St. Regis
ACADEMY
Catholic Liberal Arts Education

Student and Parent Handbook
2022 - 2023 School Year

Come Home to Communion

St. Regis Community Prayer

Almighty God, united as the people of St. John Francis Regis, we give thanks for your many blessings. Inspire us by your Spirit to be a welcoming community rooted in service to others. Guide us by your truth as we seek to spread our Catholic faith to all people. Help us to use the gifts you have given us to ease burdens, care for others, be peacemakers, share your love, and glorify your name. May we always find ways to put our faith into action so that your presence is made known to those we serve and may our parish spirit continue to grow through the intercession of our patron, St. John Francis Regis. *Amen*

Vision

By the Grace of God, St. Regis Academy seeks to be a locally recognized leader in graduating young men and women who are spiritually and academically prepared for a lifetime of discipleship.

Mission Statement of St. Regis Academy

St. Regis Academy in partnership with parents, as the primary educators of their children, seeks to provide a Catholic Classical Liberal Arts Education centered on Christ. We seek to cultivate an environment that fosters a student's natural desire for Truth, Beauty, and Goodness.

St. Regis Academy prepares students to think critically, reason logically, articulate clearly, and engage others persuasively. Our enrollment includes racial, ethnic, and economic diversity within the Body of Christ, providing a wealth of opportunity for students to grow in virtue by pursuing spiritual, emotional, and academic excellence.

St. Regis Academy 2022-2023
Faculty and Staff

Administration

Pastor - Fr. Emmanuel Lopez - elopez@regischurch.org
Principal - Robin Fisher, M.Ed. - rfisher@regisacademy.org
Academic Dean - Ms. Mary Seura - mseura@regisacademy.org

Business

Marketing & Development Coordinator - Darby O'Neill - doneill@regisacademy.org
Parish Operations Manager - Maeghan Miller - mmiller@regischurch.org

Office Staff

School Secretary - Marilyn Moore - mmoore@regisacademy.org
Parish Secretary - Colleen Melchior - cmelchior@regischurch.org

Kitchen Staff

Kitchen Manager - Susan Young - syoung@regisacademy.org
Staff - Sheila Shipman

Custodial Staff

Roger Cashman

Teaching Staff

Kindergarten - Ms. Kristina Ashcraft - kashcraft@regisacademy.org
1st Grade - Ms. Anna Hemann - ahemann@regisacademy.org
2nd Grade - Ms. Alex Weibel - aweibel@regisacademy.org
3rd Grade - Ms. Abby Sanders - asanders@regisacademy.org
4th Grade - Ms. Debbie Webster - dwebster@regisacademy.org
5th Grade; ELA 5th-8th - Ms. Broghan McEnerney - bmcenerney@regisacademy.org
6th Grade; Math 6th-8th - Mr. Ryan Zech - rzech@regisacademy.org
7th Grade; Latin 5th-8th; Science & Grammar 6th-8th - Ms. Olivia Matlock - omatlock@regisschool.org
8th Grade Homeroom; Paraprofessional - Mr. Nathan Ganaway - nganaway@regisacademy.org
Title 1 - Mr. Jacob McGuire - jmcguire@regisacademy.org
Inclusive Ed. - Ms. Joi Hazelrigg - jhazelrigg@regisacademy.org
Counselor - Ms. Jaymie Block - jblock@regisacademy.org
Paraprofessional - Ms. Kathy Crocker -kcrocker@regisacademy.org
Paraprofessional - Ms. Jude Potts - jpotts@regisacademy.org
Extended Care - Ms. Karla Hernandez - khernandez@regisacademy.org
Music & PE - Mr. Tony Battenhorst - tbattenhorst@regisacademy.org
Art - Ms. Lori Hyde - lhyde@regisacademy.org

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General Information

About US

Accreditation

Accreditation is earned annually through performance review. St. Regis Academy is proudly accredited by:

- Missouri Non-Public Accreditation Association

Our teachers meet the qualifications and certification standards of these agencies.

Statement of Welcome to All Faiths

We come from a variety of faith backgrounds and welcome all religious traditions, celebrating the opportunity to learn from one another as we continue on our spiritual journey. As a community, we are committed to knowing and serving our neighbor.

Statement of Non-Discrimination

St. Regis Academy admits students, in accordance with its priority of admission, of any sex, race, color, religious, national or ethnic origin, to all the rights, privileges, programs and activities accorded to students of the school.

Parental/Guardian Commitment to Purposes of Catholic/Christian Education

The development of the whole person of the child or youth—spiritually, intellectually, personally, socially and physically—is the focus of Catholic education. Parents/guardians, as the primary educators of the children, have the responsibility to become partners with the administrators and teachers and play a significant role in this educational ministry as the daily witness to the meaning of mature faith and Christian living. Accordingly, students should be admitted to Catholic schools and centers only if there is parental/guardian commitment to the principle that religious formation is the foundation of Catholic education. With this in mind, the form, A Family Covenant Agreement, must be signed and returned to school.

Diocese of Kansas City-St. Joseph Family Covenant

This Covenant Agreement represents a commitment for the school and family to work together for the academic and spiritual formation of our students.

Catholic schools in the Diocese of Kansas City – St. Joseph pledge:

- To provide an authentic Catholic education in an academically and spiritually Catholic environment;
- To make student safety a priority;
- To have your child's learning needs met if the school can reasonably accommodate them;
- To have your children cared for and taught by competent, faith-filled, and joyful teachers;
- To speak with or schedule meetings with you in a timely manner;
- To review your student's records and respond to them; and
- To provide opportunities for you and your family to participate in the life of the school and parish.

Parents of Catholic school student's pledge:

- To be a partner with the school in the education and formation of our child(ren);
- To read and acknowledge the student/school handbook;
- To fulfill all financial obligations to the school;
- To understand and support the moral and social doctrine of the Catholic Church;
- To participate in the Holy Sacrifice of the mass, on all Sundays (weekends) and Holy Days, OR, if not Catholic, attend weekly church services in your denomination;
- To read all communications from the school and request clarification when necessary;
- To know your children's teachers and to participate in parent-teacher conference dates and any special requests for meetings;
- To discuss concerns and problems with the person(s) most directly involved before contacting others;
- To support the mission and ministry of the school through tuition, volunteer, and fundraising support;
- To promote the parish and the school and to speak well of the school to others: and
- To know and support the school rules.

St. Regis Academy Philosophy

ABOUT THE STUDENTS:

All students are special, unique, and valuable.

All students can succeed and learn.

All students can develop a sense of responsibility for their own behavior.

All students need to value (respect) themselves and others.

ABOUT LEARNING:

Learning is achieved by all students at different levels.

Learning is a lifelong process for all ages.

Learning takes place through a variety of techniques and presentations that meets the interests of the children.

Learning requires work and commitment, and takes place best in an atmosphere of trust, acceptance and support, which we strive to create at St. Regis Academy.

ABOUT TEACHING:

Teachers facilitate and guide the learning process based on students' needs, interests and curriculum objectives.

Effective teaching is a dynamic process that requires a commitment to developing new skills and techniques.

Teaching enables students to accept responsibility for their own learning.

St. Regis Academy strives to create a safe, positive environment.

ABOUT PARENTS:

Support and reinforce St. Regis' values and rules by knowing expectations and communicating.

Be an active and involved St. Regis community member.

Show dedication to your children's learning and success.

Be a supportive and active learning partner.

Faculty & Staff

The faculty and staff at St. Regis Academy are fully committed to providing the highest quality education and spiritual experience possible for the children of St. Regis. To fulfill this goal, our school administration for St. Regis Academy will always strive to employ only the best, highly-qualified personnel possible.

All newly hired employees are subject to a background check per Diocesan Policy. All teachers must be certified by the State of Missouri and by the Diocese of Kansas City-St. Joseph pr be actively working toward this certification. All faculty members continue their education through participation in

post-graduate schooling, self-directed studies, workshops, seminars, or other professional development. All teachers will receive appropriate evaluations during the school year by the Principal. All support staff members must meet any state or Diocesan qualifications for their position.

Parents as Partners

As partners in the educational process at St. Regis Academy, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money or nutritional sack lunch every day.

- To actively participate in school activities such as Parent-Teacher Conferences;

- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

- To notify the school when the student has been absent or tardy;

- To notify the school office of any changes of address, phone numbers, or email address;

- To meet all financial obligations to the school;

- To inform the school of any special situation regarding the student's well-being, safety, and health;

- To complete and return to school any requested information promptly;

- To read school notes, emails, and newsletters and to show interest in the student's total education;

- To support the religious and educational goals of the school;

- To attend Mass or other church service (non-Catholics) and teach the Catholic/Christian faith by word and example;

- To support and cooperate with the discipline policy of the school;

- To treat teachers and staff with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at St. Regis Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice to enroll your child at St. Regis Academy involves a commitment and exhibits a desire for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Regis Academy, we trust you will honor this commitment. It is essential that parents and teachers maintain relationships based on mutual trust and respect so that we can achieve our shared goal of ensuring success for all students. Evidence of mutual trust and respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in that process they make inappropriate decisions. As this natural process occurs, the student needs both understanding and consequences. At times, your child may perceive the consequences as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.
Together, let us remain centered on a commitment to our partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

- Your child's education is a partnership between you, as parents, and the school (teachers, principal, etc.). If that partnership is irreparably broken, the school reserves the right to have you withdraw your student.

Admissions Policy

Kindergarten Admittance Policy

A child entering Kindergarten must be five (5) years of age by July 31. A child entering Grade One must be six (6) years of age by July 31 or have successfully completed Kindergarten. Date of birth should be certified by a birth certificate, and this information should be noted on the permanent record. Students will be given the Kindergarten screening assessment prior to enrollment.

Exceptions to the Age of Entrance requirement are granted rarely and only after considerable deliberation. Schools will comply with Missouri state law as provided in Section 160.051 of the Revised Statutes of Missouri. In the case of early admission, the acceptance is always conditional, subject to review, and dependent upon the individual child's needs and performance. In any case, the principal makes the final determination of grade placement once all criteria have been applied.

Even though a child may not meet the age requirement, entrance into Kindergarten or Grade One may be permitted by the local school if sufficient maturity can be objectively demonstrated. The following criteria should be applied on an individual, case-by-case basis, at the local school:

1. The child has demonstrated superior performance on readiness tests (ASQ-3) which indicate cognitive, emotional, and psychomotor maturity;
2. The Preschool or Kindergarten teacher recommends early entrance to the next level;
3. Observation of the child in a learning situation indicates readiness for early entrance; and
4. There is sufficient room in the appropriate grade for the child.

Priorities of admission to St. Regis Academy will be as follows:

1. Children currently attending St. Regis Academy
2. Kindergarten age children of parishioners
3. Children of parishioners who are not currently enrolled in St. Regis
4. After March 31st, all other children not currently enrolled in St. Regis Academy

1st - 8th Grade Admittance Policy

Each new student entering St. Regis Academy in 1st-8th grade will be given math and reading proficiency assessments which will be utilized to determine placement.

Final approval for admittance will be determined after an interview with the Principal and the review of records. Finally, ALL new students who pass the interview process are accepted on a probationary basis. The student must be passing all subjects by the end of the probationary period and have experienced no serious discipline problems.

St. Regis Academy is not equipped at this time to provide equal educational opportunities for all individuals. Children with certain learning disabilities, special needs or physical challenges may not be able to receive the additional teacher attention or have access to the needed resources as necessary to enable the student to attain their full potential. Parents should thoughtfully evaluate and discuss their child's special needs with the Principal prior to enrolling them in St. Regis Academy.

New students who wish to transfer into the 5th, 6th, 7th, or 8th grade should have a minimum grade average of 3.0 on a 4.0 scale or the equivalent and provide the following at an interview with the Principal:

a. Two (2) letters of recommendation from their present teacher and or/administrator and the other from their pastor or religious leader.

b. Current standardized test scores or other reading and math assessments administered within the past 6 weeks.
c. Current Report Card
d. Discipline Record

Registration

On-time registration is vital to the school. The school's budget, including the ability to hire teachers, is dependent upon enrollment numbers at the time of registration. Delayed registration causes significant difficulties in planning for the following academic year.

The registration process for current and new families will begin in the Spring of each year. Application Forms are completed and a Registration Fee is paid at this time. The Registration process is not complete until the forms and fee have been received in the school office. Registration Fees are non-refundable unless a family experiences an unexpected move from the area, such as moving out of state.

Guidelines for Expressing Concern Over a School Matter

Parents/guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through an email to the teacher. Teachers will respond to your email within 24 hours. You may also call the school and leave a message for your child's teacher. Teachers will return your phone call within 24 hours. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.

2. If the problem is more serious, the parent or guardian should inform the Principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the Principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.

3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.

4. With this in mind, parents/guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following

behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.

5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent/guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest regarding school matters; c) refusing to allow the child to re-register; in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

Threat Assessment, Incident Management and Prevention Services (TIPS)

Reporting Safety Concerns, Threats, and Incidents
It is always best to report all safety concerns and threatening situations directly to a teacher, administrator, or other adult staff member. However, if this is not possible, the Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system allows for reports to be made by students, parents, faculty, staff, neighbors and anyone in the community concerned about the safety of our students and schools. Reports can be made confidentially, and anonymously, any time you know of a concerning or threatening situation, by completing an online form at www.regisacademy.org. However, anonymously reporting a concern or threatening situation makes it very difficult for the administration to investigate or respond to the situation. If there is a possible or perceived imminent threat, the reporting party should contact 911 or the local police ASAP. School and diocesan level personnel are notified immediately when your report is submitted and your case will be investigated and appropriate action will be taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self-Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy

Child Abuse Reporting

Child Protection and Reformation Act -Reporting Child Abuse and Neglect (Including Sexual Abuse)
School administrators will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seeks to interview a student on school premises, the school will attempt to contact a parent or guardian prior to the interview, except in situations where the parent or guardian is the subject of the investigation

School officials, including principals, teachers, coaches and professional personnel, are required by Missouri law to report, or cause to be reported, any actual and/or suspected instances of child abuse or neglect to the Division of Family Services.

St. Regis Academy abides by the state Child Protection and Reformation Act (RSMO 219) that requires school personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, to report to the Missouri Department of Family Services. (Standard III: section 3.8 of Missouri Chapter, National Federation of Nonpublic Schools State Accrediting Association).

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen [18] years of age) other than by accidental means by those responsible for his/her care, custody and control (including a teacher), except that discipline, including spanking administered in a reasonable manner is not considered to be child abuse under state law. (Corporal punishment of any student in diocesan or parish schools or early childhood centers, however, is strictly forbidden.)

In accordance with State law, the St. Regis Academy staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. The school will make such reports in the best interest of the affected child and does not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

All volunteers in our school and sporting programs are required to:

- attend a diocesan sponsored in-service called “Protecting God’s Children”
- have a background check, which must be conducted every five years
- have a signed Ethics and Integrity in Ministry (EIM) form on file

Documentation for all volunteers will be kept on file in the school.

Inclusive Education

Friends of Inclusive Religious Education (FIRE)

St. Regis Academy is proud to partner with the Friends of Inclusive Religious Education (FIRE) Foundation to provide St. Regis students and families with Inclusive Education Services for children with special needs within our means.

Title I Services

Support in reading and math is provided for students needing such help in these academic areas. This is determined through test results and teacher recommendation. Parents are notified of a child’s eligibility. Hickman Mills School District helps administer this support with the Principal for students residing in

the Hickman Mills School District. Title 1 Services are also available through Raytown and Grandview School districts depending on the location of residence of the student. The number of students that can be served is determined by federal guidelines.

Additional Academic Testing/Speech/Special Education Services

St. Regis Academy's children reside in various public school districts, mainly the Hickman Mills School District and Raytown School District. When circumstances warrant, parents may request educational testing to see if a student qualifies for special programs (e.g. speech, learning difficulties, etc.). Parents should contact St. Regis Academy for information. Services for qualifying students are determined by the Special Education Department at the Hickman Mills School District.

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2 .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department
6. How can a complaint be filed with the Department?
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Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA

or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Health Services

The school complies with the health laws of the State of Missouri regarding immunizations.

The School Immunization Rule was revised and has been effective since July 30, 1999, requiring 4 doses of diphtheria, tetanus and pertussis (DTaP/DTP) vaccine for students entering Kindergarten. The last dose must have been received on or after the child's 4th birthday.

All students entering school for the first time must present a record of immunizations on an official form. This is due on or before the first day of classes. Students may not be admitted to class without up-to-date health records.

All students in grades K through 8 must present documentation of month, day and year of each immunization. Parents must present a current immunization record to school and all immunizations must be up-to-date before being permitted to attend classes. To remain in school, students "In Progress" must receive immunizations as soon as they become due.

Vaccine Requirements for this School Year

Kindergartners: A DTaP booster and a second dose of varicella (chickenpox) vaccine for all children

entering Kindergarten.
Incoming 8th Graders: Tdap (tetanus, diphtheria, and pertussis) vaccine is required for all incoming 8th grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years.
Also, one dose of **Meningococcal (MCV)** is required for all incoming 8th grade students.

Missouri Revised Statutes require immunization against specific diseases for all children shall be strictly observed in all schools and centers in the Diocese. With this in mind, all scholars with a medical exemption from immunizations must have a record on file, signed by a licensed physician, in the academy office. Those seeking a religious exemption, must meet with our pastor, Fr. Sean McCaffery, who will determine whether or not the child is eligible for an exemption. (2020)

Prescription Medication

Prescription medication will be dispensed only if:

- Medication is in a prescription container
- Written authorization is on file in the office
- Records are kept regarding dispensed medications

Non-Prescription Medication

State and Diocesan regulations state that the school cannot dispense over-the-counter medications, including cough drops, without written authorization of a student's physician and parent/guardian. This permission may be per event or annually.

All medication must be sent**,** in its original container, to the school with a note, signed by the parent/guardian, regarding time and amount of dosage. No medications are kept in the school classroom. All medication is kept in the school office. Records are kept regarding dispensed medication.

Illness at School

The state health regulations regarding disease control and medications at school are followed. We do not have a nurse on staff but we will attempt to:

- Provide basic first aid for students injured at school.
- Provide an area for a brief period for an ill/contagious child until the parent can pick up the student.
- Provide guidance with respect to good nutrition and other health issues.
- Send notices home to alert parents of contagious conditions in a child's grade level or in the school.
- Coordinate parent support as needed for health related issues, i.e. head lice checks, immunization programs, etc.

Children cannot remain at school if they are ill. Parents are responsible to keep them at home or pick them up. If your child is unable to stay at school due to fever, discomfort or contagious condition, parents or their emergency contact designee should pick up the child in a reasonable period of time (within 30 minutes) to provide care. Due to space limitations and in fairness to other children's health, it is not possible to keep ill children waiting for a long period of time, even if the purpose is to see if the child will improve. If a child is too ill to be in class, he/she should be home. If parents have planned in advance for these times, the stress of waiting will be alleviated. If the parent or their designee does not pick up the child, the school has no choice but to contact the proper authorities.

If a child is sent home with vomiting, diarrhea or fever, they must stay home until free from the symptoms for 72 hours. Sending a sick child back to school puts everyone at risk.
Any temperature greater than 100 degrees will be considered a fever.
As a reminder – Hand washing is the best infection control measure yet proven. Advise your children to wash their hands before and after eating, after using the restroom, after recess, after blowing their noses (if possible). If hand washing is not possible, hand sanitizer is an acceptable option. Remind them that "sharing" personal items should be reserved for family members only. Encourage your children not to share combs, brushes, tissues, coats, hats, drinks, sandwiches, water bottles, etc…

Student Accident Program

All students attending Diocesan Catholic elementary schools are enrolled in the Mutual of Omaha Basic and Catastrophic Student Accident Programs. This includes supervised school activities such as sports, field trips, parties and travel to and from school. Benefits are paid on a full excess basis for expenses not covered from another plan providing medical expense benefits. In case of an accident, notify the parish Business Manager immediately to secure claim forms. Claims must be filed within 90 days from the date of injury or loss.

Physical Education/Recess Excuses

When illness/injury requires a child to miss Physical Education class, a written note from the parent is required. If the child must miss more than three days of physical education, a written note signed by a licensed medical doctor must be given to the Physical Education teacher stating when the student is capable of returning to participation. This note will be kept on file. Students will be expected to participate otherwise. If the student misses three or more days of class, alternative assignments will be given to the student to work on so that they do not receive an Incomplete for the class.

Parking Lot Procedures & Policy

Morning Drop-Off Procedure for students arriving by car:

All cars are to enter using the SOUTH drive. Students being dropped off between 7:30-7:45am should enter the school entrance . All students dropped off after 7:45am should use the school entrance. All cars should exit using the NORTH drive. There is to be only **ONE line** of cars. Parents of Preschool students may drop those children off in the circle portion at the front of the school. *All cars should unload from the **east end of the sidewalk*** to the front door at the same time. It is not necessary that you wait to be first in line to unload. (2020)

NOTE: Parents are not to drop off any students on the south side of St. Regis. **THIS IS A SAFETY HAZARD!**

*****DO NOT PASS CARS ON THE RIGHT SIDE DURING DROP OFF AS THIS IS A POTENTIAL HAZARD TO OUR CHILDREN WHO EXIT ON THAT SIDE OF THEIR VEHICLES. *****

Afternoon Pick-Up Procedure for Car Riders and Walkers:

All students will assemble, silently, in the gym to wait for their car. No student will be allowed to walk out to parked cars. Parents who choose to park their car to pick up their child/children will be asked to wait until the pick up line has come to an end before students will be released. Those students walking across James A. Reed Road will meet at the school office and will be escorted by a teacher or staff member to cross the street. Those going to Extended Care will meet in the gym**.** If an older sibling is to take a student home, they must come to St. Regis to pick them up.

Enter the South Driveway. Stay in your vehicles. Stay close to the building as you pull around to the front of the school. Teachers will be on duty to walk students to cars in the pick-up lanes. Once the car is loaded, carefully pull forward and exit the lot at the north drive. When exiting, the right lane is for cars turning right and the left lane is for those turning left.

If you plan on parking to come into the building, please use a designated parking spot.

The parking lot is used for recess during the school day. Between the hours of 8:30am and 2:00pm all cars should enter and leave the parking lot using the **north drive only.

REMEMBER TO DRIVE SLOWLY (5 MPH or Less) DURING DROP OFF AND PICK UP.

For those not being picked up by car, the following applies:

Walking TO and FROM school:

1. Go directly to and from school
2. Refuse to enter strange automobiles. (Parents, discuss the potential dangers with your children)
3. Observe all traffic lights, including the one in front of the church.
4. Obey all instructions from teachers.
5. Walk on sidewalks in single file next to the curb. DO NOT cut across yards or private property.
6. Students who walk home from school at the end of the day MUST cross the street with the teacher on dismissal duty.

Bicycle Riders

Please note: skateboards and rollerblades are NOT allowed.

The same rules that apply to those walking, apply to the bike rider, plus the following:

1. It is advisable to chain and lock bicycles.
2. The riding of bicycles in the parking lot is prohibited.

Car Safety

RSMo 307.178: Safety Belts: Safety belts are required to be worn by drivers of passenger cars.
RSMo 307.182: Each driver transporting a child less than 16 years old must secure the child in a proper restraint.

Child Safety Seats

Children under the age of four must be secured in a child passenger restraint system bearing a label indicating the restraint meets Federal Motor Vehicle Safety Standards of the USDOT.

Booster Seats

Effective August 28, 2006, Missouri law will require children to be transported in a booster seat if they:

- Weigh at least forty pounds, regardless of their age; or
- Are at least four years of age but less than eight years; or
- Weigh at least forty pounds but less than eighty pounds; or
- Are less than 4 feet 9 inches tall

Safety Belts

Children at least 80 pounds, or more than 4 feet 9 inches tall, shall be secured in a safety belt or booster seat appropriate for that child. NOTE: The National Highway Traffic Safety Administration recommends that children under 12 years always ride in the back seat. Therefore, students in grades K-2 will need to use school busses for their field trip transportation. Students may not be able to attend a field trip unless these regulations are observed.

School Advisory Council

The School Advisory Council is composed of school and parish community members. The Principal and Pastor are members of this council. Acceptance of this appointment signifies a commitment to the importance of the school and a role in the future of the school. The School Council was originally formed in the spring of 1987, and the members met in the summer of that year formulating their own mission statement and goals.

The School Council is consultative in the following sense: the members cannot act apart from the Pastor and/or Principal and cannot make decisions binding for the School without the approval of the Pastor and/or Principal. The mission statement and their goals are stated below.

Mission Statement of the School Council

The School Council supports the mission statement of St. Regis Academy toward building a strong Christian community of the faculty, students, and parents of St. Regis. As a council, we reach consensus on issues of policy and broad-planning, and we identify issues, make recommendations and facilitate communication within the school and parish community.

The School Council is an advisory group of members who meet monthly to advise on school policy and review the school's activities and programs. Yearly, as part of the accreditation process, the members assist the Principal and staff in setting a five-year plan that is implemented and reviewed throughout the year. If a vacancy exists on the council, leadership discernment meetings are held in the spring to determine new members. Interested parties should contact the Pastor or Principal. The School Council attempts to determine how best to implement the goals developed by the Diocesan School Office, the Bishop and the Principal. The School Advisory Council does not deal with individual student/family/staff issues.

Goals of the School Council

1. To operate in a positive Christian atmosphere
2. To make a commitment to the School Council
3. To identify important issues concerning the school
4. Long-range, directional planning for St. Regis Academy
5. To assure the continuation of St. Regis Academy
6. To achieve mutual support and trust between the School Council, the Principal and the Pastor
7. To provide communication and cooperation with other parish ministries
8. To be the Thinkers, Dreamers, and Planners for the school

The St. Regis Academy Council, with the support of the parents and teachers, strives to fulfill the goals and objectives of our school.

The full Council meets monthly and everyone is welcome to attend. The Council also has sub-committees. Current sub-committees are Finance, Curriculum/Technology, and Marketing. The sub-committees meet as needed in conjunction with regularly scheduled meetings. Comments, suggestions or questions for the School Council can be submitted to the office or to the chairperson of the council ten (10) days prior to an upcoming meeting.

The St. Regis Academy Council is consultative. Per Diocesan policy, the School Council should collaborate with the school administrators in connection with the following matters:

- Planning
- Policy formulation and adaptations
- Finances (to include development, approval and monitoring of a budget).
- Development (to include endowment, public relations, recruitment and marketing)
- Annual evaluation of the school goals, plans, and its own effectiveness
- Evaluation of the Principal and participation in the selection of a new Principal.

Athletic Committee

The athletic program at St. Regis is administered under the Principal through the Athletic Committee. The Athletic Committee is formed to assist the Athletic Director in the administration and operation of the athletic program for the children at St. Regis Academy.

The St. Regis Athletic Committee is an important volunteer committee that facilitates all athletic opportunities for students. The committee is composed of an Athletic Director, Treasurer, Concessions Director and directors from each sport (i.e. football, volleyball, basketball, soccer and track). This committee ensures that St. Regis complies with Diocesan Parochial League guidelines.

Volunteering/Coaching for the St. Regis Athletic Committee

Adult volunteers (18 and older) are needed to assist in many areas for the Athletic Committee. **Each volunteer must have attended *Protecting God's Children Training/Virtus*, have a valid *background check* on file, and have a signed *EIM form* on file.** Those wishing to coach a sport must have completed the *Play Like a Champion Program* and taken an online *Parochial League Test* in addition to the three previous requirements.

Parent-Teacher Organization (PTO)

A distinguishing characteristic of Catholic Schools is the involvement of the parents in the education of their children. The St. Regis **Parent-Teacher Organization (PTO)** is an essential component of our school. PTO Membership is made up of: parents, teachers and staff members. This organization helps coordinate volunteers, programs, and activities for students, teachers and families. The PTO's other goals are:

- Support the Pastor and the Principal in the implementation of the mission of St. Regis Academy.
- Support and sponsor activities, events and functions that benefit the students and staff of St. Regis Academy.
- Acknowledge the accomplishments of our students and recognize the dedication of our teachers and staff.
- Raise and distribute funds needed to support educational programs and school social activities under the direction of the Principal and the Pastor. (Fundraising activities can only be earmarked for specific projects under the direction of the Pastor and the Principal.)
- Support and promote St. Regis Academy and Parish Community.
- Foster a greater appreciation of Catholic Education.

All families are expected to support the officers in these tasks, as all parents/guardians of students are members. You are encouraged to attend meetings and become active in the school.

PTO is currently responsible for the following volunteer opportunities:

- Fundraisers—*PTO sponsors a number of fundraisers each year. Volunteers are needed to organize and lead these fundraisers.*
- Student Centered Events—*Volunteers organize and implement events centered on service or social experiences for students. Classroom Holiday Parties, Trunk-or-Treat, Shoe Box Santa, and Fun Day are some of the events.*
- Student activities— *PTO provides financial support for class field trips and other projects throughout the year.*
- Support school activities—*Volunteers provide hospitality for several school sponsored events: Music performances, Open House, and Catholic Schools Week are a few of the activities.*
- *Support the Athletics program by running the concession stand or collecting admissions for games.*

PTO officers consult with the Pastor and the Principal about items needed for the school. All parents are encouraged to attend PTO meetings which are held throughout the school year. Please consult the calendar for specific dates.

Communication

School Communications

We want to work in partnership with parents; therefore, good communication is imperative. Any questions or concerns are to be directed to the teacher involved first for direct information, clarification and resolution either in writing, email or by phone. The teacher is your best and quickest source of information and knows the student and the classroom proceedings first hand. After this first contact, if a resolution is not reached, you should call the Principal. A meeting of all parties may be necessary.

In order to maintain good communication between the school and parents, the school will **email** an updated Lunch Menu and Monthly Calendar at the beginning of each month. Updates and reminders informing parents of events and activities for both the school and the parish will also be **emailed** weekly. Parents are encouraged to check emails regularly to keep up-to-date on school happenings. **Please contact the School Office with any email changes or any other communication device changes throughout the year.** These documents and other school news can also be found on the school website, **www.regissacademy.org**. **Parents are expected to view and stay current with their children's grades, attendance and lunch information through our website by clicking on the School Families/Login on the top right of the website.**

Any flyers, forms or written communication to go home with students must be approved through the school office to assure compliance with school philosophy, policies and procedures. Requests for website posting are made to the school Principal. The Principal will evaluate and determine the nature of the request for posting. Photos posted on the site will communicate the community atmosphere and activities of the school.

Teachers will not be called from their classrooms to talk on the telephone while school is in session.

Learning will not be interrupted nor will students be left unsupervised. Messages asking teachers to return a call can be left on their voicemail. Teachers will try to return your calls within 24 hours, and will normally be during a planning period or at the end of the school day. Teachers will not normally have time to email parents back and forth during the school day. If you would like, the office can help you schedule a conference with the classroom teacher, but teachers will not be available during the day's instruction time.

Parent-Teacher Communication

Since parents and teachers share the responsibility for the education of our children, it is important to have good communication. We utilize many forms of communication regarding student performance:

- Grade reports (i.e. report cards and mid-quarter reports).
- Formal conferences at the end of 1st quarter.
- Conferences by appointment at the request of parent or teacher at any time.
- Phone calls before or after school and during the teacher's planning time.
- Emails (check the back of the handbook or the website for individual email addresses)

Visits to School

St. Regis Academy is eager to share with parents the activities and projects of individual students and groups of students. Parents may **schedule** visits to the classrooms at almost any time during the school year. Parents need to make prior arrangements with the teacher and notify the school office prior to their visit.

For the sake of the students, visits should be limited so as not to interfere with their learning. It is recommended that a school visit not be made during the beginning and closing weeks, before a holiday or during a testing period.

For the safety and well-being of the students, all visitors must sign in at the school office upon arrival. Authorized visitors will be issued a nametag/badge, which should be prominently displayed at all times. Please do not interrupt another class while you are visiting or volunteering for a specific room.

Conflict Resolution Process

Parents with questions or concerns regarding the classroom are asked to **contact the teacher first and discuss the matter.** It is essential that the first communication be between teacher and parent, as, in most circumstances, the situation is clarified during this initial conversation. If there are further concerns, the parents are encouraged to **contact the Principal to schedule a conference to include the teacher, parents and Principal**. After this process, if there is need for further resolution, the Pastor can be contacted to participate in a meeting with all the above parties to help reach a final resolution. The communication between all parties is to be respectful and non-threatening.

School Tuition

St. Regis Academy is committed to providing a quality, Catholic education for our students at an affordable price. We depend on the financial support of all our school families to provide this education. St. Regis parishioners and ACTIVE Catholics, who are registered members at neighboring parishes, are eligible for a Parish Grant. Thisgrant is based on the understanding that parishioners are also supporting their parishes through regular giving. Non-Catholic and Catholics who are not active in their parishes are not eligible for this grant. A percentage of the cost of education for every child attending St. Regis is subsidized by the financial contributions of the members of St. Regis Parish.

School tuition payments will be made through BLACKBAUD TUITION MANAGEMENT. Each family will fill out the Blackbaud Tuition form online and make their monthly payment directly to Blackbaud Tuition.

***Families must be current with their payments to receive midterms and grade cards for each quarter and to have student(s) remain in school.

No report card, transcript, diploma, or recommendation will be furnished until all financial obligations to the school are current or have been fulfilled.

If fees are not paid for the fourth quarter, including fundraising obligation, the student will not be readmitted for the fall semester. Transcripts of records will not be sent to another school and grade cards will not be released until fees are paid.
Additionally, students will not be assigned to classes for a new school term unless all fees have been paid in full.

For 8th grade students, who are the last child in the family, all fees must be paid in full by May 1st, including the fundraising obligation, in order for the students to participate in graduation ceremonies and activities which include the Class Trip, Retreat, Mass, Graduation Ceremony and any other school-related graduation festivities.

Fundraising

St. Regis Academy participates in fundraising activities to help develop and enhance current programs. **Fundraising for each St. Regis family is mandatory.** If you choose to participate in fundraisers, each family is responsible for a **profit** to the school of $250. Families must sell $625 in combined fundraisers to meet the **profit** of $250. The **Cookie Dough, Candle Sale,** and **Trash Bag** fundraisers assume a 40% allocation. You will also have the opportunity to help meet your fundraising goal through the **Scrip/Gift Card** program. When you order gift cards online through Scrip, the rebate your order earns will be credited back towards your fundraising obligation at 95%. **If you choose not to participate in the fundraisers, you may "buy out" your Fundraising Obligation for $300.**

Scrip/Gift Card

Through the SCRIP program, you purchase negotiable gift certificates and prepaid cards that are used just like cash. When you order SCRIP gift cards through **ShopWithScrip.com,** the rebate your order earns for the school will be credited back towards your fundraising obligation at 95%.

Volunteers and Volunteer Hours

Volunteers are a critical element of the education process at St. Regis Academy.
Parents are invited and welcomed in the school. Parents are encouraged to volunteer for a wide variety of activities and responsibilities including, but not limited to:

* PTO	* tutor	* School Advisory Council
* special committees	* homeroom parent	* hot lunch program
* library	* sports activities	* field trips

Parent involvement helps ensure the quality of our school. **It is expected that the adults in each school family volunteer 20 or more hours of service to the school annually.** There are a variety of ways to meet this expectation. **Parent volunteer hours should be submitted to the office on a quarterly basis. Please keep track of your school volunteerism.**

Again, each volunteer must have attended *Protecting God's Children Training/Virtus*, have a valid *background check* on file, and have a signed *EIM form* on file. Volunteers who do not have a Virtus account set up must complete all of the steps listed below. All volunteers need to first check in at the school office, sign in, and pick up a name tag/badge before proceeding to their assigned duty.

For Volunteers with No VIRTUS® Account

The Diocese of Kansas City-St. Joseph is committed to providing a safe environment for children, youth, and vulnerable adults. The Diocese of Kansas City-St. Joseph requires all volunteers who will be in contact with children/youth, or who will be supervising minors or vulnerable adults, to comply with our safe environment program requirements. All the below action items must be completed before volunteering.

1. Attendance at a VIRTUS® *Protecting God's Children for Adults* workshop.
2. Reading and acknowledging commitment to the Diocesan Code of Conduct – *Ethics and Integrity in Ministry* (EIM) *Code of Conduct Policy*
3. Providing initial consent to a background check and re- screening every 5 years with service contingent upon screening results. If you have difficulty with the background check, please call 1-888-999-4474.
4. Completion of the State of Missouri Mandated Reporter Online Training (provide certificate to your Safe Environment Coordinator)
   Register and take the training here: https://protectmokids.com/

5. Annual Mandated Reporter Acknowledgement on your VIRTUS® account.

Special Note: If you have previously attended a *Protecting God's Children for Adults* workshop in our diocese or another diocese, you do NOT need to establish a new VIRTUS® account. Please email ocyp@diocesekcsj.org to request assistance.
Please follow these steps to establish your VIRTUS® account and meet our safe environment program requirements. **Please use a laptop or PC as the process is not fully supported by using a smart phone or tablet such as an iPad.** We recommend that you allow approximately 30 minutes to complete this process.

1. Go to www.virtus.org and click on "First-Time Registrant" on the left side of the page.
2. Click on the green arrow for "Begin the registration process."
3. Click on the down arrow to find "Kansas City-St. Joseph," highlight it, and click "Select."
4. Follow the instructions to create your user ID and password and continue the registration process.
5. Read and acknowledge your commitment to the EIM.
6. Complete the State of Missouri Mandated Reporter (Save Certificate and email to your Safe Environment Coordinator).
7. Acknowledge and electronically sign the Mandated Reporter Acknowledgement.
8. Pre-register to attend a *Protecting God's Children for Adults* workshop. (You will be able to review a list
of available workshops and select the one that is most convenient for you to attend).
9. Enter your data and provide your consent for a background screening.

The Office of Child and Youth Protection (OCYP) is available to assist you if you have questions or concerns as you complete this safe environment screening process. You may email us at ocyp@diocesekcsj.org. Thank you for being a part of our safety net of protection for children, youth, and vulnerable adults. We appreciate your willingness to serve.

Safety at School

Supervision of Children on School Property

In a continued need to ensure the safety of all children, ALL students and children must be accompanied and supervised by a responsible adult over 18 years of age at all times while on St. Regis grounds. This supervision includes all scouting groups and other extracurricular activities. Students **are not** to be dropped off to attend weekend sporting events, practices, work concessions and/or participate in any school or parish-sponsored activity unless a responsible adult is present and visible.
See: Athletic bylaws, **www.regisacademy.org**

Building Access

Doors are locked to the outside, during the school day. There is a doorbell at the front door of the Academy.

Visitors and Parents in the School Building

All visitors are to sign in at the front office upon entering the building. If a parent is volunteering, attending a meeting, or is having lunch with their child, they need to stop at the office to sign in, and wear a visitor's badge during your stay in the building. Please return to the office to sign out when leaving the building. We ask that if parents are already in the building attending to school business or volunteering they do not go to the classroom, lunchroom or out into the hallways to check on their child without first consulting with the teacher. This can become quite distracting to the other students.

Parent visits to the classroom are always welcome, but as a courtesy to the teacher, please contact them ahead of time. Students from other schools are discouraged from visiting as it causes a disruption for our students. If your student does have a student visitor, older sibling or alumni visit them, they are required to follow the same guidelines for school visits.

In the interest of safety, security and respect for the student learning environment, there may be times when the school reserves the right to limit access of visitors to the school building.

Crisis Plans

St. Regis Academy has implemented a "crisis plan" in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such emergency, circumstances permitting, the building will be evacuated and students will be moved to one or two secure designated locations:

Off Campus:
James A. Reed Park
Little Sisters of the Poor

Fire Drills

Fire drills will be conducted monthly in accordance with state law. Teachers will review procedures with the students and expect that these procedures be followed seriously. All visitors, staff members and students should strictly follow evacuation procedures posted in each classroom. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Return to building when signal is given.

Lockdown/Evacuation Drills

All school personnel have been trained in lockdown procedures. Lockdown drills will be held regularly to ensure safety procedures are adhered to in a timely manner. These drills are designed to protect and secure our students in the event of a possible situation involving an intruder. No one, including parents,

will be allowed near the school in the event of a real lockdown. School officials will work to notify all parents with the assistance of the Police Department. Our goal is the safe care, custody and accountability of all children. Once a lockdown has been lifted, the parents may come to the school to pick up their children.

Parents who may be at school volunteering at the time of a lockdown should follow the directions of the teacher if they are in a classroom. Wait patiently for the "All Clear" announcement.

During an evacuation drill, the entire school community may practice moving from school property to a nearby pre-arranged site.

Tornado Drills

Tornado drills are conducted in accordance with state law. All visitors, staff members and students should strictly follow evacuation procedures posted in each classroom. The procedures are:

1. Rise in silence when the bell sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and assume safety protective position.
4. Return to classroom when signal is given.

It is very important that all safety drills be conducted in silence. Copies of drills and our Crisis Plan are available in the school office.

Severe Weather Storm Warnings

Should a tornado warning occur or remain in effect during dismissal, students will be kept in the school building until the warning has been lifted and the all clear signal has been given. During the warning, the phones will not be answered as everyone will be taking necessary safety precautions.

Asbestos Management

An asbestos management plan has been completed by the Diocese of Kansas City-St. Joseph. A copy of this plan has been sent to the State of Missouri and the Environmental Protection Agency. A copy of this plan is also on file in the school office for your inspection. Please contact the office if you are interested in reviewing this plan.

Health and Wellness Plan & Procedures (Under review 2021)

As mandated by the state of Missouri and the Diocese, St. Regis Academy has developed a Wellness Program. The primary goals of the St. Regis Academy Health and Wellness Program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits

and increase student achievement. Our plan promotes nutrition education, physical activity and community involvement. If you would like a copy of our current plan, please contact the school office.

All schools were required to make certain changes to provide a school environment that promotes a healthy lifestyle. Changes will be made with the way we celebrate birthdays and parties in the classrooms. We no longer celebrate with sugary, fattening, high in fat, unhealthy foods. Food items brought in for birthdays and parties will need to be healthy and small in size. Any unhealthy food sent to school will be sent home.

Suggested Healthy Birthday Snacks

breakfast bars
mini rice cakes
non-sugar coated cereal
mini bagels
bagels with cream cheese
pretzels
whole grain bread sticks
mini muffins
unbuttered popcorn
granola mix and bars
low fat quick breads (pumpkin/zucchini/banana/bran)
blueberry muffins
graham crackers / Teddy Grahams
Fig Newtons
snack crackers (Goldfish/ Cheez-its)
fresh fruit or dried fruit (grapes / raisins / bananas / apples / strawberries / pears)
individual fruit cups
individual applesauce
apple slices with peanut butter
mini carrots
cut up raw vegetables
whole wheat tortillas
beef jerky
sunflower or pumpkin seeds
trail mix
peanut butter and celery or crackers
hummus and pita bread
mixed nuts
chunk cheese
string cheese / cheese sticks / slices
low fat yogurt
Chex mix
animal crackers

NO SODA POP or Energy Drinks are ever allowed at school during regular school hours per our health

and wellness plan.
* Please note that fast food is not permitted.

In accordance with state and local laws, St. Regis Academy is a drug and tobacco-free environment, and there will be no smoking in the school buildings. We strive to provide the optimal learning environment for all students and staff.

Student Information

School Hours

Each day, the Gym is open at 7:30am and the students go to their classrooms at 7:45am. **Students who are not seated in their classroom at 8:00am are tardy.** The school day ends at 3:20pm. Students may arrive at school beginning at 7:30am and must be picked up by 3:30pm. ***Students are encouraged to arrive between 7:30am and 7:45am each day to allow adequate time to begin the school day.***

Those arriving between 7:30am-7:45am are to enter through the school entrance to the Gym. Students will be allowed into the main school entrance to enter classrooms beginning at 7:45am. Students who are not picked up from school by 3:30pm (12:30pm on ½ days) will be placed in Extended Care and the family will be charged for the service. We wish to cooperate with parents to see that their children are supervised and we will not allow students to wait in the parking lot or the gym unattended.

Extended Care

Extended Care is provided for students arriving before school from 6:30am and for children staying after school until 6:00pm. **Information on Early Morning Care** can be obtained by contacting the school.

Attendance

If your child/children is going to be absent or late, parents should call the School Office before 8:15 am each day the child/children will be absent.

Tardiness does not support a student's success in school. Please help your child to establish a routine for preparing himself/herself to arrive at school on time. **At St. Regis Academy, every student should be in their seat by 8:00am and ready to start class.** Students who are not seated in their classroom or who are walking in the building at 8:00am (according to St. Regis Academy's clocks) or later will be counted tardy.

Promptness is an important lesson for all students to learn for life. For this reason, we open the gym at 7:30am and the classrooms at 7:45am. **Students arriving in the classroom at or after 8:00 am will be considered tardy for that day.**

School Tardy Procedures & Consequences

Students arriving after 8:00 am and before 10:00 am will be considered Tardy and students arriving after 10:00 am will be considered ½ day absent (even after Doctor's or Dentist's appointments).

Consistent or habitual tardiness is a serious offense.

To decrease the number of tardy students, we have set forth the following policy applying to each quarter:

- 5 Tardies in one quarter - Email from office
- 8 Tardies in one quarter - Phone call from office
- 10 Tardies in one quarter – Note from Principal requesting family conference.

Excessive tardiness and/or leaving school early may be reported to the Division of Family Services.

20 tardies/leaving early = 1 absence

Absences/Late Arrivals/Early Pickups

Good attendance is crucial to your child's ability to learn. Excessive absences impede a student's success in school. Students and parents need to make every effort to make certain that the student attends school on a regular basis and stays in class until the end of the instructional day. Unnecessary absences and leaving early belittles the importance of classroom instruction and activities. It is difficult for children to make up work that has been missed during the school day. Typically instruction happens in the classroom from 7:45 am until 3:20pm each day.

Parents are notified of excessive absences. Continued patterns of excessive absences may result in retention or dismissal. Proper authorities will be notified when necessary. Consistent or habitual tardiness/absenteeism is a serious offense.

- Students arriving after 10:00 am will be considered ½ day absent (even after Doctor's or Dentist's appointments).
- Students leaving before 1:00 pm will be considered ½ day absent (even for Doctor's or Dentist's appointments).
- If a student attends school for less than 2 instructional hours they will be considered absent for the full day.

Children will not be allowed to leave the school grounds during school hours without written permission from their parents or guardians.

All parents **MUST** sign their children in or out of school in the office once the school day has begun. If the child has an appointment, the office must be notified at least by the morning of the appointment

detailing the arrival/departure time.

Policy and Procedure for Sign Out:

A parent, guardian or other authorized person who signs out a child assumes responsibility for the supervision of the child from that point forward, even while the child remains on the premises of the school. Once the child has been signed out, the school is not responsible for supervising the child.

Absent work should be completed with the guidance of the faculty and administration.

Children with evidence of illness, sore throat, fever, nausea, swollen glands, abdominal pain, watering eyes, etc. should be kept home. A child should be without a fever and/or not vomited or had diarrhea for twenty-four (24) hours - without the use of medication - before returning to school. Children who are out of school due to illness cannot participate in any school activities on the day of the absence and should not be on the school campus.

If a student wishes to participate in sports or other school-sponsored events, they must be in attendance at least ½ of the day to receive 4 hours of instruction for that day.

Scheduling Appointments

We strongly encourage you to take advantage of any teacher workday where no school is scheduled, for you to make your student's Doctor/Dentist appointments.

Family Vacations

The school realizes that some families can take their vacations only during the school year. Should such a situation be necessary during the school year, the teacher will maintain a record of all work that the students need to make up as a result of the absence. Absent work should be completed with the guidance of the faculty and administration.

The faculty and administration feel very strongly about the importance of regular and punctual attendance. We encourage parents to make sure students attend school daily and that they arrive on time.

When a student's absences in any class exceed 6 in a quarter an intervention meeting will be required to determine strategies that will ensure student success.

****Absences and or tardiness that exceed 20% of the scheduled days for the school year will be reviewed by the Principal and may result in possible retention or dismissal of the student. An accumulation of 20 or more days/class periods may result in retention; especially if the student's grades are affected due to the absences.***

If your child chooses to participate in any outside activities that take them away from school, it is the responsibility of the family to gather missed work, materials and activities **upon return to school.** (This includes Take Your Child to Work Day.)

Inclement Weather

Our number one priority is the safety and well-being of everyone in our school community. With that in mind, our inclement weather policy is designed to support the parental decision-making process and to offer guidelines for the operation of the school. Tardiness due to weather and/or poor road conditions is excused.

We will notify families utilizing School Messenger, an automated text messaging system. ***It is critical that you have current contact and emergency information in the school office.*** Additionally, **St. Regis Academy** is reported by news stations. Please do not call the Parish. Once classes are in session, the school will **NOT** close, but parents are welcome to pick up students if they so desire. In case of severe thunderstorms or tornado warnings, children will be kept in school as we have adequate protection. The school office is equipped with a weather alert monitor.

School Dress Code

Please label uniform clothing, coats, hats, gloves, shoes, backpacks and lunch containers. We hope to return lost items to the rightful owner.

Students will wear uniforms to assist in creating an atmosphere of learning, to promote a sense of discipline, to instill a habit of personal pride and neatness, and to reinforce that each of us is important for who we are and not for what we have or wear. The Academy Dress Code should be observed during the school day and during school sponsored activities.

General Modest Dress Guidelines

Undergarments should not be visible.
Midriffs should be covered even when scholars raise their hands above their heads.
Scholars should be properly attired for weather conditions.
During inclement weather, scholars may wear boots into school and during recess, but, due to the sensitivity of our flooring, boots cannot be worn in the classroom. Scholars must bring another pair of shoes to wear in school.

Girls - Grades K-8:

Shirts - knit, 2 or 3 button polo shirt or turtleneck - "true" red or white. A plain white short-sleeved T-shirt may be worn underneath. **Shirts must be tucked in at all times—not rolled.**
Uniform Sweatshirt – Purchased through Academy and/or
Uniform Sweater – Plain black or red front button sweater. Purchased through any store - may be worn over the knit shirt. Moon Tees in Lee's Summit can embroider our logo for $10 per item if you would like. Only the Uniform Sweatshirt or Sweater may be worn in the classrooms. All other jackets/sweatshirts are for outdoor use only.

Pants or Shorts - Navy blue or black twill material or Dockers style; may be purchased from the uniform department of any retail store. No denim, outside pockets, rivets, elastic band at the ankle or waist contrasting over-stitching, no piping, no cargo, no "skinny" type pants. (should fit comfortably and not be visibly tight or low.)
****Uniform Shorts may be worn all year long. (No shorter than 3 inches above the knee.)** *Cargo shorts are **NOT** allowed.*
Belts – worn with shorts or pants having belt loops in grades 3-8th. All belts must be plain and black, brown, or navy in color. Decorative belt buckles are not allowed.
Socks - must be worn at all times. Socks must be solid red, white, black or navy in color with no decorative designs. Solid white, red or black tights are allowed.
Shoes – Shoes must be closed toe and heel with 1 inch, or less, heel. No Crocs, sandals, high heels, stacked/wedged heels, open-backed shoes or boots of any kind. Shoes must be tied, velcroed, or laced up at all times.
Hair – Should be well groomed. color must be one natural hair color. Braids may NOT include additional color.
Grades K-3: **Plaid Jumper – Purchased through Dennis Uniform** - no shorter than 2 inches above the knee when measured while kneeling.
Grade 4: **Plaid Jumper or Skirt - Purchased through Dennis Uniform** - no shorter than 2 inches above the knee when measured while kneeling.
Grades 5-8: **Plaid Skirt – Purchased through Dennis Uniform-** no shorter than 2 inches above the knee when measured while kneeling.
Skirts and knit shirts are **not to be rolled.*
***Pants are not to be worn under uniform skirts or jumpers*
Jumper and skirt length standard will be enforced all year long. Please keep this in mind when purchasing new uniform jumpers/skirts. After the third jumper/skirt violation is sent, the student will be required to wear uniform pants for the rest of the school year.

- White, red or black leggings or tights are allowed but must be ankle length, no lace, no ribbing, or decorations. Leggings must be worn with socks.
- No sweatpants, pajama pants may not be worn to school.
- Shorts (not visible) should be worn under all skirts and jumpers. Uniform or other pants are not to be worn under uniform skirts or jumpers. (See tights and leggings above)

Grades 7-8: **Makeup in moderation.**
* Make-up, lotions, and cologne should be applied at home and not brought to school.
Jewelry: a simple cross, medal or crucifix. Earrings are to be simple, no longer than 1 inch, or posts. One bracelet only. Chokers, Smart watches, scarves, bandanas and excessive jewelry are not permitted.

Boys - Grades K-8 : **Shirts -** knit, 2 or 3 button polo shirt or turtleneck - "true" red or white. A plain white short-sleeved T-shirt may be worn underneath. **Shirts must be tucked in at all times – not rolled.**
Uniform Sweatshirt – Order through Academy
Uniform Sweater – Plain black or red front button sweater. Purchased through any store - may be worn over the knit shirt. Moon Tees in Lee's Summit can embroider our logo for $10 per item if you would like. Only the Uniform Sweatshirt or Sweater may be worn in the classrooms. All other jackets/sweatshirts are for outdoor use only.
Pants or Shorts - Should be worn at the natural waistline, should fit comfortable, and not be visibly

tight. Navy blue or black twill material; needs to be purchased from the uniform department of any retail store or Dennis Uniform. No denim, outside pockets, rivets, elastic band at the ankle or waist contrasting over-stitching, no piping, no cargo, no "skinny" type pants. ****Uniform shorts may be worn all year long.**

Belts—worn with pants or shorts having belt loops in grades 3rd-8th.

All belts must be plain and black, brown, or navy in color. Decorative belt buckles are not allowed.

Socks--must be worn at all times. Socks must be plain - no design - and white, navy or black in color.

Shoes – Shoes must be closed toe and heel of 1 inch, or less. No Crocs, sandals, flip-flops or boots. ***Shoes must be tied, velcroed or laced up at all times.***

Hair-- must be neatly groomed and may not exceed the collar in the back, the top of the ears, on the sides, or the eyebrows. Hair must be all one length. Hair must be one natural color.

NO design or wording is to be carved into the hairstyle. This includes, but is not limited to, extravagant or well-defined lines.

NO rat-tails, "man-buns," ponytails, braids, Mohawk or latest "haircut" fads are allowed.

Scholars must be clean shaven. NO facial hair is allowed.

**Boys may not wear earrings or makeup.*

Jewelry: a necklace that is a simple cross, crucifix, or religious medal is allowed. One bracelet is allowed; no sweatbands. Chokers,Smart watches and excessive jewelry are not permitted.

Accessories and Personal Care

Students may not wear bandanas or head wraps for headgear, hats, ball caps, sweatbands or wristbands. Sunglasses are not allowed at school. Jewelry, watches, hair ornaments and nail art should not distract from the learning environment and will be subject to the discretion of the faculty. Students are not allowed to write or draw on themselves. ***No Henna tattoos or other unnatural markings on the body will be permitted.***

Headbands need to be a solid color; without ties and/or bows. They should fit tightly across the head and not distract the learning environment.

Any variation of the St. Regis uniform policy will be dealt with at the discretion of the teacher and the administration.

The St. Regis Uniform Code is in effect from the time students arrive on campus until students leave the campus at the end of the school day unless otherwise directed by the school office.

P.E. Dress Code

On days students have P.E., tennis shoes must be worn. While girls are permitted to remove jumpers and skirts, shorts worn in P.E. class must still follow the above mentioned dress code of no shorts shorter than 3 inches above the knee. Girls who choose to wear leggings under their skirt must wear shorts over the leggings if they choose to remove their skirt or jumper during P.E. class.

Spirit Days/Casual Dress Days

On selected Service Wednesdays, Spirit Wear may be worn. On these days, students may wear casual non-uniform pants/jeans/sweatpants with any St. Regis Spirit Wear or SOLID red, black, or white shirt – NO PRINTS.

The casual pants/jeans/sweats should be black, gray, navy, white or red in color.

LEGGINGS OR YOGA PANTS MAY BE WORN ONLY IF SHORTS ARE WORN OVER THE LEGGINGS OR YOGA PANTS. NO HOLES IN ANY CLOTHING.

There may be other designated casual dress days. On these days students may be out of uniform, although appropriate clothing is still required. Suggestive or objectionable writing or designs are not appropriate. Halters, tank tops, and muscle shirts are not allowed. The midriff area must be covered at all times. Shirts cannot be tied in the front, to the side or back. Shoes must be closed-toe and heel, with 1 inch, or less. No Crocs, sandals, Uggs, boots or flip-flops. Often there will be a student organization, activity, or club sponsored theme for the day and a small fee or donation(collected for a designated charity or school sponsored event) may be required. These days will be announced in the school newsletter and students will be reminded over the intercom the day prior to casual dress day. All skirts must be no shorter than 2 inches above the knee and shorts must be no shorter than 3 inches above the knee. NO running shorts or spandex shorts are allowed. Leggings and yoga pants may be worn as long as shorts are worn over the leggings or yoga pants. Sweatpants are NOT to be rolled. There cannot be any holes in any clothing.

Administration reserves the right to decide what appropriate attire is.

Cafeteria/Hot Lunch and Breakfast Program

Hot Lunch - $3.35 (Milk Included)
Milk - $0.35 (If bringing cold lunch, milk can be purchased for $.35)
Reduced Lunch - $.40

Breakfast - $1.85
Milk / Juice - $0.35
Reduced Breakfast - $.30

DAILY LUNCH ORDERS: St. Regis students are fortunate to have meals made to order. This means that ***morning lunch orders are critical*** to the staff in preparing meals. If your child will be arriving late to school, please follow these guidelines:

- **CALL AHEAD to order a hot lunch by 9:00AM or**,
- **BRING A LUNCH. Please note that fast food is not allowed in the school cafeteria.**
- **If your child orders a hot lunch and does not eat the hot lunch, you will still be charged for the lunch.**

No adult charging. Meals must be paid in advance or at the time of purchase.
Our Hot Lunch Program is a prepaid program. It is the responsibility of PARENTS to check account balances regularly and keep them prepaid and current. The system does not automatically generate low balance letters. We appreciate the diligence of parents in keeping accounts current to reduce the number of emails which must be sent to inform families of low balances.

Negative balance status can be avoided by making a payment in the form of cash or check. You must make sure your child's name and grade are on all payments. You may access your account to check your

balance by going to the main St. Regis Academy Home page at http://regisacademy.org. Report cards/midterms will be held for unpaid lunch balances.

The limits listed above exceed the National School Lunch Program Policy minimum requirements as listed by the National School Lunch Program Policy, FNS#765-7.

If you have any questions, please call or email the lunch staff at syoung@regisacademy.org or 816-763-5837.

We offer the National School Lunch Program at St. Regis Academy.

The National School Lunch Program is a federally assisted meal program that provides nutritionally balanced, low-cost or free lunches to families who qualify.

Any child at our school may purchase a meal through the National School Lunch Program. Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals, for which students can be charged no more than 40 cents. Children from families with incomes over 185 percent of poverty pay a full price, though their meals will still be subsidized to some extent.

All families who participate in the scholarship/tuition aid program are required to submit a confidential form to apply for Free & Reduced lunches.

The monthly menu will be emailed to families at the beginning of the month and will also be posted on the webpage.

Milk is included with all hot lunch orders. For hot lunch orders, enclose check/cash in an envelope with Family Name, Student's Name and Student's Homeroom. When you are paying with a check, please reference the student's name on your check.

Cafeteria rules and expectations will be discussed with the students. Grade levels will decide on seating arrangements. Good manners and appropriate behaviors are expected.

The first lunch period, K-4rd, will be:	11:30am-12:10pm
The second lunch period, 5th-8th, will be:	12:15pm-12:45pm

The following is a list of lunchroom behaviors for the students.

1. Students are to eat their own lunches; there is to be no sharing of food.
2. Use good table manners.
3. Keep hands, feet and objects to themselves.
4. Use a 6" visiting voice.
5. Clean your own area.
6. Follow the directions of the cafeteria supervisors and staff.

Students will have approximately 25 minutes to enjoy their lunch. Children frequently become so engaged in free time with their peers that they forget to eat. The last 5 - 7 minutes may be reserved for quiet time to focus on finishing lunch, cleanup and dismissal.

All students will be encouraged to eat their lunches and not be wasteful. If a student encounters a problem that keeps them from eating, the student will be moved to a different location that will encourage eating their lunch.

Religious Instruction

St. Regis Academy values the religious instruction of our students. All students, Catholic and non-Catholic, have class time each day devoted to our religion curriculum which is rooted in the Catholic tradition. All of our students also attend Mass as part of their school day each week. The expectation of families with children enrolled at St. Regis is regular attendance at weekend Mass and active participation in the parish. For those of other denominations, regular participation in one's faith community is expected. Parents are encouraged to take seriously their responsibility to raise their children in the practice of the faith. Active participation at weekly religious services celebrates, enhances and validates our school's mission.

Daily Prayer

Prayers are said together at the beginning and end of each day, before and after lunch and throughout the day in the classroom.

All-School Mass

St. Regis Academy has an all-school Mass each Thursday morning at 8:30am in the Church. Parents and friends are invited to join us.

Stations of the Cross

During the season of Lent, students participate in weekly Stations of the Cross.

Weekend Masses at St. Regis Catholic Church

Regular weekend Masses observe the following schedule: Saturday 3:00pm, Sunday 8:30am & 10:30am.

Student Retreats

All students will participate in a class retreat day. In addition, the 8th grade class participates in a full-day retreat in the Spring.

Service Wednesdays

Each month, all students will learn about a social agency that is in our community helping others. Students will be given the opportunity to bring a donation or make an offering to that month's selected cause.

"As each has received a gift, use it to serve one another, as good stewards of God's varied grace."
~ Peter 4:10

Service Projects

The students and teachers dedicate themselves to the planning, organizing and fulfillment of many service projects throughout the year.

Sacraments of Reconciliation and First Communion for 2nd Graders

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Regis Academy. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. During the Fall, parents of Catholic second graders will be expected to attend a meeting that focuses on the preparation of the children for the sacrament of Reconciliation. In the Spring, there will be a parent meeting for the preparation of Eucharist. Children may not receive the sacraments without parent attendance at these meetings. These dates are posted on the school calendar.

Theology of the Body Curriculum

"The body, in fact, and only the body, is capable of making visible what is invisible:
the spiritual and the divine." ~ Pope John Paul II

Theology of the Body is taught to all scholars in grades K-8 as part of the religion curriculum.

Circle of Grace Curriculum

The diocesan safety program, Circle of Grace, is taught at the beginning of each year for students in all grades.

Altar Servers

On a voluntary basis, Catholic boys and girls in grades four and above have the opportunity to be trained as altar servers for school and parish liturgies.

For parents interested in learning more about the Catholic faith, adult education classes are offered through the parish each year. Please contact the Parish Office, 816-761-1608, for more information. Other one-time offerings are held throughout the year that are helpful for parents to better understand the Catholic faith.

Academics

The students of St. Regis have a reputation for their academic excellence. In order to continue this tradition, we ask parents to take an interest in their children's education.
Parents are expected to view and stay current with their children's progress by accessing grades through our website by clicking on the Parent Portal Educonnect block. Grades are updated on Wednesdays.

Formal progress reports will be available online approximately four weeks before the end of each quarter. However, parents may request a progress report at any time for their child. Please make an appointment with a teacher if you need to discuss a progress report.

We follow the Diocesan Standards with regards to our curriculum for each grade level. Each teacher gives an overview at our curriculum information night in the Fall and includes updates throughout the year.

Grade Scale

The following is the grading scale of St. Regis Academy for students in **grades 3-8**:

A+ = 100	B+ = 92	C+ = 83	D+ = 73
A = 94-99	B = 85-91	C = 75-82	D = 70-72
A- = 93	B- = 84	C- = 74	D- = 68-69
			U(F) = 67% and below

I = (This grade may be assigned only for serious reasons with the approval of the Principal. Work is due within four weeks or a U is automatically assigned.)

Mid-term Progress Reports

These reports serve as a communication tool to let parents know of their student's strengths as well as the areas that may need more time and attention in their studies.

Students, who are in need of improvement at mid-quarter, may receive academic modifications such as extra learning time, tutoring and/or parent conferencing.

Report Cards

Report cards are posted on the Parent Portal at the end of each quarter. These dates are listed on the school calendar.

Honor Roll

Honor rolls are calculated for students in grades 6-8 at the end of every quarter. They are based on the following information:

A=4 points, B=3 points, C=2 points D=1 (core classes are equivalent to one credit each; while auxiliary classes have a prorated equivalency.)

The Honor Rolls reflect academic excellence of 3.0 or above.

First Honors……. 3.7 GPA or higher, no grade lower than a C-
Second Honors…….3.0-3.69 GPA, no grade lower than a C-

Each student must have a cumulative (all 4 quarters) grade point average (GPA) above a D+ (1.3 GPA) or they may be required to repeat the grade.

Additional Honors/Awards

We want each child to reach their **personal best;** it's not about perfectionism. Quality work and behavior is never by accident; it is always the result of combining clear goals, high standards, knowledge, skills and genuine effort. These awards will be handed out at the quarterly Achievement Assemblies.

St. Cecelia Award for Excellence in Music
Grades K-2 (one award given out each quarter)
Grades 3-5 (one award given out each quarter)
Grades 6-8 (one award given out each quarter)

Criteria:
Displays effort and cooperation in class
Academic Achievement (A's and B's)
True love for Music performance and learning
Active participation in musical programs
Goes above and beyond what is expected in the Music curriculum

St. Sebastian Award for Excellence in Physical Education
Grades K-2 (one award given out each quarter)
Grades 3-5 (one award given out each quarter)
Grades 6-8 (one award given out each quarter)

Criteria:
Displays effort and cooperation in class
Academic Achievement (A's and B's)
Exhibits interest in applied Physical Education
Active participation in class
Goes above and beyond what is expected in the PE curriculum

St. Joseph Award for Excellence in Art
Grades K-2 (one award given out each quarter)
Grades 3-5 (one award given out each quarter)
Grades 6-8 (one award given out each quarter)

Criteria
Displays effort and cooperation in class
Academic Achievement (A's and B's)
Exhibits interest in Art
Active participation in class
Goes above and beyond what is expected in the Art curriculum

Additional Academic Expectations
Summer school and/or tutoring may be mandatory for any student who earns a D+ or below. Proper documentation will be required by the summer school and/or the summer tutor.

If a student is failing a class, or is not completing homework assignments, he/she may be required to stay in from recess and other extra activities in order to "catch up" on work and assignments to improve their GPA. These students will be supervised by a St. Regis teacher.

Homework/Schoolwork Philosophy and General Expectations

Completion of daily schoolwork and homework is expected of each student and necessary to his/her success and learning. Homework is an integral part of the learning process, as it is a time for continued practice of new skills, completion of long-range projects, and to study for tests. To derive the greatest benefits from school learning experiences, students must, at times, finish related study and follow-up at home. Homework is an extension and reinforcement of classroom learning experiences. Parents play an important part in helping students develop responsibility for good study habits and setting expectations. This is a learning process that must be shaped at home with the parent as teacher and guide. Parents should not do the work for their child, but should encourage good study habits and responsibility. Parents' attitude toward homework should be one of obligation, not a student choice. Suggested guidelines for daily out-of-class study and homework are:

Kindergarten - 10 minutes
1st grade - 20 minutes
2nd grade - 30 minutes
3rd grade - 40 minutes
4th grade - 50 minutes
5th grade - 60 minutes
6th - 8th graders - 60 to 90 minutes daily

Individual students may take more or less time to complete their assignments depending upon their different capabilities and interests. Parents, teachers and students must communicate regarding homework levels and issues. Because homework is used to reinforce skills taught at school and increase

student responsibility, it is not always graded. You may speak to the individual classroom teacher about the percentage breakdown of homework for a student's overall grade. Even if a student receives a reduced grade, it is expected that the work will be completed.

Homework is due at the beginning of the day for each subject. The assignment must be hand-delivered to the teacher by the student. Students will not be allowed to go to the computer lab to print out work or call home for a parent to make a delivery. Again, part of homework is intended to teach good organization and planning skills along with responsibility.

Reading and Writing Practice
Teachers will encourage daily reading and writing as part of their student's nightly work, especially if nothing is assigned.

Take Your Child to Work Day
If you choose for your child to participate in Take Your Child to Work Day, assignments will not be provided in advance. Your student will be responsible for making up their assignments when they return.

Make-Up Work

1. If a student is absent, it is the student's responsibility to check with teachers when they return regarding assignments missed during the absence. If class notes are needed, the student should make every attempt to obtain them from another classmate.
2. When a student has been absent, one day will be given for each day the student has been absent to make up schoolwork. For example, if a student misses one day, he/she has 1 extra day to complete and turn in the assignments. If he/she misses 4 days, he/she has 4 additional days to complete and turn in the assignments.
3. Students who will be absent due to pre planned events and circumstances have 2 options for making up their work:
    - A teacher may be notified at least one week prior to the event, and be requested to provide the student with upcoming assignments that will be given during the absence. With this option, students are required to turn in all assigned work upon their arrival back to school.
    - Students may check with their teacher upon returning from their absence and request makeup work. When this option is chosen, paragraph #2 above will be in effect for return of assignments.

Extra-Credit Work

We feel that it is more important that our students concentrate on doing well with the stated class material rather than look for extra work that can be done. The teachers and staff at St. Regis Academy encourage a partnership between home and school to focus on the grade level objectives and daily work that a student is to focus on and learn as part of our core curriculum.

Missed Tests

Tests will be administered at the date and time assigned by the teacher. Most makeup tests will need to

be taken within one week of the original test date. In some cases, students may be required to come in before the start of the school day to complete a missed test at the discretion of the teacher.

Late Work Policy

As we are preparing our students for continuing education and the work force, we wish to instill in our students an aspiration and motivation to complete all work assigned in a timely manner. Late work will be accepted by teachers for partial credit. Exception cases will be reviewed on an individual basis at teacher and administration discretion.

Special Programs & Performances for Academic Credit

Programs and performances show students' level of attainment in certain skills and are often a culmination and celebration of a unit of study. These are part of the grade, and attendance is required. Sometimes these are held outside of the regular school day. Parent support and understanding is important to the student's attitude and best performance. Students are expected to attend the musical for their grade level, as this is part of their performance grade for the year. If the student does not attend, their grade will be lowered.

Diocesan Grading Philosophy & Policy

Assessment is the avenue used by teachers to communicate to students and parents the child's observable progress. Assessment is based on the theories of learning. It is grounded in the skills and capabilities needed for future achievement and is self-regulated. To know something is to show that the knowledge received has been interpreted and demonstrated through a variety of techniques. While recognizing and respecting the different learning styles of the individual student, each teacher will assess the progress of each child through various evaluation methods.

St. Regis Academy follows the diocesan school procedures/guidelines for assessment, grading, and reporting.

1. In grades K-8, mid-quarter reports are available online to notify parents of a student's progress.
2. Students who are failing a subject will be asked to do supplementary practice or to procure tutoring over the summer. This would be indicated on the report card at the fourth quarter.
3. If retention is a recommended option for a student, parents shall be notified of the possibility no later than April 15.
4. If a student will not be present on the last day of school, grade cards will be available for viewing online.
5. All financial responsibilities and/or arrangements must be taken care of before report cards or school records are released.

Student Assessments

To support academic progress, student development is monitored in a variety of ways. Reading levels of all students are assessed at least 3 times per year. In addition, St. Regis Academy may use a variety of assessments that may include**:**

Written and Oral Quizzes and Tests

Tests are one way of assessing learning and understanding. If a student performs unsatisfactorily and has not completed or understood the skills tested, further instruction, practice and study will be necessary. Individual classroom teachers may offer retakes on tests to encourage learning and the mastery of content. At St. Regis Academy, we understand that students learn at a variety of different paces. In many instances, the two test grades will be averaged.

Observations/Daily Conferences with Students

Observation of students applying skills and knowledge in group work, centers, experiments, and in individual conferences, are important authentic forms of assessment. Teachers meet with students individually or in small groups to assess where a child is at, determine strengths and weaknesses, look for progress and to teach individual skills.

Student Self Evaluation

This form of assessment involves students in setting goals and comparing their performance to examples or guidelines that have been given as models or expectations. This helps students become independent learners and gives them ownership in setting goals that are important to meet their personal needs and interests while acquiring new and more advanced skills.

Long Term Projects/Units of Study

Students will not be left unassisted but will be given deadlines when different parts are to be turned in for a project or a unit of study. Units of study and long-term projects typically assess higher-level thinking skills, and therefore, you may not see many worksheets. During these projects, it is imperative that students are in class, because this is where the learning and assessment take place. Because teachers will be checking along the way, these projects must be turned in on the due date even if a student is absent on the due date. It should be sent with the parent, a sibling or friend.

Standardized Testing

Iowa Assessment Tests are administered to students in grades 3rd-8th to determine performance in Reading, Math, Written Language, Science and Social Studies. These group tests give teachers information about areas to emphasize in our instructional programs for the class and for individuals. The IA Test is administered in March or April.

Cog. A.T. is an IQ test that is administered to 4th graders at the time the I.T.B.S. tests are administered. During the testing weeks, classroom schedules will be rearranged to accommodate a block of time within the morning to test the students.

The Assessment of Catechesis/Religious Education (ACRE) is given annually to all 5th and 8th graders. The ACRE helps evaluate the faith knowledge and attitudes of our students and our religious program. ACRE provides faith knowledge questions related to religious beliefs, attitudes, practices, and perceptions. The ACRE Test is administered in November.

High School Placement Test

All eighth graders MUST take the High School Placement Test – HSPT. This test is given in December or January at the local Catholic high schools.

Parent-Teacher Conferences

Conferences are held twice a year; once in the Fall, for all students, and once in the early Spring, by appointment only. Since the conferences are a communication tool, it is recommended that students attend the conference with their parents whenever possible.

School Study Trips

Field trips are planned as an extension to the instruction in the classroom. If a field trip is to be taken beyond the St. Regis, or the Little Sister's Campus, notice will be given explaining the nature of the trip and asking the parent's permission for the child. Permission slips will be sent home by the teacher and should be returned as soon as possible. **No student will be allowed to go on a field trip without the permission form signed by the parent/guardian**. Phone permission and verbal permission cannot be accepted. If volunteers are needed, a request will be issued. Transportation will be arranged by the teacher planning the field trip. A fee may be charged to defray field trip costs.

- There are no "traditional benchmark" field trips.
- Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- Trip availability will change from year to year.
- All grades do not always have the same number of field trips.
- A field trip is a privilege and not a right.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. An alternative educational plan is not provided if a student does not go on a field trip.
- Whenever possible, St. Regis Academy will use bus transportation by an insured carrier for school transportation. In the case the parent volunteers are used to drive, the specific criteria must be adhered to:

1. Drivers must have a valid, non-probationary driver's license and no physical liability that may impair the ability to drive safely. **(Copy to be kept on file in the school office.)**

2. The vehicle should have valid registration and meet state safety requirements.
3. **The vehicle must be insured for minimum limits of $100,000 per person, $300,000 per occurrence. (Copy showing limits and updated coverage data is to be kept on file in the school office.)**
4. Every person in the private vehicle must wear a seatbelt or use appropriate passenger restraint systems.
5. **Drivers must have attended the "Protecting God's Children" Workshop (Virtus Training), and have a Background Check and a signed EIM form on file in the school office prior to the event.**
6. Drivers are to drive the students to-and-from the field trip destination only; no side trips or additional stops at other locations are allowed.
7. Drivers must also adhere to guidelines for car safety, child safety seats, and booster seats as outlined in "Parking Lot Procedures & Policy" section of the Academy's Handbook.

Student Promotion and Retention Policy

St. Regis Academy has high academic expectations for its students. The school's reputation is derived not only from the behavior and character of its students, but also from their academic achievement. In order to maintain our standards, students must meet the academic requirements of the school. For those students failing to meet these requirements, the staff and Principal, in consultation with the parents, will decide whether the student is eligible to move on to the next grade level. Advancement to the next grade at St. Regis Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. It is important that students learn and understand the material presented in each grade if they are to succeed in the next grade level and, eventually, in high school. St. Regis holds its standard of academic excellence for its students as a top priority and is determined to help each student excel.

Student promotion also depends upon successful completion of the current grade's coursework. Excessive absences and tardies may hinder a child's learning potential and may be cause for retention.

Retention of a student may occur should a student's absences exceed 25 days for the school year.

Academic Probation Policy

At the end of each quarter, any student with a cumulative GPA below 2.0 will be placed on academic probation which will restrict their participation in school sponsored extracurricular activities. Two consecutive quarters on academic probation will result in a student service plan requiring tutoring or other outside support. If a student is placed on academic probation, it may be necessary and required for that student to receive tutoring help or Title I services (during the regular school day or after school.)

Use of Library Materials

All books from our St. Regis Library have been moved into classrooms to make them more accessible to our scholars. Students may check out books for help with assignments and projects as well as for leisure time reading, which is highly encouraged. As children check out and check in books, the condition of the book is evaluated. A note is made on the book pocket if the book has any minor damage or if it has been repaired. If the book has torn, loose, or missing pages, if a cover is severely bent or is missing, the book may be considered damaged beyond repair. We do give allowance for normal wear and tear from wide circulation. Lost books, and books damaged beyond repair, are the responsibility of the student. A note will be sent home indicating the amount due for the book. Once a student has paid for a damaged book, the book is given to the student. Refunds are not given if a lost book is later found. Report cards will be held if late books or replacement fees are not received by May 15th.

Student-Athlete Responsibilities

While the athletics program is for the benefit of the student-athletes, student-athletes have their own responsibilities to make the program work. These responsibilities are owed to the Athletic Committee, coaches, parents and teammates.

- Maintain Academic Performance. We expect all student-athletes to try their best in the classroom. Parochial League rules call for at least a C- average in all courses.
- Maintain regular attendance at practices and games.
- Treat coaches with respect at all times. Follow all coaching instructions at practices and games. Challenging coaching decisions, arguing with coaches and other forms of disrespectful behavior are forbidden.
- Be a team player, support other team members and provide positive encouragement. Taunting, teasing or bullying of teammates or fighting between teammates is forbidden.
- Take pride in St. Regis Academy. When a student-athlete puts on a St. Regis uniform, he/she becomes a representative of the school. Act accordingly to show those who see you what makes St. Regis Academy special.
- Demonstrate sportsmanship and be a role model both on and off the field/court.

Christian attitudes, academic achievement and good sportsmanship are necessary for participation in St. Regis Academy sponsored sports. When a student fails to live up to required expectations, the student is ineligible. The Principal informs the Athletic Director and a notice is sent home to parents. A student's ineligibility notice is final and non-negotiable. The Athletic Director notifies the coaches and Parochial League Rules and Regulations are followed.
A student must be in school and/or healthy the day of the game to be eligible to play.

Any student suspended from school (in/out) will be INELIGIBLE for extracurricular activities for the weekend following the suspension.

Parents, coaches and fans are expected to follow and uphold the same guidelines and model Christian sportsmanship for St. Regis students. We teach by our own behavior.

Academic and Behavioral Eligibility for Athletics

Academic eligibility should be used to ensure that every child is working to his/her ability during sport seasons. Eligibility determination is a weekly check of academic performance and not an arbitrary disciplinary action. When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural or instructional. For example, if a student is doing poorly academically because his/her primary focus is sports, then he/she should be declared ineligible for a week. Athletic eligibility should be a tool that helps each child learn to budget and use his/her time and talent constructively.

Students must be passing all of their academic subjects each week with a minimum grade of a C- (74%) or above in order to participate in extracurricular activities. An athletic ineligibility list will be presented to the office on a weekly basis (by Tuesday morning). A copy of students who are ineligible will be furnished to the Athletic Director and the coaches. Students cannot practice or play sports during the week of ineligibility. If an ineligible student plays in an athletic contest, the team will forfeit the game. Academic ineligibility runs from Tuesday to Monday, and each week is a new week. ***EXAMPLE: If your child receives a warning the first week and nothing the second week, but receives a grade below a C- the third week, he/she is warned again.*** Students will receive a warning the first week, giving them an opportunity to correct the deficit(s). If the problem has not been solved by the second week, they will be ineligible and cannot play. If the student brings their grades up, they will not receive a form and, therefore, are eligible to play. ***EXAMPLE: If your child receives below a C- in Math, the first week he/she is warned, but is still allowed to play. If your child brings the Math grade up, but receives below a C- in Science, he/she will be ineligible and not allowed to play.*** These forms must be **signed** by the parent and **returned** to the Principal the following day. ***If a student receives 3 consecutive ineligibility notices, that student will be dropped from the team roster as our primary goal is student academic performance.***

In addition, unsportsmanlike conduct may make the student ineligible.

The same criterion applies to those failing to meet behavioral expectations, and decisions are at the discretion of the administration.

Playground

Teachers, staff and parent volunteers will supervise the playground during designated recess periods.

Playground Behavior Expectations:

1. Respond to the recess monitor's directions promptly.
2. Respect those in charge on the playground.
3. When recess is over, line up promptly and walk to the school entrance.
4. Good sportsmanship is expected at all times.
5. All students should be allowed to play (unless there is a "detention" or "time out.")
6. **NO** rough playing or fighting. This includes tackle football.
7. Students must play in assigned areas.

Student Ambassador Program

St. Regis Academy has an active Student Ambassador Program that assists with school activities, makes suggestions of programs, provides involvement in a variety of service projects throughout the year and affords training in community leadership.

Textbooks/Assignment Planners

All textbooks, workbooks and planners are issued without charge to students for their use during the school year. Students who lose or damage textbooks, planners, and/or library books will be charged a replacement fee. In the case of a textbook, this fee must be paid before a replacement book is issued or before grade cards are issued. If a student loses their planner, a new one must be purchased from the school office.

Extra Equipment/Games/ Toys

Students should not bring iPods, MP3 players, handheld video games, trading cards, or additional "play" items to school. Any inappropriate item confiscated **must be retrieved by a parent or guardian from the office.** The exception to this policy occurs when an arrangement has been made with the specific teacher for a class activity.

No Smart Watches are Permitted in school.

Student Use of Phones

The school phone lines are to be used for school business. The exception to this is in case of emergency. The phones, located in each classroom, should only be used with teacher permission. Communication with students, to include rides, sports practice and social engagements, should be confirmed prior to the start of the school day. If plans are unconfirmed or changed during the course of the day, the family must contact the student via the school phone and not the student's individual phone.

Cell phones are for emergency use only and must be turned off during school hours and be kept in a backpack or purse until after school while on school property or attending a school sponsored event.

- Cell phones may NOT be used for picture taking.
- Harassment or threatening of persons via cell phone is NOT permitted.
- Cell phones may NOT be used for game playing, Internet or email access, gambling or making purchases of any kind.

Texting*:* Students should, at no time, be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

*If a phone is confiscated, a parent or guardian must retrieve it from the office. Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing a phone to school***.**

Parents should contact the school office in case of an emergency and not call or text the student's cell phone during school hours.

Electronic Devices

Electronic devices are not to be brought to school and used during school hours. This includes cell phones, Apple watches or other digitally enhanced watches, mp3 players, and digital cameras.

PERSONAL ELECTRONIC DEVICE POLICY: Students are prohibited from using telecommunication devices, including cellular phones, beepers and MP3 players at school during the instructional school day or during a field trip.

Students in violation of this policy will be given an automatic detention, have the device confiscated and it will be held in the school office until the end of the instructional day. The device must be picked up by a parent.

The school recognizes that special circumstances can arise where a student will need to have a telecommunications device available after the instructional day. In those circumstances, students may keep the device in their backpack and it must be turned off during the instructional day.

St. Regis Academy will not assume responsibility for these items if they are damaged, lost or stolen.

Electronic Reader Policy
Students in grades 6-8 may use his/her electronic reader/Kindles/Nooks at school to achieve learning objectives **per teacher permission.** Students are responsible for his/her device at all times. The electronic reader is to be used for the intended purpose at school to read books during free independent reading times. Students in violation of this policy will be given an automatic detention, have the device confiscated and held in the school office until the end of the instructional day, and the privilege of using the device will be lost.

An Electronic Reader Permission Form must be signed by the parent and returned to the teacher prior to bringing the device to school.

The school is not responsible for damage, loss, or theft if brought to school.

Lockers/School Storage Areas

Each student is assigned a cubby, desk and/or locker in which to store clothing and textbooks. In order to maintain a quiet learning atmosphere for class, students are allowed to go to their cubby or lockers only at specified times. The school reserves the right to inspect desks, cubbies and lockers at any time.

Grammar Stage (K-5) Information

Classical Curriculum Overview

RELIGION CURRICULUM AND CHARACTER EDUCATION PROGRAM

Therefore be imitators of God, as beloved children; and walk in love, just as Christ also loved you and gave Himself up for us, an offering and a sacrifice to God as a fragrant aroma.
Ephesians 5:1-2

The teachings and beauty of our Catholic faith is not only a subject of academic study in each grade but is woven through all of what we do at St. Regis Academy, providing unity and cohesiveness to the curriculum. Students receive a rich education in the Catholic faith through the use of the *Alive in Christ* catechetical series, Holy Scripture, and instruction in the exposition of virtue. Integration of our Holy Faith is expected in every aspect of our curriculum and daily experience.

Alive in Christ is a comprehensive catechetical program from *Our Sunday Visitor* that "intentionally mirrors the Divine Pedagogy, builds Catholic identity, and involves families."
Students also learn of the gift of the Scriptures which introduces them to the person of Christ and a living Christian culture. Memorization of select psalms and verses will familiarize children with the rich, beautiful language of the Bible. Additionally, they will explore the treasures of Christian culture, art, architecture, music, and literature.

Fostering dispositions in which students' desire communion with God, this series cultivates a true personal relationship with our Lord. As students are immersed into the mystery of Christ, they are transformed by Divine Truth, living out the Gospel message and giving glory to God in all that they do. The virtues are thoroughly examined and applied in an effort to gain mastery of self and imitation. Universally valued virtues such as honesty, integrity, perseverance, respect for self, self-control, and patience while specifically highlighting the Cardinal virtues of prudence, justice, fortitude and temperance are intentionally integrated into this formation through the Catholic culture of the school, and through our study of character development and heroism in literature and history as well.
Current textbook series - Alive in Christ (OSV) http://aliveinchrist.osv.com/

HISTORY

For by Him all things were created, both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. He is before all things, and in Him all things hold together. He is also head of the body, the church; and He is the beginning, the firstborn from the dead, so that He Himself will come to have first place in everything.

The history program is intentionally integrated with our literature and religion instruction. This creates an atmosphere that helps students to immerse themselves in a time period, exploring the culture and applying their experience with virtuous living to the decisions made by those being studied. The Story of the World: History for the Classical Child is an award-winning series of books that can be read aloud to or read by young children (Grades 1-4) to bring history alive. This series, which includes an expansive teacher activity book to guide map work and the creation of timelines, serves as the "spine" of the history and geography curricula in the early years, and is supplemented by great literature, biography and poetry of the time and place.

In addition to the study of important national holidays and key American figures (e.g., Christopher Columbus, George Washington, Rosa Parks, Martin Luther King, etc), each academic year will traverse a particular epoch in history, with an emphasis on Western Civilization, but also with attention to the many cultures that form our country's cultural landscape today. Older students in the dialectical stage will begin to contemplate alternate outcomes based on more careful thought (and hindsight) and will enable children to see how actions and consequences are related and the importance of directing them toward the good.

LANGUAGE ARTS

But the wisdom from above is first pure, then peaceable, gentle, reasonable, full of mercy and good fruits, unwavering, without hypocrisy. And the seed whose fruit is righteousness is sown in peace by those who make peace.

James 3:17

We want our students to read insightfully, write beautifully, speak articulately, and think critically. This means they must be taught how language works, which includes a deep grasp of phonics in reading and spelling, word usage and syntax through the persevering study of English grammar (and Latin beginning in the 3rd Grade), composition and expression. Students should learn how to question a story and be questioned by it. By being introduced to beautiful and enduring literature, poetry and biography, even young students can be encouraged to consider the worthiness of characters' choices, the consequences of their actions, and the importance of right action and truth. The study and recitation of poetry is used to cultivate memory, especially in the early years when children's memory is strong and capable. Copywork and narration in the early years help students to imitate proper technique and find their voice. Dictation in later years allows students to emulate beautiful writing. The development of creative, expository, and analytical writing enables young thinkers to build confidence in the expression of their imagination, memory and intellect. Language and literature lessons complement concurrent, thematic lessons in history, culture, and religion, and thus provide a coherent, integrated curriculum.

The contemporary practice is to omit instruction in cursive handwriting from the curriculum. This is a shame, as the penmanship of this generation approaches illegible in many cases. As students begin to study source documents, or even teacher notes and assignments on the board, they soon realize that

those written in cursive are inaccessible to them. All St. Regis Academy students will be instructed in this lost art for the next two years, and the lower grade students will continue instruction through 3rd grade in subsequent years. Older students will be required to present all written work in legible cursive handwriting.

MATHEMATICS

So teach us to number our days, That we may present to You a heart of wisdom.
Psalm 90:12

The mathematics curriculum in a classical education will seek to promote the understanding of order and harmony in the universe, as well as grounding them in the concept that there is absolute truth and it can be found all around us. Mathematics, as a language, reveals this order, harmony, and truth, yet it should also be lifted from this concrete foundation and applied to all areas of life. Students should then be able to relate these concepts to the abstract ideals proposed for their consideration. Creation is one such concept that can emphatically show a correlation with the good, true, orderly, and beautiful. We will lay a solid foundation for basic math facts and the memorization of those facts in an effort to build a strong foundation on those basic skills in the acquisition of concept mastery. An emphasis will be put on number sense and the exploration of math concepts.

Current textbook series - Eureka Math https://greatminds.org/math

SCIENCE

Great are the works of the LORD; They are studied by all who delight in them.
Psalm 111:2

Through both simple and more complex experimentation, the study of science should teach children to observe their surroundings carefully and help them to discover the world around them, leading to understanding and wonder. With reading and discussion, writing to document hypotheses and observations, and hands-on activities and experimentation, children will begin to hone their natural ability to investigate and learn. Creating a strong sense of wonder in our children engenders a great love and respect for the Creator of all things.

LATIN

St. Regis Academy students are introduced to a Latin program beginning in Kindergarten. From this year on, students memorize Latin prayers and phrases such as the *Agnus Dei* and are exposed to a range of Latin texts. In the third grade, students begin to receive more formal instruction in the language with Latin grammar and vocabulary. The upper level grades, from fourth grade through eighth grade, learn to conjugate verbs in their various tenses, decline Latin nouns, recite prayers in Latin, and more. Instruction in the Latin language provides the gateway to a more comprehensive understanding of the English language and grammar, a foundation for expanding vocabulary through etymology, and greater accessibility to other languages and cultures.

Grade K-2: *Song School Latin Bk 1* (Classical Academic Press)
Grade 3: *Prima Latina* (Memoria Press)
Grade 4: *Latina Christiana* (Memoria Press)
Grade 5: *First Form Latin* (Memoria Press)
Grade 6: *Second Form Latin* (Memoria Press)
Grade 7: *Third Form Latin* (Memoria Press)
Grade 8: *Fourth Form Latin* (Memoria Press)

*Year 1 - 3rd grade: *Prima Latina*
4th Grade and up: *Latina Christiana*
*Year 2 – 3rd Grade: *Prima Latina*
4th Grade: *Latina Christiana*
5th Grade and up: *First Form Latin*
*Year 3 – 3rd Grade: *Prima Latina*
4th Grade: *Latina Christiana*
5th Grade: *First Form Latin*
6th Grade and up: *Second Form Latin*

ORATION/RECITATION

All students at St, Regis Academy are introduced to the art of public speaking. In kindergarten through sixth grade, oratory takes place within the context of other subjects such as literature, grammar, history, religion, etc. In the seventh and eighth grades, students receive formal instruction within the context of an Oratory/Logic class.

Recitation (K-8):
This age loves to memorize using songs, chants, rhythm, or rhyme. We use this to teach students all sorts of factual material including: prayers and songs in English and Latin, oceans and continents, major historical figures, taxonomy classification (biology), historical timeline dates, multiplication tables, countries of the world, selected Shakespeare, the parts of speech, prime numbers to 100, and numerous Bible passages, to name a few.

ART

The study of art encourages both hands-on participation as well as an introduction to the great masters and works of art. This study of art naturally complements the study of history in our integrated curriculum. The progression of artistic efforts provides an interesting study of each historical culture and the reflection of its ideals.The order and beauty presented in the works of the great masters will form the imagination of our students and inspire them to strive for such in all their creative endeavors. Artistic observation is a power tool for teaching a student to focus his attention to detail; this skill should, obviously, spill over into other areas of study.

MUSIC

Our music curriculum begins with our students being introduced to Gregorian chant and sacred music. Ecclesiastical music expresses the mystery of God and supports an attitude of adoration. Students will appreciate the "music of the masters," be able to differentiate between and play instruments, become familiar with musical notation and delight in music's ability to "tell stories."
As art lends itself to fine tuning a student's visual attention to detail, so music develops the power of listening closely. True music appreciation comes not only from the knowledge of the composition, but from the emotions the musical piece produces in the careful listener..

PHYSICAL EDUCATION
A physical education program should strive to train the mind,heart, and body of each student. Overall physical health is a way of honoring God through proper caretaking of our bodies. *The Educational Plan of St. Jerome Classical School* states that, "Exercise of the body develops concentration, self-discipline, and mental stamina through repetition, practice, and competitive play." Participation in a curriculum includes a variety of sports, exercise and diet plans for healthy living and even games will benefit students even beyond their grade school years. Practice in sportsmanship and fair play teaches students to win or lose with grace. The end goal is for a child to make it his practice to do his personal best in any situation and under any circumstance at all times for the glory and honor of God.

Recess

Recess is an integral part of the school day for our students. Recess allows needed activity, physical conditioning and social interaction. *If a child is too ill to be outdoors, it is best that the child remain at home recuperating for an additional day.* If there are other reasons a child cannot participate in recess, the School Office must be notified.

Students in grades K – 4 will have two (2) recesses per day consisting of twenty (20) - thirty (30) minutes. Recess will be at least 10 minutes of vigorous activity due to health and wellness guidelines. At least one recess must take place before the lunch period.

Recess in the Winter
Students are required to participate in recess unless the play areas are icy, wet or dangerous. At these times recess will take place indoors. Please see that children come to school dressed properly for the weather conditions. This applies to all students, K – 8. During very cold weather, five minutes walking outside is still acceptable.

Parties and Celebrations

Teacher's & Children's Birthdays
If you wish to celebrate your child's birthday at school, please check with his/her classroom teacher for details. All birthday celebrations for teachers and students during school hours shall be limited to a small treat (i.e., one cupcake, one cookie, fruit snacks, veggies & dip, crackers & cheese) to be shared at the discretion of the teacher, typically at the end of the school day. *Out of respect for our custodial staff, our teachers, and our student's uniforms, colored icing should be avoided when possible.* Time taken

away from instruction for such parties should be minimal. Because we have a school sponsored hot lunch program, the only pizza luncheon parties allowed will be those that are school sponsored lunch/treat incentives. In lieu of treat bags and decorations, please feel free to donate a book to the library or classroom in honor of your child and their special day.

Students in Grades K through 8 may come to school dressed out-of-uniform on their birthday or half-birthday.

Invitations to private parties may NOT be distributed at school UNLESS everyone in the class is receiving one. Individual gifts from one student to another should not be given at school.

Classroom Parties

Classroom parties are to consist of small snacks and are limited to 40-50 minutes at the end of the day. This should allow time for cleaning up the classroom. Parents are asked to schedule celebrations with teachers and room parents in advance and to honor teacher schedules and planning wishes. Classroom parties are designed as a celebration to be shared by classmates. And, as such, attendance is limited to classroom students, their teacher, room parents, and selected volunteers based on a first come first serve basis. This is to avoid overcrowded classrooms. **Parents volunteering for classroom parties, must have all of the proper volunteer documentation completed and on file in the school office.**

Following is a list of recommended snacks and food items that can be sent to school:

Cheese and crackers	Go-gurt/Yogurt
Fruit and dip	Wheat Thins/Triscuits
Graham crackers	Fruit Snacks
Cheez-its	Granola Bars/Nutri Grain Bars
Raisins	Non-sugary beverages

Logic Stage (6-8) Information

Classical Curriculum Overview

RELIGION CURRICULUM AND CHARACTER EDUCATION PROGRAM

Therefore be imitators of God, as beloved children; and walk in love, just as Christ also loved you and gave Himself up for us, an offering and a sacrifice to God as a fragrant aroma.
Ephesians 5:1-2

The teachings and beauty of our Catholic faith is not only a subject of academic study in each grade but is woven through all of what we do at St. Regis Academy, providing unity and cohesiveness to the curriculum. Students receive a rich education in the Catholic faith through the use of the *Alive in Christ* catechetical series, Holy Scripture, and instruction in the exposition of virtue. Integration of our Holy Faith is expected in every aspect of our curriculum and daily experience.

Alive in Christ is a comprehensive catechetical program from *Our Sunday Visitor* that "intentionally mirrors the Divine Pedagogy, builds Catholic identity, and involves families."
Students also learn of the gift of the Scriptures which introduces them to the person of Christ and a living Christian culture. Memorization of select psalms and verses will familiarize children with the rich, beautiful language of the Bible. Additionally, they will explore the treasures of Christian culture, art, architecture, music, and literature.

Fostering dispositions in which students' desire communion with God, this series cultivates a true personal relationship with our Lord. As students are immersed into the mystery of Christ, they are transformed by Divine Truth, living out the Gospel message and giving glory to God in all that they do. The virtues are thoroughly examined and applied in an effort to gain mastery of self and imitation. Universally valued virtues such as honesty, integrity, perseverance, respect for self, self-control, and patience while specifically highlighting the Cardinal virtues of prudence, justice, fortitude and temperance are intentionally integrated into this formation through the Catholic culture of the school, and through our study of character development and heroism in literature and history as well.
Current textbook series - Alive in Christ (OSV) http://aliveinchrist.osv.com/

HISTORY

For by Him all things were created, both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. He is before all things, and in Him all things hold together. He is also head of the body, the church; and He is the beginning, the firstborn from the dead, so that He Himself will come to have first place in everything.

The history program is intentionally integrated with our literature and religion instruction. This creates an atmosphere that helps students to immerse themselves in a time period, exploring the culture and applying their experience with virtuous living to the decisions made by those being studied. The Story of the World: History for the Classical Child is an award-winning series of books that can be read aloud to or read by young children (Grades 1-4) to bring history alive. This series, which includes an expansive teacher activity book to guide map work and the creation of timelines, serves as the "spine" of the history and geography curricula in the early years, and is supplemented by great literature, biography and poetry of the time and place.

In addition to the study of important national holidays and key American figures (e.g., Christopher Columbus, George Washington, Rosa Parks, Martin Luther King, etc), each academic year will traverse a particular epoch in history, with an emphasis on Western Civilization, but also with attention to the many cultures that form our country's cultural landscape today. Older students in the dialectical stage will begin to contemplate alternate outcomes based on more careful thought (and hindsight) and will enable children to see how actions and consequences are related and the importance of directing them toward the good.

LANGUAGE ARTS

But the wisdom from above is first pure, then peaceable, gentle, reasonable, full of mercy and good fruits, unwavering, without hypocrisy. And the seed whose fruit is righteousness is sown in peace by those who make peace.

James 3:17

We want our students to read insightfully, write beautifully, speak articulately, and think critically. This means they must be taught how language works, which includes a deep grasp of phonics in reading and spelling, word usage and syntax through the persevering study of English grammar (and Latin beginning in the 3rd Grade), composition and expression. Students should learn how to question a story and be questioned by it. By being introduced to beautiful and enduring literature, poetry and biography, even young students can be encouraged to consider the worthiness of characters' choices, the consequences of their actions, and the importance of right action and truth. The study and recitation of poetry is used to

cultivate memory, especially in the early years when children's memory is strong and capable. Copywork and narration in the early years help students to imitate proper technique and find their voice. Dictation in later years allows students to emulate beautiful writing. The development of creative, expository, and analytical writing enables young thinkers to build confidence in the expression of their imagination, memory and intellect. Language and literature lessons complement concurrent, thematic lessons in history, culture, and religion, and thus provide a coherent, integrated curriculum.

The contemporary practice is to omit instruction in cursive handwriting from the curriculum. This is a shame, as the penmanship of this generation approaches illegible in many cases. As students begin to study source documents, or even teacher notes and assignments on the board, they soon realize that those written in cursive are inaccessible to them. All St. Regis Academy students will be instructed in this lost art for the next two years, and the lower grade students will continue instruction through 3rd grade in subsequent years. Older students will be required to present all written work in legible cursive handwriting.

MATHEMATICS

So teach us to number our days, That we may present to You a heart of wisdom.
Psalm 90:12

The mathematics curriculum in a classical education will seek to promote the understanding of order and harmony in the universe, as well as grounding them in the concept that there is absolute truth and it can be found all around us. Mathematics, as a language, reveals this order, harmony, and truth, yet it should also be lifted from this concrete foundation and applied to all areas of life. Students should then be able to relate these concepts to the abstract ideals proposed for their consideration. Creation is one such concept that can emphatically show a correlation with the good, true, orderly, and beautiful. We will lay a solid foundation for basic math facts and the memorization of those facts in an effort to build a strong foundation on those basic skills in the acquisition of concept mastery. An emphasis will be put on number sense and the exploration of math concepts.
Current textbook series - Eureka Math https://greatminds.org/math

SCIENCE

Great are the works of the LORD; They are studied by all who delight in them.
Psalm 111:2

Through both simple and more complex experimentation, the study of science should teach children to observe their surroundings carefully and help them to discover the world around them, leading to understanding and wonder. With reading and discussion, writing to document hypotheses and observations, and hands-on activities and experimentation, children will begin to hone their natural

ability to investigate and learn. Creating a strong sense of wonder in our children engenders a great love and respect for the Creator of all things.

LATIN

St Regis Academy students are introduced to a Latin program beginning in Kindergarten. From this year on, students memorize Latin prayers and phrases such as the *Agnus Dei* and are exposed to a range of Latin texts. In the third grade, students begin to receive more formal instruction in the language with Latin grammar and vocabulary. The upper level grades, from fourth grade through eighth grade, learn to conjugate verbs in their various tenses, decline Latin nouns, recite prayers in Latin, and more. Instruction in the Latin language provides the gateway to a more comprehensive understanding of the English language and grammar, a foundation for expanding vocabulary through etymology, and greater accessibility to other languages and cultures.
Grade K-2: *Song School Latin Bk 1* (Classical Academic Press)
Grade 3: *Prima Latina* (Memoria Press)
Grade 4: *Latina Christiana* (Memoria Press)
Grade 5: *First Form Latin* (Memoria Press)
Grade 6: *Second Form Latin* (Memoria Press)
Grade 7: *Third Form Latin* (Memoria Press)
Grade 8: *Fourth Form Latin* (Memoria Press)

*Year 1 - 3rd grade: *Prima Latina*
4th Grade and up: *Latina Christiana*
*Year 2 – 3rd Grade: *Prima Latina*
4th Grade: *Latina Christiana*
5th Grade and up: *First Form Latin*
*Year 3 – 3rd Grade: *Prima Latina*
4th Grade: *Latina Christiana*
5th Grade: *First Form Latin*
6th Grade and up: *Second Form Latin*

ORATION/RECITATION

All students at St. Regis Academy are introduced to the art of public speaking. In kindergarten through sixth grade, oratory takes place within the context of other subjects such as literature, grammar, history, religion, etc. In the seventh and eighth grades, students receive formal instruction within the context of an Oratory/Logic class.

Recitation (K-8):

This age loves to memorize using songs, chants, rhythm, or rhyme. We use this to teach students all sorts of factual material including: prayers and songs in English and Latin, oceans and continents, major historical figures, taxonomy classification (biology), historical timeline dates, multiplication tables, countries of the world, selected Shakespeare, the parts of speech, prime numbers to 100, and numerous Bible passages, to name a few.

ART

The study of art encourages both hands-on participation as well as an introduction to the great masters and works of art. This study of art naturally complements the study of history in our integrated curriculum. The progression of artistic efforts provides an interesting study of each historical culture and the reflection of its ideals.The order and beauty presented in the works of the great masters will form the imagination of our students and inspire them to strive for such in all their creative endeavors. Artistic observation is a power tool for teaching a student to focus his attention to detail; this skill should, obviously, spill over into other areas of study.

MUSIC

Our music curriculum begins with our students being introduced to Gregorian chant and sacred music. Ecclesiastical music expresses the mystery of God and supports an attitude of adoration. Students will appreciate the "music of the masters," be able to differentiate between and play instruments, become familiar with musical notation and delight in music's ability to "tell stories."
As art lends itself to fine tuning a student's visual attention to detail, so music develops the power of listening closely. True music appreciation comes not only from the knowledge of the composition, but from the emotions the musical piece produces in the careful listener..

PHYSICAL EDUCATION

A physical education program should strive to train the mind,heart, and body of each student. Overall physical health is a way of honoring God through proper caretaking of our bodies. *The Educational Plan of St. Jerome Classical School* states that, "Exercise of the body develops concentration, self-discipline, and mental stamina through repetition, practice, and competitive play." Participation in a curriculum includes a variety of sports, exercise and diet plans for healthy living and even games will benefit students even beyond their grade school years. Practice in sportsmanship and fair play teaches students to win or lose with grace. The end goal is for a child to make it his practice to do his personal best in any situation and under any circumstance at all times for the glory and honor of God.

Recess

Recess is an integral part of the school day for our students. Recess allows needed activity, physical conditioning and social interaction. *If a child is too ill to be outdoors, it is best that the child remain at home recuperating for an additional day.* If there are other reasons a child cannot participate in recess, the School Office must be notified.

Students in grades 5-8 must have one recess per day, not to exceed 30 minutes.

Recess in the Winter

Students are required to participate in recess unless the play areas are icy, wet or dangerous. At these times recess will take place indoors. Please see that children come to school dressed properly for the weather conditions. This applies to all students, K – 8. During very cold weather, five minutes walking outside is still acceptable.

Service Hours and Expectations

Part of the teaching in Catholic Schools is to develop stewardship responsibilities as a way of life for our students. Stewardship in its fullest sense in our lives is experienced as a commitment of Time, Talent and Treasure. We share ourselves, who we are, and what we have been given by God, with others in our community. Service hours are required as part of our Religion Curriculum in grades 6 through 8. These hours will count as part of the Religion grade for middle school students.

6th grade – 3 hours per quarter=12/year
7th grade – 4 hours per quarter=16/year
8th grade – 5 hours per quarter=20/year

Hours should be served doing church work, community work, helping at schools, serving at a food kitchen, Little Sisters of the Poor, Operation Breakthrough, etc. To allow for a wide range of experiences we ask students to not have all hours in one category of service. Acceptance of hours will be determined by the classroom teachers.
Because service to the Parish and community are part of our mission, various student groups will often organize school collections of clothing, food, products and money for various organizations to support those in need or special causes.

Middle School students share their talents as buddies to our younger students. Upper grade students become involved in church ministry as servers. All students help maintain the lunchroom tables and their classrooms daily.

Criteria for Graduation

For the 8th grade students to be considered for the graduation ceremonies and to receive a diploma, they must participate in graduation activities, including retreats. All eighth graders **MUST** take the High School Placement Test - HSPT. This test is given in December or January at the local Catholic high schools.

Parties and Celebrations

Teacher's & Children's Birthdays
If you wish to celebrate your child's birthday at school, please check with his/her classroom teacher for details. All birthday celebrations for teachers and students during school hours shall be limited to a small treat (i.e., one cupcake, one cookie, fruit snacks, veggies & dip, crackers & cheese) to be shared at the discretion of the homeroom teacher, typically during lunch or at end of the school day. Time taken away from instruction for such parties should be minimal. Because we have a school sponsored hot lunch program, the only pizza luncheon parties allowed will be those that are school sponsored lunch/treat incentives. In lieu of treat bags and decorations, please feel free to donate a book to the library or classroom in honor of your child and their special day.

Students in Grades K through 8 may come to school dressed out-of-uniform on their birthday or half-birthday.

Invitations to private parties may NOT be distributed at school UNLESS everyone in the class is receiving one. Individual gifts from one student to another should not be given at school.

Dance and Social Activity Policy

Policy for dances and/or social activities which include musicals, sporting events and other activities scheduled outside the regular school hours.

The dance policy will be determined by the participating schools during the first quarter and information will be sent home with the students in grades seven and eight.

In order to be eligible to participate in a school (diocesan) activity or athletic event, the student must be present on the day of, or the Friday before (in case of a weekend), unless the absence is not due to illness. Therefore, if your child is absent or sent home due to an illness, they may not return to school for evening events.
Coed parties in private homes at the Middle School level are discouraged

Expectations and Academy Consequences

Cheating and Plagiarism

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion. Any cheating on schoolwork or tests will result in a grade of zero. Parents will be notified. The teacher, in the event of cheating, or in an effort to avoid possible cheating, may retain schoolwork. Attempts to take credit for written work or ideas of another person/author will have immediate consequences. Schoolwork will be retained by the school.

A student-athlete who is involved in cheating will be unable to participate in sports.

Uniform Violations

FIRST & SECOND OFFENSE:
K-2nd: A Dress Code Violations slip will be sent home and must be signed by the parent/guardian and returned to the student's homeroom teacher.
3rd-8th: A Dress Code Violations slip will be sent home and must be signed by the parent/guardian and returned to the student's homeroom teacher; a warning slip will also be given.

THIRD OFFENSE:
K-2nd: A Dress Code Violations slip will be sent home and must be signed by the parent/guardian and returned to the student's homeroom teacher; no recess.
3rd-8th: A warning slip will be given and the parent/guardian called

ADDITIONAL OFFENSES:
K-4th: The parent/guardian will be called and no recess. A parent meeting with the principal may be required.
5th–8th: The parent/guardian will be called and the student will be issued a detention. A parent meeting with the principal may be required.

St. Regis Academy Behavior Intervention Support Team(BIST)

A primary purpose of St. Regis Academy is to aid parents in the students' formation as educated Christians in the Roman Catholic tradition. The desire is for students to feel safe and secure as well as loved and respected by adults and peers.

The **Behavioral Expectations** of St. Regis are built around the three "R's": Religion, Respect, and Responsibility.

> **Religion:** Our primary purpose is to help parents "pass on the faith". Part of that role is to clarify and reinforce the Gospel values that make up the Catholic lifestyle based on a devotion to God with our whole self as reflected in our treatment of others.
>
> **Respect:** We are all created in God's image. Every student, teacher, administrator, staff member, parent and all members of the community deserve our respect as children of God. As disciples of Christ, we mature in our faith by exhibiting respect for all human life.
>
> **Responsibility**: We strive to be responsible for our actions, decisions, and words. A disciplined person is one who accepts responsibility for his/her own actions and chooses to live as a disciple of Christ.

In order to build a community of Gospel values incorporating the three "R"s, the following expectations have been established:

Each classroom will establish a set of specific expectations to ensure the three "R"s.

The following will be demonstrated on the school property at all times:

1. Kindness toward self and others in words and body language.
2. Polite and courteous behavior at all times.
3. Demonstration of care for others' feelings and property as well as proper care for school property.

It is the responsibility of the entire St. Regis community to model acceptable behavior. Our goal is for students to utilize their experiences to develop into responsible and caring adults. Certain behaviors qualify as seriously unacceptable behaviors and should not be tolerated within the school community, on or off the school grounds.

At St. Regis Academy
....
It is never okay to be disruptive!
It is never okay to be hurtful!

BIST Discipline Philosophy

St. Regis Academy has adopted the BIST: (Behavior Intervention Support Team- www.bist.org) Program as a guide to our discipline philosophy. The mission of BIST is to create a positive change toward a safe and productive learning environment for all. Our school-wide program helps students learn to manage their own behavior so they and their classmates can learn.

The BIST program utilizes four steps so that our teachers and staff have the ability to know when and

how to intervene to help students who are making poor choices. These steps create a consistent, supervised, safe environment in order to teach and protect all students. The four steps are:

- Early Intervention
- Caring Confrontation
- Protective Planning
- Outlasting

Our St. Regis BIST model consists of giving a **redirection** to help a student get back on track. If the redirection does not work, the next step is to send the struggling student to a **think spot in the classroom** where he/she can sit and think about how to solve the problem. The next level is the **buddy room**, where a struggling student can sit in another classroom to regroup. The third level is the **Principal's Office** where students can speak to an administrator to stop acting out, calm down, prepare an apology, and create a plan to be successful. Students complete a "Think Sheet" to help him/her take ownership of the problem.

A Think Spot is a designated area in the student's regular classroom. It is intended to provide a safe place for students where inappropriate behavior can be prevented or stopped. The student can begin taking responsibility for their actions while continuing academic course work.

The Buddy Room is a safe seat in a classroom other than the student's assigned classroom(s) where they may be assigned if the acting out does not stop in the original think spot.

Processing is the mandatory discussion the student and teacher have after the student behaves inappropriately. They discuss what happened, what harm it caused, identify the skill the student needs, make a plan to help the student, and continue to build the relationship between the student and teacher. The student cannot return to the regular classroom until processing has occurred.

Teachers also have weekly class meetings to help students solve problems and maintain a positive classroom community. Through BIST, we aim to bring about lasting changes in students' attitudes towards themselves and others around them. BIST emphasizes the importance of three "Goals for Life":

1. *I can be productive and follow directions even if I am mad.*
2. *I can be productive and follow directions even if others around me are not okay.*
3. *I can be productive and follow directions even if I don't want to. I can let the adult be in charge.*

Students are helped to learn these goals by **G**iving **R**esponsibility and **A**ccountability to our **C**hildren through **E**ducation. Throughout our BIST plan there is a:

- Balance of grace and accountability
- Powerful language to problem solve
- Consistency in expectations

The St. Regis Academy staff works closely with families of students who are struggling with behavior choices. We have a SIT (Student Intervention Team) team that meets to discuss how to best help students reach their full potential. Plans are created to encourage positive behavior and provide support where needed. Parents of struggling students will be required to attend meetings to discuss the student's progress. St. Regis Academy needs the support of parents in working with students who are struggling. A team approach is the best way to help students succeed.

Classroom Behavior Expectations

1. Follow directions the first time given.
2. Show respect for peers, faculty, guests and volunteers through words and actions.
3. Be in proper school uniform as detailed in the handbook.
4. No arguing in class. Concerns or appeals must be discussed privately before or after class.
5. Be in seat and prepared to begin work upon entering the classroom.
6. Raise hand and wait to be recognized before speaking.
7. No eating, drinking, chewing or grooming in the classroom (exception is water)
8. Respect the rights of others.
9. Be courteous to your classmates and your teacher.

Additional Behavior Expectations of Students
Students are always to conduct themselves as St. Regis Academy students and to exhibit the behaviors expected of such students both inside and outside the school.

All students are always a representative of the school community 24 hours a day.

1. Students are expected to take care of school property. If a window or desk is broken or other property is damaged by a student through carelessness or malevolence, it will be required that the student's family pays for the repair or replacement cost. All fees will be cleared through the Principal's office.
2. Destroying property belonging to the school or to other members of our school community may be cause for disciplinary action, and may result in suspension and/or expulsion.
3. Abusive and unacceptable language will not be tolerated within the St. Regis Community.
4. Theft of student or school property, or that of other school community members, will result in suspension and possible expulsion.
5. Fighting on the school grounds before, during or after school is forbidden. Parents may be contacted to pick up the student involved on the day of the incident. Automatic suspension for at least one day will be required. Long-term suspension or expulsion will be in order for repeated fighting.
6. Any public display of affection on St. Regis Academy grounds or within views of St. Regis Academy grounds at any time will be cause for disciplinary action, which may result in suspension and/or expulsion.
7. Students may not have pocket knives or other dangerous items at school.
   (Parents are expected to prevent students from bringing knives to school-this includes kitchen

knives or any other kind of knife). These will be confiscated and held at the Principal's office until a parent collects them. Possession and/or use of sharp objects, weapons or items dangerous to others' safety will result in suspension and/or expulsion and is based on the age of the student and the school authorities' information.

8. St. Regis Academy students are expected to adhere to the D.A.R.E. guidelines of abstinence from alcohol, smoking and drugs. Possession or use of alcohol, tobacco or other drugs will result in suspension and/or expulsion.
9. Snowballs, snow, dirt, rocks or other items may not be thrown in the school or on the grounds before, during or after school.
10. Students shall only bring tools for learning to school. Some materials are not appropriate for school such as unacceptable reading materials, expensive toys, large amounts of money, collector's cards, electronic games, action figures, skateboards or skates. The teacher will collect anything that is deemed disruptive or dangerous to the school setting. No personal CD players or iPods are allowed.
11. We realize that, for safety reasons, students may need to carry a cell phone when traveling to and from school. However, use of cellphones is not allowed during school hours.
12. There will be no gum or candy allowed in school outside of classroom parties or testing times. Gum is never allowed in the gym or Parish Hall.

Prejudice Policy

St. Regis Academy is committed to providing a safe, comfortable and supportive academic environment free from all forms of discrimination and harassment.
St. Regis Academy prohibits discrimination based on sex, ethnic group identification, race, national origin, religion, color, mental or physical disability in any program or activity conducted by our institution.

Any individual who is accused and found to have violated this policy against intentional physical or verbal abuse, harassment or discrimination of another person based on their gender, ethnic group identification, race, national origin, religion, color, mental or physical disability; with the purpose or effect of creating an intimidating, hostile or offensive academic or social environment will be subject to appropriate disciplinary action. This includes name calling and jokes.

Off-Campus Conduct

The administration of St. Regis Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Students should remember that their behavior outside of school reflects on St. Regis Academy and Parish. The aforementioned behavioral standards are expected to be maintained at all parish, community and school events.

Discipline Procedures for Sexual Harassment

Sexual harassment is treating someone differently because she is a female or because he is a male. Sexual harassment involves two parts: the harasser is in the position of power over the victim; the harasser repeatedly threatens, pressures or pays unwanted attention to the victim. The two keywords in sexual harassment are **unwelcome and repeated.**

Sexual harassment of anyone will not be tolerated and appropriate consequences will be enforced. Sexual harassment may be physical, verbal or nonverbal.
Physical harassment may include any unwanted sexually-oriented physical act, such as:
• Grabbing or touching someone, especially his or her private parts
• Tearing or pulling at a person's clothing
• Purposely bumping or rubbing against a person
• Kissing or holding a person against his or her will
• Impeding a person's movements or preventing a person from moving freely

Verbal sexual harassment means offensive words or comments, spoken privately to a person or in front of others. For example:
• Comments about body parts or rating people's bodies
• Sexual suggestions or threats
• Questions about personal life
• Spreading sexual rumors or stories
• Sexual jokes
• Using sexual orientation as an insult
• Using sexist, derogatory language

Non verbal sexual harassment includes:
• Staring or pointing at a person's body or body parts
• Making obscene gestures, simulating acts or lewd body movements
• Displaying obscene sexual material or placing it in someone's locker, desk or on someone's computer, among someone's personal effects, etc.
• Writing people's names along with sexual remarks, suggestions, or drawings in public places

Threats at School

Any student who issues a threat of bodily harm toward another member of the school community will be immediately referred to the principal's office. At that time, it will be determined if further discipline is warranted. Parents should be aware of the possibility that a student can and will be suspended/expelled from St. Regis Academy should the administration determine that the threat represents a real danger to anyone in the school/parish community. If such a suspension and/or expulsion should occur, the police department will be contacted per diocesan mandate.
In the event a student is asked to leave school for disciplinary reasons, that student is not allowed to attend school events or activities for the time they have been prohibited from attending school.

St. Regis Bullying Prevention Policy: Rules/Sanctions/Consequences

St. Regis has adopted the researched based Olweus Bullying Prevention Program to:

- Prevent and respond to bullying situations
- Involve all faculty
- Involve ALL students including the target of the bullying behavior, the student exhibiting bullying behavior and students who are bystanders
- Change norms and restructure the school setting including supervisory procedures
- Use a multi-component approach to address bullying (School, Individual, Classroom and Parent)

All students will learn strategies and awareness for bullying prevention throughout the year.

School-wide rules against bullying:

- We will not bully others.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Parents will be notified when students display bullying behaviors. Bullying behaviors include, but are not limited to: mocking, harassment, intimidation, name-calling, put downs, teasing, taunting, eye rolling, and staring/glaring at. These forms of bullying may exist in verbal, written, physical, non-verbal gestures or cyber communication.

If a student, parent or teacher feels that they have been bullied, we recommend that you take action right away:

1. Tell the bully(ies) very directly to stop. Use the phrase, "I don't like the way you are talking/acting. STOP IT!"
2. Tell a teacher, an administrator, a parent, a coach, our priest or someone you trust.

Definitions of Bullying Behaviors

Teasing – name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves
Exclusion – starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends
Hitting (Physical Bullying) – pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space
Severe hitting – punching, kicking, and similar behavior that could result in injury to others
Cyberbullying – Use of technology (i.e. text messaging, email etc.) to harass or intimidate another person
Harassment – racial, ethnic, or sexual name-calling or other severe harassment
Social Isolation – not allowing or discouraging students to participate in group activities, telling students that they do not have the skills to play a sport, not allowing students to sit with or join a group in class, recess or the cafeteria

Consequences for Bullying Behaviors

- The first occurrence will result in a student conference with the teacher and a "Think Sheet" filled out.
- The second occurrence will result in a parent phone conference with the teacher and a "Think Sheet" filled out.
- The third occurrence will result in a meeting at school with a parent, the student and the administration. Consequences may include buddy room, detention, and/or suspension.
- The fourth occurrence will result in probation, a behavior plan put into place that is signed for re-entry into class.
- The fifth occurrence will require a meeting with administration to determine the best placement for the student and possible expulsion.

Cyberbullying/Inappropriate use of Technology

St. Regis Academy attempts to provide a safe environment for all individuals. Neither St. Regis' school network, the broader Internet, nor cellular phones, whether accessed on campus or off, either during or after school hours, may be used for the purpose of harassment by any student at St. Regis. Forms of harassment through any electronic means, often referred to as "cyber bullying," are unacceptable.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online)** face detention, suspension, and/or expulsion.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site creations or postings, including blogs. Often the author, sender and/or poster of the inappropriate material is disguised or logged on as someone else.

Engagement in online blogs and social networking such as, but not limited to, Snapchat, MySpace.com, Instagram, Friendster, Facebook, KIK messenger, texting, Instant Messaging, Instagram, etc. may result in disciplinary actions if the content of the student's blog/message includes defamatory comments regarding the school, the faculty, other students or the parish.

Any student, faculty or staff member who feels that he or she has been the victim of such misuses of technology should not erase the offending material from his/her computer or cell phone. He/she should print a copy of the material and immediately report the incident to the principal. All reports of harassment in cyberspace will be investigated. Consequences may include, but are not limited to: the loss of computer privileges, separation from the victim, detention, suspension, or expulsion from school.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

The school reserves the right to search anything brought to school. This includes confiscated phones and other electronic devices.

Search & Seizure Policy

Individual students, school property/items or personal belongings on school property (backpacks, purses, cell phones, lockers, etc.), may be searched by a school staff member when the following apply:

- There is suspicion of illegal substances, harmful objects or prohibited items on school grounds.
- The staff member has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.

The search is conducted on school premises or at a school event in a manner which is not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

School staff members may conduct periodic inspections of all, or a randomly selected number of school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student, even if there is a separate lock on a locker. Such an inspection may occur in the presence of the student or not. Two adults must be present during any search.

The school reserves the right to conduct unannounced searches of school property and items on school property.

Because of balance of interest, keeping the school safe can be more important than a student's right to privacy.

Parents and police will be notified if evidence is found.

Rules of Conduct are expected to be enforced by faculty and staff. Suspension/Expulsion/Dismissal is always the decision at the discretion of the Principal and the Pastor and may be exercised at any time.

Logic School Behavior Policy (Under review 2021)

Accountability and acceptance of choice made in grades 5 - 8
Classroom teachers have established the rules and requirements to provide a positive learning environment for our students, utilizing the school handbook and our BIST model. These rules and requirements are used to help students succeed.

Warning Slips (Grades *4-8)

Classroom teachers will use warning slips to document specific behaviors that cause learning problems or behavior issues in class. Warning Slips assist the students in taking responsibility for their choices. The slips allow parents to see what behaviors occurred and when. Upon receiving 5 warning slips, a student will also receive a detention. A detention will be issued for each concurring warning slip issued. Warning slip infractions will last for the duration of a quarter.

It is the student's responsibility to have their warning slip signed by their parent/guardian and returned to the teacher the following day. If the warning slip is lost or forgotten, it is the student's responsibility, and he/she will have to accept the consequences. Students who do not have their warning slip signed by a parent/guardian and returned the next day will be given an automatic detention.

Possible Warning Slip Infractions

1. Uniform violation
2. Unacceptable behavior choice
3. Not letting the adult be in charge
4. Lack of respect
5. Lack of responsibility
6. Inappropriate behavior in hallway/lunch area & other campus areas
7. Not being prepared for class and having correct materials

Detention

Before or after school detention is an acceptable practice to aid in the correction of any disregard for the standards of Christian conduct as stated above. Some, but not all, behaviors for which a detention may be given include: bullying behavior, disrespect toward others, inappropriate attire, disobedience, inappropriate language, 5 warning slips, or disregard of school procedures.

A detention form notifies the parents in advance of the detention time and date. The goal of detention is to change or replace certain behaviors permanently.

Students must return the signed detention slip to school the next day or they will be required to serve an additional detention.

Detention can be an effective tool even for students with ADD/ADHD because ALL kids need structure and routine. Children need to understand what is going to happen next and what the positive and negatives outcomes of their behavior are. Our BIST model, paired with Warning Slips provides the structure and consistency for students to understand the expectations and consequences of their choices.

Detention Procedures

- Students will be given a specific assignment that must be completed during the detention time. Detention work will be determined in cooperation with the teachers. If the assigned work is not finished during the detention period, it will be completed the next day during recess or lunch.
- Misbehavior during detention will result in another detention. This misconduct detention will

count as another infraction.

- Not reporting for detention on the assigned date will result in another subsequent detention. The student must still serve the 1st detention.
- A detention may be rescheduled because of illness or previously scheduled medical appointments. Absolutely no exceptions will be made for athletic games or practices or extracurricular activities. Missed detentions because of illness/medical appointments must be made up the next week.
- **A student who receives 3 or more detentions in one quarter clearly indicates an unwillingness to abide by the rules of our school. At that point, a parent meeting will be required for a scholar's re-entry into the Academy.**

  If disciplinary problems continue, the child may be placed on probation, receive an out-of-school suspension and/or possible expulsion.

Note: Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc. Teachers supervise detention on a rotating basis.

Students cannot return to their class without a re-entry meeting with the teacher, administrator and student. The re-entry meeting will be held before the student processes their way back into the classroom.

Suspension/Expulsion

There are three general situations that may lead to suspension and/or expulsion:

1. When the administration feels it is not in the best interest of the child or the student body to have a particular student remain in the classroom setting because of un-Christian behavior.
2. When the moral and/or physical well-being of the student body and community is endangered.
3. When there is prolonged and open disregard for the school authority.

When a student is assigned a suspension, the suspension is typically designated as an In-School Suspension. An In-School Suspension allows the student and the school staff to address the issues that have led to the misbehavior. ISS keeps the student in the school environment, while having the student take responsibility for their inappropriate behavior, and also provides an opportunity to intervene in a positive manner with the student.

The following procedures will be put into place for an in-school suspension:

- Student will report to the office at 8:00am. They may bring a sack lunch or may choose to order a hot lunch at this time.
- Student will be assigned to a designated area for the day and will be monitored by a substitute teacher or faculty member. The student will also eat lunch in this area. *In the event that a substitute teacher or faculty member is unable to supervise the student for an ISS and Out of School Suspension - OSS - may be requested.*
- During the hours of 8:00am to 3:20pm the student will work on assignments. They will not

attend specials classes or any other activity
- All work shall be satisfactorily completed and handed in before the student returns to regular classes.
- The student must also process with school staff before returning to the classroom community.

At 3:15pm the student will be provided a list of the day's homework, which shall be completed on time in order that the student may receive full credit.

Any student suspended from school (in/out) will be ineligible for extracurricular activities for a one week period beginning the day of the ISS. Students who have received an out-of-school suspension will not be allowed on campus during the time of their suspension.

Students cannot return to their class without a re-entry meeting with the teacher, administrator and student. The re-entry meeting will be held before the student processes their way back into the classroom.

Prior to School Expulsion:

1. The principal warns the student.
2. The parents are informed of the seriousness of the matter.
3. The approval of the pastor is required.
4. The Diocesan School Office is informed in detail and in writing.

At the next regular meeting following the expulsion of a student, the local school advisory council members will be notified of the action taken.

Miscellaneous

Gum Policy

GUM is not allowed on the school grounds. Students having gum at school will be given a detention.

Snack Policy

CANDY, and ALL OTHER FOOD, not part of a student's lunch, is not allowed on the grounds directly before, during, or directly following school or while attending a school sponsored activity. Students in 6th-8th will be given a warning slip for the violation of the Snack Policy. Exceptions to the above apply on special occasions that will be clearly communicated by the school and teacher.

(Exception—Orthodontist's excuse to relieve pain for one day following an orthodontist's appointment if a dated note from the orthodontist is presented

Students are not to bring snacks for daily use.

WHEN SNACKS ARE ALLOWED, THE FOLLOWING GUIDELINES APPLY-
See healthy birthday treat options too.

● **Fruit (fresh or dried)**	● **Veggie snacks**
● **Breakfast bars**	● **Nuts (No shell)**
● **Dried cereal (No sugared cereals)**	● **Trail mix**
● **Yogurt**	● **Chex Mix (Single portion)**
● **Crackers**	● **Crackers and cheese**
● **String cheese**	

STUDENTS ARE NOT TO SHARE PERSONAL SNACKS

Water Bottles

Students in all grades are encouraged to bring a bottle for water or a St. Regis water bottle to use during the school day. Water bottles should not cause a disruption to the classroom. Bottled water such as Aquafina, Sam's Water, etc., or a water bottle purchased through St. Regis, will be allowed. Water bottles that cause distractions or that easily crack when dropped will be permitted in the classroom. The student's bottle of water must be clearly marked with the student's name.

Lost and Found

There is a box outside the Principal's office where students may check when they have lost something. Parents are also encouraged to check this box when their child is missing something. At the end of each quarter, all items will be donated to charity.

2022-2023 Technology Plan

God has blessed each of our scholars with the ability to think critically. Technology is a tool that can be used but must not be solely relied upon. As a Liberal Arts Academy, our goal is to equip scholars with the joy and awe of learning as well as necessary academic tools. While we have technology in the classroom, we use it only very sparingly and with specific intention. We want our scholars to be active producers rather than passive consumers. Our goal is not to tell scholars what to do and how they ought to do it but rather to prepare them with the necessary tools to tackle unknown challenges as they arise. In today's fluid and rapidly changing world, it is more important than ever that our scholars be prepared for challenges that do not yet exist but will in the future.

As a Liberal Arts Academy, we aim to educate the whole child by giving them the tools of learning - tools that can be applied to almost any challenge, career field, relationship or life situation. Part of this method is exposing our scholars to a wide variety of disciplines and opportunities provided by a foundation in technology, which fuels the ever changing world in which we live. We do not want to over-emphasize specific hardware, software or other technology tools that will likely be obsolete by the time our scholars reach adulthood. We want our scholars to have the necessary foundation in order to assimilate and master new technologies as they develop throughout their lifetime. Keep in mind that for some scholars technology will be a tool to achieve other ends while for others it may be the focus of their career. However technology appears in our scholars' lives, we want them to know how to handle it and use it to achieve their goals in a manner that is pleasing to the Lord.

In addition to teaching usage skills, it is imperative the scholars learn digital safety and citizenship. Online safety and responsibility are imperative. To this end, digital citizenship goals are listed below in green.

Kindergarten:

- Log in to computer
- Manipulate input devices (touchpad, mouse, etc)
- Click and drag
- Sign off computer
- Identify beginning icon (Google Chrome, Sheets, Docs)
- Identify keyboard functions and symbols/ letters
- Identify home row keys
- Handle and take care of devices safely
- Learn basic technology terms
- Identify parts of the computer
- How do you go places safely on the computer?
- How can you use the alphabet to find things online?

- What kinds of information should you keep to yourself when you use the Internet?
- How can you give credit to your own creative work?

1st Grade

- Log in to websites/ accounts/ network/ computer
- Input devices (touchpad, mouse, etc)- able to manipulate
- Clicking and dragging
- Basic keyboard shortcuts
- Sign off websites/ accounts/ network/ computer
- Beginning icon identification (google chrome, sheets, docs)
- Able to identify keyboard functions and symbols/ letters
- Introduction to basic keyboarding, home row/ stretch keys
- Able to take care of and handle devices safely
- Technology terms - physical properties of devices
- Technology terms - (within apps) tabs, refresh
- Identify more complex parts of the device
- How do you go places safely on the computer?
- How can you use the alphabet to find things online?
- What kinds of information should you keep to yourself when you use the Internet?
- How can you give credit to your own creative work?

2nd Grade

- Log in to websites/ accounts/ network/ computer
- Keyboard shortcuts
- Sign off websites/ accounts/ network/ computer
- Beginning icon identification (Google Chrome, Sheets, Docs)
- Able to take care of handle devices safely
- Technology terms - physical properties of devices
- Technology terms - (within apps) tabs, refresh
- Identify more internal parts of the device
- Learn tech/STEM concepts offline
- How do you go places safely on the computer?
- How can you use the alphabet to find things online?
- What kinds of information should you keep to yourself when you use the Internet?
- How can you give credit to your own creative work?

3rd Grade

- Log in to websites/ accounts/ network/ computer
- Keyboard shortcuts
- Sign off websites/ accounts/ network/ computer
- Basic keyboarding
- Personal responsibility for device (charged, teacher-approved sites, protect device)
- Basic troubleshooting
- Technology terms - physical properties of devices

- Technology terms - (within apps) tabs, refresh
- Identify more internal parts of the device
- What kinds of responsibilities does a good digital citizen have?
- How can you protect yourself from online identity theft?
- What should you do when someone uses mean or scary language on the Internet?
- How can you show respect for other people's work?

4th Grade

- Log in to websites/ accounts/ network/ computer
- Keyboard shortcuts
- Sign off websites/ accounts/ network/ computer
- Keyboarding and review
- Personal responsibility for device (charged, teacher-approved sites, protect device)
- Basic troubleshooting
- Technology terms
- Basic knowledge of G-Suite
- Working knowledge of Docs & Slides
- Learn tech/STEM concepts offline
- Evaluate Information (true/false, degree)
- Sending email
- Which keywords will give you the best search results?
- What kinds of responsibilities does a good digital citizen have?
- How can you protect yourself from online identity theft?
- What should you do when someone uses mean or scary language on the Internet?
- Which keywords will give you the best search results?
- How can you show respect for other people's work?

5th Grade

- Keyboarding
- Personal responsibility for device (charged, teacher-approved sites, protect device)
- Troubleshooting
- Working knowledge of Docs, Slides, Sheets and basic Forms
- Collaboration
- Able to work as part of a group
- Present/share ideas with audience
- Present/share outside of immediate community
- Manipulation of images
- Plan/research/seek information
- Evaluate information (true/false, degree)
- Cite Sources
- Learning tech/STEM concepts offline
- What kinds of responsibilities does a good digital citizen have?
- How can you protect yourself from online identity theft?
- What should you do when someone uses mean or scary language on the Internet?

- Which keywords will give you the best search results?
- How can you show respect for other people's work?

6th Grade

- Introduce other devices, platforms, environments
- Working knowledge of Docs, Slides, Sheets, Forms, website design
- Able to work as part of a group
- Present/share ideas with audience
- Present/share outside of immediate community
- Manipulation of images
- Plan and research information
- Critically evaluate Information
- Cite sources
- Able to communicate and share work
- What is the place of digital media in our lives?
- What steps can help you find what you're looking for when you search online?
- What is identity theft, and how can you protect yourself from it?
- How do you judge the intentions and impact of people's words and actions online?
- What rights do you have as a creator?

7th Grade

- Introduce other devices, platforms, environments
- Working knowledge of Docs, Slides, Sheets, Forms, website design
- Able to work as part of a group
- Present/share ideas with audience
- Present/share outside of immediate community
- Intermediate knowledge of editing graphic images
- Basic knowledge of editing video
- Plan and research information
- Critically evaluate Information
- Cite sources
- Able to communicate and share work
- What is the place of digital media in our lives?
- What steps can help you find what you're looking for when you search online?
- What is identity theft, and how can you protect yourself from it?
- How do you judge the intentions and impact of people's words and actions online?
- What rights do you have as a creator?

8th Grade

- Able to work as part of a group
- Present/share ideas with audience
- Present/share outside of immediate community
- Intermediate knowledge of editing graphic images
- Basic knowledge of editing video

- Plan and research information
- Critically evaluate Information
- Cite sources
- Able to communicate and share work
- What is the place of digital media in our lives?
- What steps can help you find what you're looking for when you search online?
- What is identity theft, and how can you protect yourself from it?
- How do you judge the intentions and impact of people's words and actions online?
- What rights do you have as a creator?

Parent Resources

- https://www.bark.us/
- https://www.waituntil8th.org/
- https://www.westartnow.org/

School Computer and Computer Lab Use

Computer/Technology Internet Rules
All students who use the computer network must have a Diocesan "User Agreement and Parent Permission Form" signed and on file in order to participate. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and gain experience in computer usage. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - NOT A RIGHT. Access entails responsibility.
Individual users of the computer networks are responsible for their behavior and standards and will honor the agreements they have signed. Parents should be aware that St. Regis Academy does use a filter.

Network storage areas may be treated like school lockers; they are school property and any and all information can be shared, reviewed and monitored by the school administration. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Users should not expect that files stored on servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance regarding information sources such as television, cell phones, movies, ebooks, radio and other potentially offensive media.

As outlined in diocesan policy and procedures, the following are not permitted:

- Damaging computer, computer systems or computer networks
- Changing settings on any computer without teacher permission
- Sending or displaying offensive messages or pictures
- Accessing email
- Using obscene language or creating offensive pictures
- Threatening, insulting or attacking others
- Violating copyright laws
- Trespassing in another's folder or work saved in the computer
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Libelous language
- File sharing
- Creating a fictitious social media account

Violations may result in loss of access as well as other disciplinary or legal action.
Computer/Technology conduct, whether inside or outside the school, that is detrimental to the reputation of the school or school personnel, will also result in disciplinary and/or legal action.

Computer Access Policies
Students are allowed access to classroom and lab computers so long as usage guidelines are followed. Any tampering with computer settings will result in, but is not limited to, expulsion from class. Any violations which incur expense to the school will be paid for by the party committing the violation. Any nonpayment of such expenses may result in the withholding of grade reports and/or graduation diploma.

Before your child uses the computers or the Internet, the rules will be discussed. They will be supervised at all times and working on a specific objective. They will not be using email unless there is a specific classroom project that has been set up by the teacher involving another school. Sites involving registration will be avoided. No personal information will be given out.

We teach students to:
Never give out family or personal information
Carefully follow directions in class
Click the back button if they enter a page inappropriate to their search
Ask the teacher for help to get back to the correct page

Please rest assured that we select sites which support our curriculum. We point our students toward developmentally appropriate information. We provide supervised curriculum-related use of the Internet.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards throughout the world. However, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. We believe that the benefits to students with access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians are responsible for setting and conveying the standards that your children should follow when using media and information sources. To that end, we support and respect each family's right to decide whether or not to permit electronic access by their children.

Recommended Safeguards for Computing in the Home

- Students should refrain from giving out personal email addresses and should refrain from libelous nature of online communication
- Follow the parameters of the Internet policy at school
- Engagement in online blogs such as, but not limited to Facebook, Instagram, SnapChat, MySpace.com, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish. St. Regis Academy attempts to provide a safe environment for all individuals. Verbal or written threats of any kind made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

AMENDMENTS TO HANDBOOK

St. Regis Academy reserves the right to amend the school Calendar and Handbook at any time for just cause. These changes shall be communicated to the school community in a timely manner.