pants, not shorts. Students changing into athletic shoes at break or recess will not be given extra time and should plan to bring their athletic shoes to that period to change into. No sandals permitted.
- Socks: Black or white socks with black, white or grey trim/logo. May be as high as mid-calf but no lower than the top of the shoe.

Full Dress Uniform

- Shirt: White oxford, button down collar (short or long sleeve)
- Trousers: Khaki twill
- Blazer: Navy with Regis Crest Patch. Patch may be purchased online through Spirit Wear: <https://squareup.com/store/RegisSpiritWear>.
- Tie: 3PK-4PK wear a blue and red striped bow tie
Kinder-8th Grade wear a blue and red striped tie; self-tied ties required in 5th-8th grade (i.e. no clip-ons/pre-tied ties with elastic)
- Belt: Dark leather belt required (navy, black or brown)
- Shoes: Black, brown or navy dress shoes. Students may wear cowboy or chukka boots as long as they are brown or black leather. No tennis shoes.

P.E. Attire

Only 5th-8th grade must wear P.E. uniforms. This consists of any Regis t-shirt and solid colored athletic shorts in red, navy, grey, black .

Jackets & Accessories

Only Regis attire may be worn inside the school buildings, including Regis sweatshirts and Regis polar fleece vest with logo. Heavy coats and jackets or sun-hats may be worn only during outdoor activities. For sun-hats, only plain baseball caps or those with high school, college or professional sports logos are allowed.

The only jewelry that may be worn by Regis students are wrist watches (no smart watches), religious medals, and crosses around the neck. Only Regis pins may be worn on the Regis blazer. Final decisions regarding questionable attire rests with the School's Administration.

BACKPACKS

Only regular sized backpacks are permitted. Backpacks are to be stored in cubbies or lockers once students arrive at school. Middle School backpacks are not to be carried from class to class and are to remain in their locker. Rolling backpacks are not allowed.

FREE DRESS DAYS

On designated out of uniform days, students are expected to appear in neat, appropriate attire. Polo-type or appropriate t-shirts with khaki or cargo shorts, blue jeans, jean shorts, or athletic shorts. 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, do not wear it. If a student dresses inappropriately, the student will be brought to the used uniform store to change. They may lose out-of-uniform day privileges in the future if it is a reoccurring problem. Middle School students are required to change for P.E. even on Free Dress days.

Free dress given as a prize must be used within the same school year it is won. The day chosen will be cleared in advance with the homeroom teacher. In the event of classroom visitations, liturgies (Mass days) or other special events, the student will be asked to postpone his free dress day.

REGIS SPIRIT DAYS

On designated Spirit Days, students may wear jeans or their uniform shorts and any Regis shirt.

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.

CHILD ABUSE AND NEGLECT

Regis School personnel have a moral obligation as well as a legal obligation to report child abuse and neglect. If a school staff member has "cause to believe" that abuse or neglect has occurred or will occur, they will report the incident to Child Protective Services (CPS). If a School staff member believes the child is in immediate danger or harm, 911 will be called. School staff is expected to recognize and respond to signs of neglect and abuse in students.

VOLUNTEERS/TUTORS AND CHILD PROTECTION AND SAFE ENVIRONMENT 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 Child Protection and Safe Environment 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.cmgconnectonline.org website for trainings.

DISASTER AND FIRE DRILLS

Disaster drills are held once each semester. Students are made aware of safe and orderly procedures in case of fire or weather warnings. Students do practice emergency “lock 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 August-May with all students and adults leaving the building. Campus-wide, everyone should take fire drills very seriously. Silence is mandatory. Serious infractions will be reported to the Division Heads.

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 Administration determines 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.

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 unless otherwise stated.

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 faculty and 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. Siblings may not attend field trips. Participation in field trips is a privilege. For conduct or academic reasons, the Division Head or Dean of Students may withhold students from a field trip. Participation in 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 remain on campus and 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. PK and Kindergarten students observe Halloween by dressing in costumes (non-violent, no masks) and special activities.

LIBRARY

The Regis School maintains an extensive library collection as an area of learning essential to the School's education program. Students have regular library instruction with the opportunity to check out books. All students have access to the library at different times throughout the day. 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. All library accounts must be in order at the end of the school year before report cards can be mailed.

LOST OR DAMAGED SCHOOL MATERIALS

Students who lose or damage books, workbooks, or other school materials will be charged the replacement cost.

LUNCHES AND SNACKS

Lunch Procedure

Simply Fresh Kitchen (new.thesimplyfreshkitchen.com) offers hot lunches prepared on site, Monday through Friday. The cafeteria will begin providing lunch on the first full day of school in August. It is essential that parents communicate their son's food allergies to both the homeroom teacher and the clinic. Simply Fresh is a nut-free provider. There are several students who are allergic to tree nuts and particularly peanuts. Therefore, we ask parents to be mindful about packing nuts in your son's lunch/snack.

Microwaves are reserved for 2nd grade and up. Please send only foods that your child can heat in one minute (with minimal supervision). **Regis does not accept outside fast-food/restaurant deliveries from parents or services for students.** If your son forgets his lunch, he may purchase something in the cafeteria from our provider. We ask that parents only join their son for lunch on their son's birthday.

Birthdays

Parents are invited to have lunch with their son on his birthday. Please alert his homeroom/advisory teacher in advance. Fast food may be brought for the ***family only*** on this one occasion; parents are not allowed to bring food for the entire class or other students. **If food for the whole class is brought, it will not be distributed.**

Birthday favors (non-food items) may be brought for distribution by the teacher for each student in your son's homeroom. Please consult with the homeroom teacher one week in advance of the birthday. Please leave the birthday favor with our receptionist.

Snacks

Parents may send healthy snacks and drinks (water preferably, no soft drinks, coffee or other caffeinated beverages) 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. 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.

Parental Cooperation

Parents and legal guardians are expected to be respectful and cooperate with The Regis School of the Sacred Heart with respect to all decisions affecting the student. Continued enrollment of a student is contingent upon the parents/guardians abiding by school rules and the decisions of the administration. At Regis' discretion, parental behavior of a parent or legal guardian which impedes the school's ability to meet its educational objectives or makes a positive or constructive relationship impossible, may result in suspension or expulsion of a student, separate and apart from the student's conduct. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of the actions of his parent or other legally responsible adult.

PERSONAL BELONGINGS

Forgotten Schoolwork and/or Laptops: Please do not bring forgotten schoolwork to school—it will not be delivered to your son until the end of the school day. An important part of developing responsibility in children is by allowing them to experience logical and natural consequences.

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 the Lost and Found cabinet in the Kelley Building foyer. Unmarked items will be given to charity at the end of each semester. It is the responsibility of each parent and student to have all items marked with the student's name and the responsibility of the student to find his lost items.

Personal Property: Use of a lock on a students' locker is mandatory in Middle School. 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. Any of these items will be confiscated and held by the front office for parent pick-up.

Student Cell Phone Use: It is the School's preference that a student's cell phone remain at home. However, when circumstances require that a student bring a cell phone, the phone will be placed in the student's locker at the start of the school day and may be retrieved at the conclusion of the day. Misuse of personal cell phones will result in the Dean of Students removing the phone, contacting the parent for retrieval at the conclusion of the day, and automatic detention. Use of cell phones on overnight trips will be assessed on a case-by-case basis per grade level and communicated prior to the trip.

Smart Watches Are Not Permitted at The Regis School. If a student wears a smart watch to school, it will be confiscated and held by the Division Head for parent pick up and, for Middle school students, detention will be served.

PHOTOGRAPHY AND MEDIA LIKENESS USAGE POLICY

Regis reserves the right to use photographs and images of enrolled students in its publications, website, social media, press releases, and other promotional materials.

Students whose images or photos are used by Regis may be identified by first name and last initial. To highlight specific accomplishments and achievements, a student's name may appear in news stories published on the website or through social media. Photos or images of a student whose parents have requested that their child's image not be used, or photograph to be taken, will not be published or posted.

A student's parents must specifically inform the Director of Communications in writing that the school may not use the student's image, photo, or name as described above. Otherwise, Regis may use a student's photo, image or name consistent with terms of this policy.

SOCIAL MEDIA POLICY FOR STUDENTS

At Regis we believe very strongly that pre-adolescents and young adolescents are ill equipped and developmentally unable to manage independently the complexity of communication in the social media realm. Accordingly, social media is not to be installed on student iPads and students are not to engage in social media exchanges while on the Regis campus. The School may also block access on the School's network to social media or any other content the School deems inappropriate. For these reasons, we also prohibit students from using their school email accounts for social media purposes.

We advise very strongly against parents allowing their children to subscribe to or participate unsupervised in any of the wide array of social media networking available through an equally wide array of media. Since subscriptions to and participation in these sites are ultimately family decisions, we acknowledge that inappropriate electronic communication originating off campus or associated with social networking is best dealt with initially in the family setting. When parents become aware of objectionable or threatening statements via their child's social networking sites, they are to contact first the parents of the other student(s) involved prior to contacting the School.

The School is not responsible for any material (photographs, videos, audio recordings) posted on personal websites or social media sites or transmitted through other electronic means such as text messaging or photo sharing websites without its permission.

However, if families choose to use social media, please apply the following guidelines to posts involving Regis:

- Use a respectful tone and appropriate language when making social media posts or messages involving or about the School or other members of the Regis community.
- When posting pictures, videos or audio recordings from Regis events, use security settings and allow only family and other Regis community members access.
- Use only first names of students appearing in social media posts or messages and only first names of adults.
- Do not use the School's logo or other intellectual property without prior written permission from the School's Communications Office. Similarly, do not purport to speak on behalf of the School or mislead others into believing you speak with authority from the School unless you have prior written permission from the School's Communications Office.

The School will from time to time review publicly available social media posts and messages made by Regis community members and take action on any information learned from those reviews. Inappropriate use of social media, including bullying, or violations of other school policies learned about via social media will be handled through the School's disciplinary procedure set forth in this handbook and can result in disciplinary action.

PROFESSIONAL PROTOCOLS

- Regis teachers cannot accept payment for tutoring their own students during the school year or during the summer (for the upcoming year) with the sole exception of co-curriculars or summer camps approved by the Head of School.
- 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 \$200 or more per family. This does not prevent parents from donating any amount desired to the Christmas and End of Year funds.

RECORDS

If parents wish to review their son's cumulative records, they may do so by written request to the Head of School's office 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.

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. Each social awareness experience will include a reflective, educational, and action-based component.

TELECOMMUNICATION USE

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 by either student or parent.

TUITION

Registration

In order to hold your son's place at Regis for the next school year, you must complete the following items:

- complete the re-enrollment process in mid-February by submitting a contract for the following year
- submit deposit (non-refundable) applied toward tuition

Payment Plans

Tuition rates are available from the Business Office. 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

Delinquent Accounts

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 available at the end of each semester 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. Personal checks will not be accepted after the 20th of May. Payment must then be made with cash or a cashier's check.

Any student accounts with an outstanding balance prior to the re-enrollment and registration process will have their registration cancelled for the following school year. Eligibility for re-enrollment will only be considered once outstanding tuition balances are paid in full.

Financial Assistance: At re-enrollment time, families may request information regarding application for financial assistance from the school's business office. Currently enrolled families must complete the process no later than February 15.

HEALTH PROCEDURES

A registered nurse staffs the Regis Clinic each day. Parents will inform the Director of Admission if their child has a serious or life-threatening chronic illness or condition before admission into the School. Prior to the first day of school, parents will meet with the nurse 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.

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. 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 is sent to the clinic, another student 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.

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 100.0 degrees or higher
- suspected contagious disease
- vomiting
- diarrhea
- general malaise (feels too sick 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: The Texas Catholic Conference Accreditation Commission approved a statewide immunization policy.

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. Catholic schools in Texas do not accept exemptions from immunizations for Reasons of Conscience.

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.
- Over-the-counter medication requires a permission slip signed by the parent and physician 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, Pepto-Bismol, 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.
- If possible, please 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.

CHAPTER 3: THE ACADEMIC PROGRAM

STUDENT EVALUATION

Early Childhood Academic Scale (3PK & 4PK)

E = Meets Grade Level Expectations
P = Progressing
N = Needs Improvement
NA = Not Applicable

Lower School Academic Scale (Kinder -2nd Grade)

| | |
|-------------------------------|---------------------------------|
| Conduct Scale: | Academic Scale: |
| E = Excellent | 1 = Exceeds Expectations |
| S = Meets Expectations | 2 = Meets Expectations |
| N = Needs Improvement | 3 = Needs Improvement |

Lower School Academic Scale (3rd-4th Grade)

| | | |
|-------------------------------|--------------------------|-----------------------|
| Conduct Scale: | Academic Scale: | |
| E = Excellent | A = 100-90% | W = Withdrawn |
| S = Meets Expectations | B = 89-80% | I = Incomplete |
| N = Needs Improvement | C = 79-70% | * = Modified |
| | D = 69-65% | |
| | F = 64 % or below | |

Middle School Academic Scale (5th-8th Grade)

| | | |
|-------------------------------|--------------------------|-----------------------|
| Conduct Scale: | Academic Scale: | |
| E = Excellent | A = 100-90% | W = Withdrawn |
| S = Meets Expectations | B = 89-80% | I = Incomplete |
| N = Needs Improvement | C = 79-70% | * = Modified |
| | D = 69-65% | |
| | F = 64 % or below | |

HOMEWORK POLICY

Philosophy and Goals

Homework is an important component of The Regis School's program. It is an extension of the regular school day; it is a time for thoughtful, independent application. Regis's commitment to its students and parents is to assign work that will have the greatest benefit to the boys and their education. We believe the following points are essential in understanding how and why homework is assigned:

- Research indicates that schools in which homework is regularly assigned and evaluated tend to have higher achieving students and more positive attitudes towards learning.
- When approached properly, homework helps students develop independence, responsibility, organizational skills, time management and overall good study habits.
- Homework is used by teachers not only to reinforce and expand upon concepts taught in the classroom and as a way to evaluate student mastery of the subject matter, it also gives students the opportunity to reflect upon the lessons and ideas that they have encountered during the day. On occasion, homework is also used to introduce concepts and ideas.
- Homework is not busy work, and it should never be used as a punishment.
- School-wide homework guidelines are a challenge to define because of individual student needs and different teacher and grade level expectations.

Amount of Time on Homework

The amount of time students are expected to devote to homework will vary each night from class to class, grade to grade, individual to individual, and may, at times be under or above the guidelines given below, but generally the average amount of time spent on homework is as follows:

| | |
|---|------------------------------|
| <i>Kindergarten:</i> | <i>up to 10 minutes</i> |
| <i>1st–2nd Grade:</i> | <i>up to 20 – 25 minutes</i> |
| <i>3rd Grade:</i> | <i>up to 35 – 45 minutes</i> |
| <i>4th Grade:</i> | <i>up to 45 – 55 minutes</i> |
| <i>5th–6th Grade:</i> | <i>up to 50 – 70 minutes</i> |
| <i>7th–8th Grade:</i> | <i>up to 60 – 90 minutes</i> |

**The times above do not include independent nightly reading, which is encouraged at all grade levels, or studying for assessments.*

- Homework is assigned in Kindergarten through Eighth Grade.
- Depending on the grade, long-range projects and short-term assignments are given throughout the year.
- Generally, there is less homework on weekends and no homework will be assigned over holidays or three-day weekends with the exception of long-term projects.

Homework Responsibilities

Students

- Complete assignments thoroughly and hand them in on time.
- Take responsibility for make-up work if absent (students receive one extra day to complete an assignment per day they are absent).
- Print and prepare all homework assignments at home when applicable. Students should not rely on printing out their homework at school. Printing problems will sometimes occur, but this should not be an excuse for incomplete work. Forgetting a file required for class is like forgetting a textbook or homework; the work will be considered late.
- Use your assignment notebook and organize your binder daily.

- Focus on homework and suspend all other activities (phone calls, text messaging, instant messaging, surfing the internet, chat rooms, etc.).
- Keep your study area clean and orderly.
- Develop self-advocacy skills; ask for help when you need it.

School/Teachers

- Create meaningful assignments and avoid assignments that require adult help.
- Clearly post homework on classroom boards, handouts, study guides, and web pages.
- Notify parents when homework is missing or late.
- When long-term projects are assigned, support students in the use of a written management plan to help manage the different components of the project.
- Collaborate with other teachers to avoid over-assignment of homework at one time.
- Encourage boys to develop self-advocacy skills around finding clarity in assignments.
- Emphasize that the learning process happens through effort and commitment and not perfection.
- Encourage students to take risks in their learning and learn from mistakes.

Parents

- Take an interest in your son's schoolwork; however, the best approach is to be the "guide on the side" leading your child towards a solution, not providing it. If you find you have the scissors, paste, crayons, laptop, pen, or pencil in your hands, then you are doing too much. Remember that homework is the child's domain, not the parents.
- Let your son be responsible for completing work and returning it to the teacher in a timely manner. "Rescuing" your son if he leaves homework at home is neither helpful nor necessary. It is important to allow your son to face the consequences and be held accountable for late/missing homework.
- If your child asks you to look over written work, go ahead and give him helpful feedback, but don't go through the work with a fine-toothed comb. Ask what it is your son would like you to look for. Guide your son in his homework; don't edit it or do it for him. Remember, the teacher needs to see the types of errors your son is making in order to teach to his specific needs successfully. In the end it is about stepping back and letting your child succeed.
- Provide space, materials and a consistent time for homework to be done—that includes an ending time. A space free of unnecessary and repetitive distractions is usually a better place for concentrated study. If your son has a phone, it would be better off somewhere else during homework time.
- Don't allow homework to become a source of constant stress or a battleground at home. If your son is experiencing difficulties or you have questions, be sure to communicate directly with your son's teacher and/or advisor.

Late Homework Policy (Middle School Only)

- Late homework will result in a deduction of points.
- Assignments that are not completed by the start of class, but completed before the end of the day will receive 80% of the points for the assignment.
- Assignments that are not completed until the following day will receive 50% of the points for the assignment.
- Assignments that are not completed by the following day will not receive credit, though the student is responsible for any material covered on the assignment.
- Please know that the Regis faculty is aware that special circumstances may require leniency and that we never want students to feel punished for events outside of their control. For this reason, if events happen in a student's life that keep him from being able to complete an assignment on time, we encourage the student to speak with the teacher directly.

REPORT CARD GRADING

There will be two posted report cards per year as well as two interim progress reports. Parent conferences for all students are held twice a year. The final report card is posted online after 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 reports will be posted online quarterly. Additional notices will be sent as needed. Teachers may not accept payment for tutoring done for their own students during the academic year.

Lower School (Grades 3-4) gives alphabetical grades. In the Middle School (Grades 5 – 8), numerical grades are given in all subject areas. For Lower School (K-2), participation and conduct grades are given in art, music, P.E., MakerSpace and Spanish. All students begin the school year with an S grade in conduct. The E (excellent) must be earned.

MIDDLE SCHOOL GRADING & EXAMS

Middle School semester grades are calculated per class, and each subject teacher will distribute the grade weights at the beginning of the school year. For students in grades 6-8, final averages are calculated with each semester accounting for 45% and with final exams counting for 10%, if given. Eighth grade students who have a 93 or above in core subjects may choose to exempt one exam with signed permission of the teacher and their parents. This permission slip must be turned in by the appointed date or the student will have to take the exam. Exam lists will be distributed at the beginning of each semester.

Report card grades are averages of student work. Semester averages are of the eighteen weeks' period of daily grades, tests, quizzes and homework. Semester averages may also include a concluding exam grade. Final averages are obtained from the two semester averages.

RECOGNITION (KINDERGARTEN – 8TH GRADE)

We believe that positive reinforcement is essential for the development of Christian attitudes. Students are recognized at the end of the first semester with an Academic and Honors Assembly and Prize Day at the end of the year. Prize Day brings a formal end to the Regis school year for all divisions. Student Assemblies are conducted for all divisions. PK students receive certificates of completion. Lower and Middle School students only are honored with recognitions for the entire year.

3rd & 4th Grade Academic Honors

Third and fourth grade students who have achieved all A's in every subject will receive Honors Certificates each semester.

Middle School Awards & Academic Honors

Middle School students are recognized with certificates for Honors and Highest Honors, excellence in Conduct and Perfect Attendance. Excellence in Conduct is given to a Middle School student who has earned all E's in conduct in all subjects (including ancillaries)—regardless of academic grades—at the end of the year.

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.

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.

Perfect Attendance: This is awarded each semester 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.

High School T-Shirts: After high school acceptances, students may wear a t-shirt from the high school of their choice to school on Spirit Days.

Lunch Outside: Weather permitting, the eighth grade class will be allowed to eat lunch on the picnic tables between the Kelley Building and the Miller Family Student Life Center.

High School Shadow Days: During the course of the year, the eighth grade class may visit Catholic high schools for campus observation.

Exam Early Dismissal: During exam week, students will be dismissed after the last exam of the day (approx. 11:30AM).

Eighth Grade Tie: Given at the Mass of the Holy Spirit and worn on Full Dress occasions.

SERVICE RECOGNITION

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. Students in 5th, 6th, and 7th grades who offer ten hours of voluntary service outside the regular school day will receive recognition on Prize Day. All hours must be documented on the letterhead of the agency where service was performed, and turned into the Dean of Students by May 1, 2020 at 12:00PM.

For eighth grade students to earn service recognition at graduation, all service hours must be verified in writing. 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. More information will be available online regarding service requirements. 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 Dean of Students or a Regis staff member in charge of the service activity. Work offered on school 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 by April 29, 2019.

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

RE-ENROLLMENT REQUIREMENTS

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

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:
 - a. observe school and classroom rules
 - b. control talking and disruptive behavior
 - c. show concern for others
 - d. respect others and their property and
 - e. be kind and courteous to others
3. Satisfactory work habits are required. The student shall:
 - a. listen attentively
 - b. follow directions correctly
 - c. work well independently
 - d. cooperate in group activities
 - e. complete homework and submit it on time
 - f. come to class prepared and achieve passing grades

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. For early childhood students, developmental maturity may be a factor in promotion decisions.

When a student makes below 65% in any one of the above mentioned areas, a conference will be held at the end of the school year when summer school or summer tutoring will be discussed. At the conclusion of the summer program, the student must pass a test given at Regis in order to advance to the next grade. Failure in two major subjects necessitates a conference with the Head of School and Division Heads 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 prior to the re-enrollment period.

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 available in MyBackpack and are due back with deposit by the second Friday in February. A deposit of \$1200 (or \$500 for families applying for financial assistance) is required to reserve a class space. A space cannot be reserved without full payment of the re-enrollment fee. **Re-enrollment contracts will not be offered to those with outstanding tuition balances until the account is current and then, only if space is still available.** Contracts will not be offered to those who are not in good academic or disciplinary standing.

WITHDRAWING A STUDENT

If families are considering not re-enrolling at Regis for the following year or leaving Regis before the year is over, please follow these guidelines:

- As appropriate, please meet first with classroom teachers to discuss your thinking as well as your child's current situation in school.
- Meet with your son's Division Head who will be in a position to offer counsel to you regarding your son's education.
- If you apply to another independent school to which records and teacher recommendation forms are required, please alert the Division Head and the Director of Admissions prior to submitting a request to your son's teacher. Teacher recommendation forms and transcript requests must be submitted at least one month prior to due date. These materials will only be released if you are in good financial standing.

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

ACADEMIC SUPPORT SERVICES

Academic Support Services are coordinated through the Counselor. These services are provided to those students who have testing documentation on file. This documentation, which is kept private and confidential, includes information from a medical doctor or psychologist that confirms a particular challenge or obstacle to a student's learning (e.g. visual, hearing, ADHD/ADD, learning disability, physical limitation, chronic illness, emotional issue). Testing documentation, medical reports, and teacher and parent input are all used as sources to form an individual Accommodations List for a student. Please provide all the information that is requested in response to questions on the Admission Application or as soon as the testing is completed after entering Regis.

Testing documentation should be kept current, which means testing must be updated every three years. Failure to complete this process absolves the school from any obligation to provide accommodations to the student in the classroom, during standardized testing administered at Regis, or HSPT/ISEE testing for high school admission.

A list of professional and qualified testing diagnosticians is available in the office of the Counselor. Please call or email to request a copy. Once testing is complete and recommendations are made to assist your son in his learning, we encourage you to follow the prescribed recommendations made by the doctor or psychologist. Failure to follow the prescribed recommendations (including medications) absolves the school from any obligation to provide classroom accommodations to the student.

As a private school, Regis is under no legal obligation to incur additional expenses in order to provide accommodations.

Teachers will have access to a secure file which contains the accommodation list for students who qualify for services. If a teacher needs to review the testing documents, these can be accessed only in hard copy form in the Counselor's office. Issues surrounding when and where extended time for students or other classroom needs will be left to the discretion of the individual teacher.

CHAPTER 4: DISCIPLINE AND BEHAVIOR

DISCIPLINE POLICY

The Regis School of the Sacred Heart is founded on the principles of the Sacred Heart goals. The School is committed 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 following policies and procedures related to expected student behaviors seek to shape gentlemen:

- in a faith-filled environment for spiritual growth (Goal I)
- in an atmosphere where boys are inspired to create, innovate, lead, and serve (Goal II)
- in the development of compassion and respect who respond to the needs of others (Goal III)
- in the formation of a brotherhood (Goal IV)
- in an environment that equips boys for success (Goal V)

Goal 5 of the Sacred Heart Goals & Criteria is the desire “to promote personal growth in an atmosphere of wise freedom.” This growth comes from self-discipline within each boy. To that end, Regis’ goal for discipline is the fostering of responsibility and independence in every Regis boy.

In Early Childhood, a Regis boy learns to identify the difference between good and bad and the balance in making the right choices for yourself and those around you.

In the Lower School, a Regis boy begins to understand what the acceptable limits of his behavior are and what consequences may follow when he “over-steps” a limit.

In Middle School, a Regis boy is making strides to achieve self-discipline and gain control of actions regardless of their emotional state.

The expectations and discipline policy outlined in this document are enforceable at school, or anytime that the student is representing the school (sporting events, field trips, social awareness events, etc.). While it is not possible to list every situation for which a disciplinary response is appropriate, in general, faculty and administration will address conduct unbecoming of a Sacred Heart student, and apply consequences consistent with the Goals & Criteria, which guide all members of the Network of Sacred Heart Schools.

RESPECT AND CONCERN FOR THE PROPERTY OF OTHERS

We expect all members of the school community to treat the personal property of others with care by:

- Taking articles to the Lost and Found.
- Asking permission to borrow or use others' belongings, including clothing and school materials.
- Leaving other people's lockers and cubbies alone.
- Leaving other people's lunches and backpacks alone.
- Not hiding the belongings of others.

We expect all members of the school community to treat school property with care by:

- Cleaning up locker and lunch areas.
- Picking up litter on campus without being asked.
- Keeping restrooms clean for others to use.
- Reporting graffiti.
- Assisting with classroom, gym and campus cleanliness.

We expect all members of the school community to follow the enforceable rules to create a safe and happy learning environment by:

- Following classroom rules set by the teacher and the class
- Following the playground rules
 - Being careful of others and avoiding rough play
 - Not making fun of others
 - Not teasing or bullying
 - Giving another a chance to apologize for a mistake
 - Not using foul language
- Following cafeteria rules
 - Using inside voices at all times
 - Cleaning up lunch areas
 - Remaining seated
 - Standing in an orderly and quiet line when entering and leaving the cafeteria

STUDENT HARASSMENT

Each person at The Regis School has the right to participate fully and happily in the life of the school without harassment.

We believe that The Regis School is enriched by the diversity of its members. The school recognizes and respects individual differences in regard to physical appearance, ability, culture, ethnic origin, race, religion and sexual orientation.

In order to provide an atmosphere of mutual respect, acceptance and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior. Inappropriate and unkind behavior toward another, whether verbal or physical, is not acceptable at The Regis School.

Some examples of this unacceptable behavior are:

- Verbal abuse, intimidation, insults or threats.
- Obscene, sexist or suggestive remarks, jokes or gestures.
- Physical advances, verbal remarks, derogatory statements or discriminatory comments.
- The writing or passing of demeaning notes, letters, e-mail, graffiti or postings on the Internet.
- Display of explicit, offensive or demeaning materials (physically or verbally).
- Hazing, threats, name-calling, cyber bullying.
- Comments which are demeaning with respect to economic status, physical appearance or ability, race, religion, ethnic origin, gender or sexual orientation.
- Offensive or threatening phone calls, e-mail, texts or threats, postings on social networks.
- Undue pressure to use alcohol or drugs, or to engage in behavior with which the other person does not feel comfortable.

Harassment Procedures

Students should follow this procedure if they feel they are being harassed:

1. Let the offending person or people know that you want the behavior to stop. Look directly at them to give a clear message about how you feel. Do not apologize for your feelings.
2. Contact an adult at school about the situation: your homeroom teacher or advisor, a teacher, an administrator or the counselor.
3. Keep a record of when, where and how you have been mistreated. Include witnesses, direct quotes and any written or electronic communication.

ELECTRONIC, INTERNET & OTHER FORMS OF AGGRESSION

Teachers work with students to help them understand that phones and tech devices are not toys. Students may not use phones, computers or other media for pranks, hurtful or obscene phone calls, texts, letters or e-mails to anyone. Such activity generally occurs at home, on evenings or weekends; parents and guardians are asked to very carefully monitor their son's use of phone and electronic communication.

INTERNET ETIQUETTE

Improper use of electronic messaging, YouTube and social networking sites causes hurt feelings and/or worry. This can include bullying, "borrowing" another person's screen name or password or using obscene or mean language. We educate toward responsible Internet use (being a good digital citizen).

We ask that parents also please take time to let your sons know that "anything we wouldn't hang with a magnet on our refrigerator at home" should not be put in an electronic message.

Adolescents sometimes do not fully understand the ramifications of hitting SEND. It is our adult duty to be their guides.

WHAT NOT TO BRING TO SCHOOL

- Expensive jewelry or large amounts of cash.
- Magazines or books not considered acceptable reading material.
- Chewing gum is never allowed at school.
- Knives, firearms, matches, cigarettes, or lighters.

DRUGS AND ALCOHOL

Every member of the school community is concerned with the promotion and safeguarding of the physical, emotional and mental health of each student. The use and/or abuse of drugs, alcohol and other hazardous substances causes grave danger to student stability and has a negative effect on student life as a whole. Therefore, possessing, selling, giving away, using or being under the influence of drugs, alcohol or other hazardous substances on campus, or at a time or place that directly involves the school, renders a student liable to immediate expulsion from the school. In certain cases, assistance might be sought from the Police Juvenile Bureau and the Narcotics Bureau. Any student's use of drugs, alcohol, tobacco or related items on school property, in school uniform or at school functions, is prohibited and is cause for suspension or expulsion

PHILOSOPHY OF DISCIPLINE

The Goals & Criteria remind us that every student is a child of God and, therefore, possesses created worth, dignity and a vocation. All discipline at The Regis School is grounded in the dignity of each child and a fundamental understanding that discipline is not primarily punitive in nature, but educational. Students are taught that a consequence follows every choice we make, and when we choose an action, we must then take responsibility for the consequence. Choices that have negative consequences are opportunities to learn and grow. Disciplinary actions are always an attempt to facilitate such learning.

PHILOSOPHY OF EARLY CHILDHOOD DISCIPLINE

Concern for each other and other's personal property:

1. Following classroom rules set by the teacher
2. Following the playground rules
 1. Being careful of others and avoiding rough play
 2. Not making fun of others
 3. Not teasing or bullying
 4. Giving another a chance to apologize for a mistake
 5. Not using foul language or potty language
3. Following lunch rules
 1. Using inside voices at all times
 2. Cleaning up lunch areas
 3. Remaining seated

4. Standing in an orderly and quiet line when entering and leaving the cafeteria (4-year-olds)
4. Practicing appropriate behavior

Disciplinary Notice

When a student has a difficulty, a teacher will send a communication to the parents alerting them of the situation and will have the student meet with the Early Childhood Director or Head of Lower School, if necessary. The purpose of the communication is to keep parents informed about a boy's development, and the purpose of the meeting with an administrator is to ensure immediate behavior intervention.

The over-arching goal of the Early Childhood disciplinary system is to help the students focus on acting and choosing in an atmosphere of wise freedom. Boys who are involved in physical aggression may be sent home, including, but not limited to:

- Biting
- Excessive physical aggression

Notice of Suspension

When a student is suspended (in-school suspension or out-of-school suspension), parents receive a written and verbal notice from the school outlining the reasons for suspension and the terms of the suspension. Also in the event of a suspension parents and the student will be asked to meet with the administration to discuss the incident and develop a plan for the future.

Playground Rules

1. Wrestling is not permitted at any time.
2. All playground equipment is to be used only for its intended purpose.
3. Students may not climb fences, buildings, etc.
4. Students may not leave the school property for any reason, including to retrieve stray balls or equipment.
5. During recess, classes are to stay on their designated areas.
6. Students must ask permission before leaving the playground.

If a student fails to follow these playground rules, he may be asked to have a time-out on the bench during recess. All major playground infractions, such as physical fighting, will be sent home.

PHILOSOPHY OF LOWER SCHOOL DISCIPLINE

Concern for each other and other's personal property:

1. Following classroom rules set by the teacher and the class
2. Following the playground rules
 1. Being careful of others and avoiding rough play
 2. Not making fun of others

3. Not teasing or bullying
4. Giving another a chance to apologize for a mistake
5. Not using foul language
3. Following cafeteria rules
 1. Using inside voices at all times
 2. Cleaning up lunch areas
 3. Remaining seated
 4. Standing in an orderly and quiet line when entering and leaving the cafeteria

Disciplinary Notice

When a student has a difficulty, a teacher may send a disciplinary notice to the parents or have a student meet with Dean of Students or Head of Lower School. The purpose of the disciplinary notice is to keep parents informed about a boy's conduct. The over-arching goal of the Lower School's disciplinary system is to help the students focus on acting and choosing in an atmosphere of wise freedom. Boys who are involved in physical aggression will be sent home.

Notice of Suspension

When a student is suspended (in-school suspension or out-of-school suspension), parents receive a written and verbal notice from the school outlining the reasons for suspension and the terms of the suspension. Also in the event of a suspension parents and the student will be asked to meet with the administration to discuss the incident and develop a plan for the future.

Playground Rules

1. Wrestling is not permitted at any time.
2. All playground equipment is to be used only for its intended purpose.
3. Students may not climb fences, buildings, etc.
4. Students may not leave the school property for any reason, including to retrieve stray balls or equipment.
5. During recess, classes are to stay on their designated areas.
6. Students must ask permission before leaving the playground.

If a student fails to follow these playground rules, he may be asked to have a time-out on the bench during recess. All major playground infractions, such as physical fighting, will be referred to the Dean of Students.

PHILOSOPHY OF MIDDLE SCHOOL DISCIPLINE

The Goals & Criteria remind us that every student is a child of God and, therefore, possesses created worth, dignity and a vocation. All discipline at The Regis School is grounded in the dignity of each child and a fundamental understanding that discipline is not primarily punitive in nature, but educational. Students are taught that a consequence follows every choice we make, and when we choose an action, we must then take responsibility for the consequence. Choices that have negative consequences are opportunities to learn and grow. Disciplinary actions are always an attempt to facilitate such learning. While our discipline system strives for consistency and

fairness in all situations, it is important to point out that not all disciplinary issues can fall into easily defined categories and must be dealt with on a case-by-case basis and will not always follow the structure outlined in this section.

The Middle School employs a demerit system that is intended to give classroom teachers more control over their individual classroom discipline. The following are guidelines for how our policy is enforced:

- Teachers give a warning for behavior that disrupts a lesson or is otherwise considered to not be in accordance with the *Goals and Criteria*.
- Teachers issue a demerit for failure to correct or discontinue the action that the student was previously given a warning for.
- A Demerit may also be earned by a student when having two tardies within one week, or two uniform violations within one week.
- Upon receiving a second demerit in any given week, the Dean of Students will send an email to the parents and student informing them that the student has received his second demerit and that a third demerit will result in an After-School-Detention (ASD) for self-reflection. The details of the two demerits will be included. ASD will be held after school on Tuesdays, from 3:30pm-4:30pm. Detentions are not meant to be punitive, but instead to provide an opportunity for the student to engage in self-reflection.
- Upon receiving a third After-School-Detention (ASD) in a quarter, the student will not serve the ASD but must serve an In-School Suspension (ISS). As with demerits, a second ASD in a quarter will trigger the Dean of Students to notify the student and his parents that another detention will result in an ISS. While in the In-School-Suspension (ISS), the student will spend the entire school day in the Dean of Students office, quietly completing work that would otherwise be done in class, as well as possible additional assignments. The student will have no interaction with other students on days that an ISS is served. This includes lunch, which will be eaten in the Dean of Students office. Time will also be devoted to speaking with our Dean of Students. These conversations will further focus on the need for self-reflection, the impact of actions on others, and other topics dependent on the path that led to the in-school suspension. Our goal is always to aid in growth, rather than simply punish.
- In addition, upon receiving an in-school suspension, the student will be put on a “Behavioral Plan” that will outline the corrective measures and improvements that the school requires of the student. Failure to adhere to the plan, or to show personal growth, may result in out-of-school suspension and/or expulsion.
- If a student is issued a detention, it takes priority over all extra-curricular activities taking place during the scheduled detention time.
- An ASD and ISS may also be given without the conditions previously mentioned above for more serious offenses. This will only be done after serious discernment by the school administration.
- The penalty for missing a detention without approval is an additional detention, so that two detentions must be served on two separate days—the missed one and the second one.

- More serious offenses such as physical violence or verbal harassment, theft or damage of property, cheating and plagiarism, the use of illicit substances (drugs, alcohol, vaping, etc.), and continual repetition of minor offenses may result in a loss of extracurricular privileges for one week. This includes the loss of participation in all Regis athletic activities and the possibility of suspension or expulsion. In addition, offenses such as, but not limited to, physical violence, harassment, theft or damage to property, the use of illicit subjects, or vulgar comments may also result in the student being sent home for the day.
- The Regis School reserves the right to determine if particular students may or may not attend field trips or class trips. These decisions will not be made lightly and will always have the safety of the boys in mind.

Notice of Suspension

When a student is suspended (in-school suspension or out-of-school suspension), parents receive a written and verbal notice from the school outlining the reasons for suspension and the terms of the suspension. This is in addition to the notices received for receiving two demerits. Also, in the event of a suspension parents and the student will be asked to meet with the administration to discuss the incident and develop a plan for the future.

Disciplinary Probation

When other forms of referrals or disciplinary actions have failed to bring about a positive change in a student's attitude or behavior, he may be placed on disciplinary probation by the Head of School. The terms of probation will be outlined specifically in writing and will be agreed upon by the administration. Students not responding to the terms of disciplinary probation are subject to expulsion from school.

When multiple meetings with division heads have failed to remediate the behavior, students will be placed on a discipline plan, which will outline specific areas of growth. If these areas of growth are not met by set deadlines, the student's future at The Regis School will be placed under review.

TARDINESS CONSEQUENCES AND UNIFORM VIOLATION

A Student that is tardy to class during the school day (when transferring between classes) must see the Dean of Students to receive a Tardy Pass and have it signed. This will allow the student back into his class. The Student will then return the Tardy Pass to the classroom teacher, who will then return it to the Dean of Students for record keeping. A Student who receives two tardies in a week will receive one demerit point. This will be added to any Demerits points he has earned during that same week.

Any Uniform Violation by a Student will be noted by the Dean of Students, and upon a second violation during any given week, a Demerit will be issued to that Student and this Demerit will be added to any other Demerits points the Student may have earned during that same week.

APPENDIX A: TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

AGREEMENT AND PERMISSION FORM

The Regis School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on the form received from the Orientation Packet. This form may also be downloaded from the School website.

What is expected?

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What are the Rules of Appropriate Use?

Electronic Communication: Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Sacred Heart values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy: Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, email address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking: Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying: Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to: copyrighted materials; threatening, violent, or obscene material; or material protected by trade secret.

Inappropriate Materials or Language: No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials or images which you would not want your teachers and parents to see. Use of any electronic device to transmit unacceptable language, images and/or photos that are harmful to oneself or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

1. Do not use technology to harm oneself, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.

11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

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 are 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 online.
- 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.

The Head of School, the Division Head, the Dean of Students, and the Director of Technology will review any violation of The Regis School's Acceptable Use Policy. 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.

APPENDIX B: PARENT LEADERSHIP

THE BOARD OF DIRECTORS

Mrs. Lauren Summerville, Chair
Mr. John Barry
Mrs. Anita Bryant
Mrs. Maricarmen Cano
Mrs. Anna Charlton
Mr. John Cogan
Mrs. Julie Davis
Mr. Patrick Dennis
Mr. John Fahy
Mrs. Mimi Foerster
Mrs. Ana Lee Jacobs
Sr. Sharon Karam, RSCJ
Mr. Stephen Lewis
Mr. Tom Lloyd
Mrs. Megan Long
Mr. Kendall Miller
Ms. Melissa Moore
Fr. Jim Murphy, CSB
Sr. Lucie Nordmann, RSCJ
Mr. George Rizzo
Mr. Ed Sullivan
Ms. Alison Vasquez
Mr. Dennis Phillips *ex officio*

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 Head of School. The Head of School is an ex officio member of The Board of Directors.

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

APPENDIX C: REGIS PARENTS' ASSOCIATION

MISSION STATEMENT

The Parents' Association ("PA") is a service organization of involved parents of students enrolled at The Regis School of the Sacred Heart (the "School"). The PA's objectives are threefold:

- 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 provide support for parent education concerning student academic and social development.

The PA sponsors special events and promotes specific fundraising efforts, provides cultural and program enrichment, and supports the marketing and outreach efforts of the School Administration.

ORGANIZATIONAL STRUCTURE

Executive Committee:

President

President-Elect

Vice President – Communication

Immediate Past-President

Parents' Association Liaison (ex-officio)

Head of School (ex-officio)

Terms of Office

Officers are elected to a one-year term with the exception of VP positions which require a two-year commitment. 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 in the 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. Employees of the School and members of the Board of Directors, whose sons are enrolled as students, are also members of the Parents' Association although they may not hold office or serve as officers.

Dues

Membership dues in the amount of \$50 per family are collected concurrently with tuition to cover the necessary costs of the PA.

Meetings

The PA 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 the School Administration in identifying and scheduling PA events for the year
- Coordinates committee activities and special events
- Recruits committee chairpersons and appoints chairpersons for special events
- Interfaces with committee chairpersons and the 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 in coordination with school accountant
- 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 and Committee Chairperson Guidelines
- Sends out notice of PA meetings and handles all correspondence

President-Elect

- Assists President with all duties
- Assists in coordinating committee activities and special events
- Assists President in preparation of annual budget
- Coordinates Faculty/Staff Christmas Fund and End of Year Fund

Vice President – Communication

- Records minutes at all meetings
- Obtains approval for meeting minutes and coordinates having them posted on the School website

Head of School

- Serves as liaison between the School and the PA and as a consultant with the Executive Committee's work of program planning

Parents' Association Liaison

- Acts as liaison between the School and the Executive Committee
- Assists the Executive Committee and Standing and Event Committees 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 Advancement Office. 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.

STANDING COMMITTEES**Art à la Carte (AALC)**

- Teaches an art appreciation enrichment program to grades Pre-Kindergarten-4 through 4th based on an established curriculum guide.
- Helps to recruit parent docents
- Notifies all docents of training opportunities as they occur
- Offers an orientation for the docents to the School's AALC program
- Approves all expenditures of the AALC budget prior to any purchases by the docents
- Maintains the AALC area

Box Tops for Education

- Coordinates and supports the fundraising program, including advertising, collecting box tops and submitting them for reimbursement
- Publishes information for contests, results, and promotions
- Coordinates with local Box Tops representative and local grocery stores regarding current promotions
- Attends morning assemblies to promote contests and share results (when applicable)

Spirit Wear

- Assists in the design and selection of spirit wear items
- Coordinates the sale of the School's spirit wear

Uniform Resale

Organizes used uniform collection and resale throughout the year

Family Fun Knight

Coordinates this community building event and oversees all aspects of this event with the assistance of the Parents Association Liaison in the Advancement Office

Go Texan Day

Organizes an educational program and lunch for the students

International Day

Highlights international heritage through entertainment, curriculum activities and a special feast

EXPENDITURES

The PA 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.

AMENDMENTS

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

APPENDIX D: ADVANCEMENT & FUNDRAISING

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.

THE REGIS FUND

Your gift to The Regis Fund is our primary means to sustain basic school operations. Like most private schools, tuition does not fully cover 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.

ANNUAL AUCTION & GALA

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 Regis Fund, this event helps offset the cost of day-to-day operations such as sustaining programs in academics, athletics, technology and cultural arts.

APPENDIX E: ATHLETICS ELIGIBILITY

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. This policy also applies to third and fourth graders playing rugby.

APPENDIX F: HONOR CODE AND PLEDGE OF CONDUCT



HONOR PLEDGE AND CODE OF CONDUCT The Regis School of the Sacred Heart

As a Student of the Regis School of the Sacred Heart, I **commit** myself:

- to a personal and active faith in God
- to the respect of intellectual values
- to a social awareness that compels me to action
- to the building of community as a Christian value
- to my personal growth in an atmosphere of wise freedom.

I **pledge** to act in a manner that represents Regis and the Sacred Heart goals in an Honorable and Compassionate way.

I **promise** to exhibit the traits of a Scholar and Gentleman:

- to be Truthful
- to Practice Academic Honesty
- to be a Role Model of Sportsmanship both on and off the field
- to be Respectful of People's Property
- to Treat others as I want to be treated

I **ask** the Regis Community and my Parents to hold me accountable for my actions and attitudes.

Honor Code to be written on work submitted to Teacher:

“On my Honor, I have neither given nor received any information on this test/quiz.”

Date: _____

Signed: _____