



St. Regis Catholic School

Parent/Student Handbook

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Greetings Friends and Family,

St. Regis Catholic School is proud to celebrate over 60 years of excellent education. Several years prior to the establishment of Saint Regis Parish and construction of the church, Saint Regis School and Chapel were founded as a mission of Holy Name Parish of Birmingham. Construction of the school was completed in August 1959, and masses were held in the school classrooms. The first Mass was celebrated on September 13, 1959.

We are blessed to embark on another school year together. We continue our mission to respect each other, educate our students, give of ourselves, inspire all who enter the building, and support one another to build disciples of Christ. The teachers and staff have continued to grow and educate themselves so that we can give the best to each one of our students.

St. Regis is proud to have implanted a House System to help promote student involvement, interaction, leadership unity, sense of pride, promotes positive character traits and emphasizes positive behavior. The house system is an idea adopted from Ron Clark Academy <http://www.ronclarkacademy.com/> to give students the opportunity to connect with students across classes and grades that they may not normally have a chance to interact with. This helps students gain more friendships and create a family-like culture at our school. We currently have over 400 students at St. Regis Catholic School alone! The house system will make our school seem a little bit smaller.

St. Regis Catholic School has the following Houses:

- St. Philip House of Joy, Color: Yellow
- St. Monica House of Patience, Color: Orange
- St. Francis House of Gentleness, Color: Green
- St. Raphael House of Love, Color: Red
- St. Elizabeth House of Goodness, Color: Blue
- St. Theresa House of Kindness, Color: Lime Green
- St. John House of Faithfulness, Color: Light Blue
- St. Catherine House of Peace, Color: Purple

All new students, teachers and staff are sorted in a live ceremony at the beginning of the school year. Students will learn about the patron saint of their house. House meetings will be held through the year to help foster relationships and positive interaction. We are excited to have this program at St. Regis!

What a blessing it is that we get to share our faith through Catholic education here at St. Regis Catholic School!

Warmly,

Mrs. Katie Brydges, Principal

St. Regis Faculty and Staff

The St. Regis team is comprised of men and women dedicated to sharing the Gospels of Jesus Christ. Many of the teaching staff have earned their Master's degrees and all are certified Catechists.

Name	Job Title
Early School	
Katie Griesbaum	Preschool Teacher, Preschool Director
Theresa McLennon	Preschool Aide
Renee Krzyminski	Preschool Teacher
Emily Leonhard	Pre-School Aide
Sarah Milburn	Young Fives Teacher
Amy Senk	Kindergarten Teacher
Candice Abro	Kindergarten Teacher
Carolyn Noble	Kindergarten Teacher
Sarina DeWitt	Kindergarten Co-Teacher
Meghan Beck	Kindergarten Co-Teacher

Elementary	
Sydney Ballard	First Grade Teacher
Tiffany Shamoun	First Grade Teacher
Krista Rosin	First Grade Teacher
Mary Liszewski	Second Grade Teacher
Molly Mulcahy	Second Grade Teacher
Lisa DiStefano	Third Grade Teacher
Kristin Perlin	Third Grade Teacher
Carissa Lokken	Fourth Grade Teacher
Jennifer Nuss	Fourth Grade Teacher
Joni Kase	Fifth Grade Teacher
Susan Lockwood	Fifth Grade Teacher

Academy	
Bill Farrand- 8 Science, Social Studies, Religion	
Jack Fletcher 6/7 Science	
Tricia Florance 6 Math, 7 Social Studies	
Brooke Galli 6/7 Religion	
Katie Geary 7/8 English, 6 Social studies	
Molly Campbell 6 Literature and English	
Kathy Kowalewski 7/8 Math, 6 Social Studies	
Tracee Tewilliager 7/8 Literature, 6 Social Studies	

Spanish Department

Ainhoa Fernandez Elementary Spanish
 Stephanie Edelson Academy Spanish

Music Department

Scott Bley Music/Instrumentals, Band

Physical Education Department

Eric Gardner Physical Education
 Keith Verellen Physical Education

Art

Carol Mack Art

Technology

Stacey Ignagni Technology/Yearbook

Learning Enrichment Center

Mary Grobbel School Counselor, LMSW
 Molly Lamarche Learning Enrichment Center
 Anne Renaud Learning Enrichment Center
 Melanie Blake Building Sub

Support Staff

Karen Terzich Admissions/Office Manager
 Heather Venner Advancement Director
 Natalie Pelligrino Front Office Support
 Christine Sims Front Office Support
 Suzan Gumma Lunchroom Coordinator
 Tom Fletcher Recess Support

Custodial

Josh Negron Maintenance Supervisor
 Anthony Williams Maintenance Assistant

Administration

Heather Sofran Assistant Principal, MA
 Katie Brydges Principal, Ed.S

Parish Office

Cynthia Neer Parish Secretary
 Kimberly Smith Business Manager
 Linda Wade Assist. Business Manager
 Andrew Neer Minister of Music
 Theresa Skwara Director of Religious Education
 Christopher Gawel Pastoral Associate for Evangelization
 Scott Anastasia Pastoral Associate
 Heather Sofran Athletic Director
 Francis King Deacon
 Father David Buersmeyer Pastor

St. Regis Catholic School Mission Statement

At St. Regis Catholic School we **Respect** others, **Educate** ourselves, **Give** of our talents, **Inspire** all who enter, **Support** the Catholic church and community, and build disciples of Jesus Christ—all for the greater glory of God.

Philosophy

St. Regis Catholic School is a vital component of the spiritual formation and educational development of young people within St. Regis community.

We believe that parents are the primary educators of their children. As a staff, it is our goal to support them in the endeavors of modeling and living the teachings of Jesus Christ.

St. Regis Elementary and Academy reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this handbook at any time, without notice and in any manner that the Administration deems to be in the best interest of the school.

Saint John Francis Regis



St. John Francis Regis, the great "father of the poor," was a Jesuit evangelist and preacher. He was born in Font-Couverte, France in 1597, the son of a rich merchant. John studied at Beziers and was accepted into the Society of Jesus in 1615. He also studied at Cahors and Toulouse and was ordained in 1631. The rest of his life was spent preaching and establishing charitable institutions, confraternities, and missions in southern France. St. Regis was not only a profound preacher, but the founder of orphanages and improver of prison conditions. He also established a lace factory as a form of skilled labor for women who otherwise would have been forced to choose prostitution for survival. John-Francis worked intensely with the neglected until, suffering from exhaustion, he died at the age of 43. He also performed many miracles. He was canonized in 1737. His Feast Day is June 16. He is the patron saint of lacemakers, medical social workers, and children who are born outside of marriage and family. For a more detailed overview of his life and ministry, please read the following recent article about him: [St. John Francis Regis](#).

School History

Our school was established by the Sisters of the Immaculate Heart of Mary in 1959, as the area grew in population and the school building at Holy Name Parish could not handle the number of children of the families who desired Catholic education. At the same time a "parish-in-formation" was set up on the site, which became an official parish in 1962 and named after the 17th century French Jesuit priest, St. John Francis Regis. To this day the school continues as a parish-sponsored school. We are very proud of our Catholic heritage and academic excellence. We are fully accredited by the Michigan Association of Non-Public Schools.

School Seal



School Logo



School Mascot



Mountain: John Francis Regis served the people of the mountains in France. The mountains are the only common element to crests of St. Regis, whether high schools, universities, or hospitals.

AMDG: The motto of the Society of Jesus, of which St. Regis was a member, is Ad Maiorem Dei Gloriam, To the Greater Glory of God. It is also part of the St. Regis Community's Mission Statement. Including this element visually ties the school in with the ministry of the parish, as well as the Jesuit community.

Starburst: The starburst is from the coat of St. Ignatius of Loyola, founder of the Society of Jesus.

NOTE: St. Regis reserves the right to grant permission to utilize school logo and seal.

St. Regis Core Values

Respect, Accountability and the Building-Up of Each Other's Dignity: We are committed to providing a building that is safe, secure and nurturing to allow spiritual and academic growth for students, staff and parents. We are dedicated to ensuring that all people are treated with respect and fairness. We believe that embracing the highest level of integrity and transparency in communication is essential to the success of our students and school.

Student Achievement: We are committed to providing differentiated instruction to ensure that all students receive a comprehensive education and skills necessary to succeed in a 21st century environment.

Open Mindedness: St. Regis faculty is dedicated to implementing systemic and systematic Best Practices in all areas of learning. We realize that we learn from one another and that we all have varied gifts to share.

Pride in Community and School: We are all one body of Christ. Therefore, we believe that having great pride in community and school is crucial to the success of our students and parish.

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

All Religion teachers are certified Catechists in grades Preschool, Young Fives, and K-8.

Auxiliary Services

According to MCL 340.622, whenever the Board of Education of a school district provides any auxiliary services to any of its resident children, it shall provide the same services on an equal basis to school children in attendance in the elementary and high school grades at non-public schools.

Under this law, through the Birmingham Public Schools, the following services are made possible at St. Regis Elementary and Academy:

1. Speech Therapy
2. Social Work Services
3. Psychological Testing
4. Hearing/Vision Screening

Students are referred based on need and parental consent. Referrals may be initiated by parents, teacher, or principal, and approved by the principal. We are proud to employ a licensed State of Michigan school counselor who is available to our families for consultation at no cost. (See school counselor)

Academic Information

Report Cards

A formal notification of student evaluation (report card) is provided at the end of each quarter via FACTS SIS.

Grading Scale

Early School: Young Fives to Grade 2 utilizes a *standards-based* report card.

- P: Proficient = Meets Majority of Grade Level Expectations
- D: Developing = Meets Most Grade-Level Expectations
- N: Needs Support = Does Not Meet Most Grade-Level Expectations
- N/1: Not Yet Introduced

Elementary and Academy: Grades 3-8

- A: 90%-100% = Exceeds Grade-Level Expectations
 - B: 80%-89% = Meets Majority of Grade-Level Expectations
 - C: 70%-79% = Meets Most Grade-Level Expectations
 - D: 60%-69% = Does Not Meet Most Grade-Level Expectations
 - F: 59% and below = Meets Few Grade-Level Expectations
- Plusses and minuses will be not used for evaluation.

Citizenship Scale

Grades 3-8 Citizenship Grading

E – Exceeds Expectations

- Consistently follows St. Regis policies and procedures
- Consistently follows classroom rules and expectations
- Consistently shows respect for self, others, and property
- Consistently completes classwork, homework, and projects
- Consistently brings all necessary materials to class

M – Meets Expectations

- Usually follows St. Regis policies and procedures
- Usually follows classroom rules and expectations
- Usually shows respect for self, others, and property
- Usually completes classwork, homework, and projects
- Usually brings all necessary materials to class

I – Improvement Needed

- Occasionally follows St. Regis policies and procedures
- Occasionally follows classroom rules and expectations
- Occasionally shows respect for self, others, and property

- Occasionally completes classwork, homework, and projects on time
- Occasionally remembers to bring necessary materials to class

U – Unsatisfactory

- Consistently has difficulty following St. Regis policies and procedures
- Consistently has difficulty following classroom rules and expectations
- Consistently has difficulty showing respect for self, others, and property
- Consistently has difficulty completing classwork, homework, and projects
- Consistently has difficulty bringing all necessary materials to class

Honor Roll

The Honor Roll will be determined on a *quarterly* basis for students in grades 6-8. These requirements must be met to qualify for one of the honor roll lists:

High Honors List

Minimum grade point average of 3.5 in core subjects and no lower than a **C+** in Computers, Gym and other Electives. Students achieving a GPA of 4.0 will be distinguished on the honor roll.

Honors List

Minimum grade point average of 3.0 in core subjects and no lower than a **C** in Computers, Gym or other Electives.

Please Note: Any student receiving a suspension will be ineligible for honor roll and their report card will reflect a minimum grade of D in general conduct. Behavioral issues do not affect academic grades but prevents honor roll status.

Promotion/Retention

Failure in one major subject requires summer school or an academic plan developed with administration; failure in two major subjects requires repetition of the grade. Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained in a grade level if the child has not successfully mastered the curriculum content and only if the child would substantially benefit from the opportunity to repeat the current grade.

The decision of promotion, conditional promotion, and retention are made by the principal and student's teacher in consultation with the parents. The decision of the principal is final and binding. Retention decisions will be carried over into alternate school placement, if applicable.

Major Subjects - Grades 1-3

Reading, English, Math, Spelling, Religion

Major Subjects – Grades 4 - 5

Reading, English, Math, Spelling, Religion, Science, Social Studies

Major Subjects – Grades 6-8

Literature, English, Math, Religion, Social Studies, Science

Admissions Policies and Procedures

St. Regis Catholic School does not discriminate against students in admission or participation in any school program or activity based on race, color, national **or ethnic** origin, sex, or disability which is unrelated to the student's ability to utilize and benefit from the educational opportunities,

programs, and facilities offered by the school.

St. Regis Catholic School will accept students in grades Preschool through Eighth grade, providing applicants meet the specified admissions criteria and pass our grade-level entrance assessment. Parents/guardians must present copies of the most recent grade-level report card. Students in Grades 6 through 8 are interviewed by administration to determine reasons for seeking admission. The final decision for admittance is the responsibility of the Administration of St. Regis Catholic School.

At St. Regis Catholic School, we strive to help our students be successful both spiritually and academically. To ensure St. Regis is the proper environment, each new student will be admitted to our program on a probationary basis for one semester. If the student does not meet the school's expectations in conduct, citizenship, or academics, the student may be **asked** to withdraw from the school.

The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated. (Archdiocese of Detroit Catholic Schools Policies – Enrollment and Conduct)

Parents/guardians seeking to enroll their children in St. Regis Catholic School are expected to accept and support the philosophy, mission, and administrative and educational policies of the school. These policies are outlined in the Parent/Student Handbook. Parents who do not abide by school policies or instructional programs and/or who are disruptive in their actions to such could necessitate the removal of their child(ren) from the school.

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community. (Archdiocese of Detroit Catholic Schools Policies – Enrollment and Conduct)

Age Requirements

St. Regis Catholic School adheres to the policies of the State of Michigan and the Archdiocese of Detroit Catholic Schools Office regarding the age of admissions. Students seeking enrollment in kindergarten must be 5 years of age by September 1st of the current school year.

Half-Day Preschool Program: 3 years old by September 1st.

Full-Day Preschool Program: 4 years old by January 1st

Young Fives Program: 5 years old by December 1st

Kindergarten: 5 years old by September 1st

Academic and Behavior Probation

At St. Regis Catholic School and Academy, we recognize that each student has varying interests and abilities, and our expectation is that all students will successfully complete the requirements in all subjects. If a student is not working to the best of his/her ability and improvement is not forthcoming, the following procedures will occur:

Probationary Status:

(NOTE: All new students to St. Regis are on probation for the first semester.) If concerns persist about the academic or behavior progress of a student and there is not sufficient improvement, academic and/or behavior extended probation will be considered at the discretion of the faculty and administration. While on probation, a student may not run for, or serve on, the student council, Student Ambassador Program, National Junior Honor Society or any other leadership role until probation is lifted. (Note: all new students come in under the academic probation umbrella for the first semester and can run for leadership positions as long as the student earns a 2.5 or above GPA).

Probation Removed:

Upon demonstration of satisfactory academic performance and behavior, responsibility, and independence, probation may be lifted at the discretion of the faculty and administration.

Termination of Student Enrollment:

If a student fails to improve his/her grades and/or make a positive change regarding schoolwork and/or behavior during this probation period, and academic and behavior expectations are not being met, then St. Regis may not be the appropriate school setting for the student. Indications of this can be, but are not limited to:

- Downward slide or failure to improve grades
- Negative behavior in class
- Lack of effort in academics
- Poor attitude toward learning and behavior expectations
- Lack of timeliness
- Misbehavior in the school, including school-sponsored activities

If a student is unable or unwilling to complete the academic and behavior requirements, they will participate in a round table conference with teachers, their parents and administration to determine the best course of action. At the discretion of the faculty and administration, a student not meeting expectations may be required to withdraw from St. Regis.

Academic Grade Level Overview

Early School

Note:

Programs are developed and implemented to meet the needs of our stakeholders. Classroom placement is decided by the administrative team based on age and development. See Preschool Tuition and Registration Form for additional details.

THREE- AND FOUR-YEAR-OLD PRESCHOOL

St. Regis Preschool believes in a hands-on academic curriculum based on a whole child approach where play and academics are intertwined. Our focus is our faith and learning about the world around us through developmentally appropriate activities. Our program will provide time and support to nurture and develop each child's learning experience needed for his/her social, emotional, spiritual, creative, physical and cognitive skills. We strive to lay the foundation for a love of learning and a positive attitude towards school. Our teachers are professional, educated, and highly qualified to create a safe and ideal environment for the good of the whole child. We feel parents are a very important part to the success of our preschool program. We welcome and encourage communication between home and school

YOUNG FIVES ~ The Gift of Time for 5-Year-Old Students

Our full day Young Fives program strives to meet the individual needs of each student and assist the development of children in all domains: faith, intellectual, social, emotional, and physical. We utilize the whole child and developmental approach. Our Young Fives program is a play-based, developmentally appropriate exploration of the world around us, rooted in a rich, engaging, and nurturing environment -- where Christ is the center.

Our expectations are not focused on a rigid academic ladder of skills or the ability to show mastery in academic areas. Our focus is the joy and playfulness inherent in your child, enriching each child's learning experience in a physically and emotionally safe environment.

Activities that seem like play are in fact well-planned methods for developing faith, math, reading and social skills. All the singing, movement and laughter of happy children are proof positive that the right setting and the right guidance make learning pure enjoyment.

KINDERGARTEN~ Wonderful World of Learning

Incoming Kindergarten students must pass the *Brigance Early Childhood Screen II* Assessment.

Our kindergarten program provides learning experiences which will develop the foundational skills necessary for success in school. This full-day program offers opportunities to meet the developmental needs of the total child: spiritually, socially, emotionally, intellectually, and physically. Our kindergarten language arts and math curriculum offer numerous learning activities, that are primarily based on phonics, verbal comprehension, reading fluency, vocabulary building and following instructions. As the language arts and math curriculum constitute a Common Core State Standards aligned comprehensive curriculum, a foundation of beginning skills is taught, as kindergarteners learn through guided lessons, direct teaching and the exploration of fundamentals.

Through a series of pre-reading, reading, comprehension, and prewriting activities, students will develop strategies with a specific focus on the alphabet and letter sounds, phonemic awareness and rhyming words. Kindergarten culminates with a thorough review of phonics, highlighting letter and sound recognition. Students learn to express and communicate thoughts and ideas through speaking, listening, and writing.

Kindergarten is also a year of exploration and discovery of numbers. Major milestones for kindergarten math include: developing a strong number sense, identifying numbers up to twenty, expressing different ways to

represent numbers up to twenty, ability to sort and organize objects based on different attributes, recognizing basic shapes and units for measurement, time, and weight. Students gain a good grasp of their faith.

Students enrolled in the kindergarten program, or the full day Young Fives program are charged at the regular student rate, which is dependent upon the number of children enrolled in the school for a family. (See Tuition)

FIRST GRADE~ Strengthen the Cornerstone

The *Brigance Early Childhood Screen II Assessment for First Grade* is given for incoming students. Students can participate in intramural sports. Students are challenged to explore the characteristics of their own community and the importance of giving to the community. Our students learn to tell the difference between the past, present and the future and to *see God in all things*.

Our first graders learn to enjoy stories and appreciate language, they learn new words and their meanings, and they strengthen their reading skills. They are introduced to time, money and learn the meaning of numbers. Our students are encouraged to find answers in science, and they learn to find patterns in the world.

The focus is on the foundation of academic learning and socialization skills, introducing children to the broad range of knowledge, skills and behavioral adjustments needed to succeed in life.

SECOND AND THIRD GRADE

Students learn and strengthen their faith. Students are introduced and enhance their skills in reading/phonics, language arts, handwriting, spelling, mathematics, science, social studies, music, art, technology, library studies, Spanish, and physical education. Students can participate in intramural sports.

FOURTH AND FIFTH GRADE

Students learn more about themselves and their faith. Students are introduced to new concepts and develop a better understanding in reading, language arts, handwriting, spelling (grade 4), vocabulary (grade 5), mathematics, science, social studies, music, art, technology, library studies, Spanish, and physical education. Students can participate in instrumental music and intramural sports (grade 4) and Junior Varsity CYO sports (grade 5).

ACADEMY~ GRADES SIX, SEVEN AND EIGHT

St. Regis Catholic School offers a unique approach for grades 6-8. Above the curriculum offered, students learn faith, service and leadership concepts that are intertwined throughout their curriculum to prepare them for high school and for a global society in the 21st century.

Faith

Our goal for all St. Regis students is to provide a learning environment where spiritual development complements intellectual development. We continually strive to ensure that the element of faith is integrated into every instruction plan in every program, to demonstrate its relationship to the world of human culture.

Academics

We believe in a curriculum design where the common core disciplines are the cornerstone that promotes personal and social integration. This is achieved through the organization of curriculum around significant problems and issues, collaboratively identified by educators and young people, without regard for subject area lines.

Content and skill will be taught, learned, and applied, as they are needed to work on particular themes. While knowledge is extrapolated from the traditional disciplines, students' learning will also be enhanced through differentiated instruction and project-based assignments with an emphasis on real-life themes, contextual application of knowledge, and constructivist learning.

Service

St. Regis Academy students' actions will exemplify the importance of living the message of Jesus Christ by helping others. All our students will participate in community service projects, giving them an opportunity to serve those in need and support their cities and regions.

Leadership

Through a series of classes and projects, curriculum is designed to improve character and leadership traits among St. Regis Academy students. Our leadership curriculum enhances the understanding of one's leadership through service of God and community.

Academic Progress Communication

Academic progress is updated frequently in grades 3-8 using the online FACTS Student Information System. Parents are encouraged to schedule a conference with the teacher anytime a concern is present; parent-teacher collaboration is essential for student success. Parent communication is continuous in grades K-8 with formal conferences happening 1-2 times a year.

Report Cards

Report cards will be found online through FACTS four times a year at the end of each quarter in Grades 1-8.

Students in Grades 6 – 8 qualify for High Honors and Honors List (see Honor Roll).

Pre-School, Young Fives, and Kindergarten receive written reports twice a year.

Homework

St. Regis Catholic Elementary and Academy believes homework is an important part of the learning process that extends, enriches, and/or reinforces academic concepts and skills to enhance achievement.

Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational progress

It is common for a student to have the following amount of homework per night:

1 st Grade	10-20 Minutes
2 nd Grade	20-30 Minutes
3 rd Grade	30-40 Minutes
4 th Grade	40-50 Minutes
5 th Grade	50-60 Minutes
6 th Grade	60-70 Minutes
7 th Grade	70-80 Minutes
8 th Grade	80-90 Minutes

We ask St. Regis Catholic School parents to partner with us through the encouragement of problem solving, help with time management and to take any questions on homework to the teacher.

NOTE: Students on suspension status can make up missed work. However, all missing assignments will not be provided

Grading of Late Work

Students may be assessed a consequence of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time. The work referred to in the policy includes any assignment which is to receive a major grade, or which has been completed over *an extended period for which a designated due date has earlier been announced*.

The policy does not address daily homework (assignments given on one day which are due the next day). Neither does it address assignments that are to be completed in class and turned in at the end of the period. Evaluation of assignments that fall in either of those categories may be based on the proportion that is completed, *at the discretion of the teacher*.

Make-Up Work

It is the responsibility of the individual student to make arrangements with each teacher for make-up work following each absence. The procedure for makeup work for absences shall be the following:

<u>School Day by Which Work Is Due (e.g. Absent on Monday, come back Tuesday, due on Thursday)</u>	<u>Days Absent</u>	<u>Due After Return</u>
	One	One
	Two	Second
	Three	Third
	Four	Fourth
	Five	Fifth

In the case of extended absences, arrangements for completion of work shall be made with the individual teacher. Generally, a *24-hour notice* is required to gather make-up work. If make-up work is assigned and turned in within the number of days permitted, it will be graded, and *full credit* will be given.

In grades one through five, if a student has not had sufficient time to make up work at the end of a grading period, a grade of incomplete shall be assigned until assessment is completed.

If a student receives an incomplete (I) grade for excessive absences at the end of the semester, he/she shall complete all make-up work *within five (5) school days*. At the end of the five (5) school days, if the work is not complete, *the incomplete becomes a numerical grade*, and the NC becomes loss of credit on the student's record.

Parent/Teacher Conferences

Parent-teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. All parent conferences should be scheduled through the teacher. For a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period. The morning is a time for teachers to prep and prepare for their students; this is not a time for conferences.

Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

A minimum of one formal individual parent/teacher conference shall be scheduled each year from Young Fives through grade eight. (See school calendar for dates.)

Tutorials

Students who are not mastering concepts/skills may receive additional assistance through re-teach/remediation either during class time or a special time set aside by the teacher to work with in the *Learning Enrichment Center*.

Faith Formation / Religious Education

The Formation Office will collaborate with the faculty and staff to offer an education centered in the teachings of Jesus Christ and the Traditions of the Catholic Church according to the catechetical curriculum rubric from the Archdiocese of Detroit. We will offer programming to prepare students to receive the sacraments and further live our faith through the celebration of the sacraments which recognizes the importance of the whole family in faith formation according to the directives in the National Directory for Catechesis. We will model and share ways for families and students to enliven Catholic culture in their everyday lives.

Learning Enrichment Center (LEC)

Philosophy

We believe that children have different gifts and talents, as well as different learning styles. The St. Regis Learning Enrichment Center (LEC) will use differential instruction to maximize learning for all students regardless of their ability. To appeal to each child's unique learning style and ability level, we will provide instruction using a variety of experiences and activities.

Mission

To support St. Regis teachers and parents as they work to provide the best learning situation for each student.

Student Support:

- Design academic plans as needed
- Provide short-term skill-based instruction
- Provide on-going individual and/or small group instruction
- Offer enrichment opportunities
- Offer study skills

Teacher Support:

- Assist in student assessment across all disciplines
- Provide instructional support in the classroom

Parent Support:

- Assist parents in resource selection to enhance educational experience
- Maintain website dedicated to providing parent/teacher resources

The *Learning Enrichment Center* is staffed by one full-time and one part-time certified, endorsed teacher.

Service Opportunities

Every student participates in service in various ways throughout the school year, modeling our built for others attitude. Academy Students (6-8) are required to complete a minimum of 5 service hours each academic year.

Student Records

A permanent academic record is kept for each St. Regis Elementary and Academy student. The following information is included in the student's academic record: the student's name, dates of attendance at St. Regis, date of birth, date of graduation, Standardized test scores and report cards. All student transcripts and other records are the property of St. Regis and, unless otherwise specified by law, may be withheld in the discretion of the school until all financial accounts have been satisfied.

NOTE: See Behavior Rubric-Appendix A

Student Photos and Use of Photo Release

(See Photo Permission Form in Enrollment packet)

Email and Internet Use Policy (Students)

See *Technology Use* located on parish/school website

Field Trips

Throughout the school year, teachers may schedule field trips. This privilege can be taken away at the teacher's discretion. The purpose of the field trip is to provide experiences for children that directly relate to academic learning or experiences that enrich their knowledge. Siblings are not allowed to accompany classes on field trips. Written permission is required before a child can participate. School uniforms will be worn on all field trips except for those involving outdoor activities. **Please Note:** Verbal permission, via the phone, cannot be accepted at any time.

Chaperones must have turned in to the office the *AOD Volunteer and Church Personnel Criminal Background Check Authorization* Form and a certificate of attendance to **Protecting God's Children** on file to participate as a chaperone for any school or student involved event. All chaperones must be approved by the Parish Business Office **48 hours** prior to field trips. Please note: Background check and verification of *Protecting God's Children certificate* may take up to two weeks or more. The principal is the final authority in determining who is eligible to participate in a Field Trip.

The Director of Religious Education will host *Protecting God's Children* workshops for St. Regis Catholic School parents who wish to volunteer on campus or participate on field trips. Additional workshops are offered at various parishes. Please check www.aod.org for more information.

Financial Information

Tuition & Fees

Please visit our school website at <http://stregis.org/school> for detailed information on Registration, Tuition, Fees and Volunteer Hour Policies, or call our Business Office at 248-646-2686.

Financial Aid

Please visit our school website at <http://stregis.org/school> for detailed information, contact our Business Office or call our Admissions Coordinator, Karen Terzich at Karen.terzich@stregis.org for a PSAS (Archdiocese of Detroit Tuition Assistance Program) Form.

Parents/guardians unable to make tuition payments on schedule are required to contact the *Parish Business Office* immediately.

A student's tuition account must be current to begin school, each quarter and to begin the second semester.

Any student with a delinquent balance may be subject to exclusion from school activities (graduation, trips, dances, etc.). Parents and students will not have access to FACTS class credit, report cards, progress report, schedule, diploma, or transcripts and no records or information will be given to a 3rd party or transferred until the account is made current.

A student is considered enrolled once their registration is complete and the tuition year has begun (July 1). The semester tuition is due prior to the start of a semester. Should a student withdraw or be asked to leave St. Regis Elementary School and Academy, they forfeit all fees, financial assistance, discounts, and the tuition deposit.

Their account will be charged the Withdrawal Fee. The balance of the tuition paid, the net semester tuition, will be reimbursed as follows:

Withdraw during week 1 100 % of net semester tuition less withdrawal fee
Withdraw during week 2 & 3 75 % of net semester tuition less withdrawal fee
Withdraw during week 4 & 5 50 % of net semester tuition less withdrawal fee
Withdraw during week 6 & 7 25 % of net semester tuition less withdrawal fee
Withdraw week 8 and after 0 % NO tuition refund.

FACTS

Please visit our school website at <http://stregis.org/school> for detailed information on the FACTS Tuition Management Program. All families must be registered within this program as a part of the registration process.

Activities

Please Note: Suspensions carry through to ALL athletic, theater, choir and band programs

Activity & Athletic Eligibility Requirements

All students must maintain a GPA of 2.0 to participate in any extra-curricular activities or participate in any St. Regis Elementary and Academy affiliated sports program. Please note: Individual coaches will be made aware of academic and behavior eligibility via the administration and athletic director. Suspensions will carry over into all school-related activities until reinstated.

Extra-Curricular Code of Conduct

(See Behavior Expectations)

Protecting God's Children

All parents wishing to volunteer on school premises or at any student involved event must turn in to the office the *AOD Volunteer and Church Personnel Criminal Background Check Authorization* Form and a certificate of attendance to ***Protecting God's Children***. All volunteers must be approved by the Parish Business Office **48 hours** prior to the event. Please note: Background check and verification of *Protecting God's Children certificate* may take up to two weeks or more.

Booster Club

The Booster Club has been organized to oversee and facilitate the athletic programs at St. Regis Parish. This organization meets once per month during the school year. A Board of Directors devises and implements policy and procedures to govern the athletic programs. The board sets participation fees and endeavors to raise funds to support the athletic programs.

Regis Parent Association

The RPA (Regis Parent Association) provides a forum for St. Regis parents to work collaboratively with our administration to support the goals of the school and address prominent issues. The RPA is comprised of an Executive Board as well as a representative from each grade. Representatives are chosen randomly from a pool of interested parents.

Volunteering

Welcoming volunteers is a tradition within Catholic schools. We appreciate all that our Regis volunteers do and invite collaboration. All parents wishing to volunteer in school or at a school event must attend a *Protecting God's Children workshop*.

Advancement Council

Mission

The mission of St. Regis Catholic School Advancement Council is to create, plan, implement, and sustain an advancement process that will support the ministry of St. Regis Catholic School for years to come.

Definition

The Advancement Council is a core team of 10-20 dedicated committed people who work on the advancement duties outlined in the St. Regis Catholic School Strategic Plan.

Basic responsibilities include:

Understanding the scope of advancement to include the following seven approaches: identify, inform, invite, involve, implement, invest, and improve

Affirming the mission of the school

Working with the Pastor, Principal and Director of Advancement to increase awareness of St. Regis Catholic School as a leader in quality education through a comprehensive marketing plan

Working with the Pastor, Principal and Director of Advancement to increase enrollment and retention at St. Regis Catholic School

Attracting financial support for St. Regis Catholic School from alumni, parents, parishioners and the local community

Emergency School Closing/Delayed Opening Information

School closings or delayed openings because of cold or icy weather or hazardous road conditions are announced on local radio, television stations, and the school communication system between 5:30 A.M. and 7:00 A.M.

Alumni

We have proudly provided 60+ years of academic and faith-filled enrichment. Our alumni have been very supportive over the years and for that we are grateful.

Assemblies

A student's conduct in assemblies must meet the same standards as in the classroom and will be subject to disciplinary action for failure to follow the Student Code of Conduct. We expect students to demonstrate St. Regis pride at all school activities.

Counseling Department

We are blessed at St. Regis to offer our students and families a school counselor. Our counselor is available as an advocate for your child, helping them learn strategies for academic success as well as personal and social development. Support is provided through direct instruction and/or consultation with other staff members.

Our school counselor works to develop school-based counseling programs that best meet the needs of students in our school. She works to support the social/emotional growth and learning of the students. She provides community-based referral resources highlighted by specialties.

Counseling services are provided through classroom observations and small group lessons emphasizing academic excellence, positive relationships, facilitating friendships, bully prevention, and virtues. All school counselors abide by the state professional code of ethics. Counseling services are available to all the students. After the second visit regarding a particular issue, the counselor will notify parents. Parents will be notified sooner whenever the counselor, in consultation with school administration, determines the issue warrants notice. Parents and legal guardians with any questions regarding counseling services are encouraged to contact the school counselor's office.

Media Center

Our Media Center is equipped with a research section dedicated to grades 4-8, picture and chapter books, mobile computer lab, as well as a maker-space. Students are encouraged to check out books and access our online databases and research materials. Students are encouraged to make use of the print and non-print materials available.

However, students are responsible for the proper care and the prompt return of the materials they borrow and use. Consequently, students are responsible for the replacement cost of any item borrowed if that item is lost or damaged beyond repair.

Standardized Testing

The STAR assessments are conducted three times in the academic year. These assessments give our teachers and administration valuable information.

Student Conduct and Responsibilities

Weapons, Drugs or Dangerous Items

It is against federal and state laws for any person to possess, sell, give away, use, or be under the influence of alcohol, tobacco products or illegal drugs, while on school premises, or while attending school related activities, on or off school premises. Anyone found to be in violation of these laws shall be subject to disciplinary measures and may include applicable suspension or expulsion. **Weapons Policy**

Weapons are forbidden on school premises. The following recommended definitions are included for clarification purposes.

A weapon is any object which can be used to threaten or injure another. It includes but is not limited to “dangerous weapons” as defined by the state law below.

School premises include the entire campus, including the church, school building and the adjacent grounds including but not limited to parking lot, playground, athletic fields, student lockers, and busses. Immediate vicinity of the school means within a block radius of the school.

Any student, employee or volunteer discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student, employee or volunteers’ person, pockets (the individual empties his/her own pockets), book bags, purse, lunch container, desk, cubby area, and locker.

If the individual refuses to cooperate or interferes with a search of a person or possessions or premises, s/he should be warned that refusal to cooperate will result in immediate suspension from school and possible expulsion.

Depending on the nature of the weapon, the local police department shall be notified and if possible, the individual detained whenever the school has reason to suspect a student, employee or volunteer may have a weapon or when a weapon is present on school premises. Any student, volunteer or employee found to be in violation of the school’s policy is subject to disciplinary action, up to and including expulsion (permanent dismissal). Gun-Free Schools Act of 1994.

*State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous weapon” includes a firearm, dagger, dirk, and stiletto, knife with a blade over 3 inches long, pocketknife opened by mechanical device, iron bar or brass knuckles. A firearm is any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (AOD Policy 5019)

Drug Policy

Students are not permitted to be under the influence of, use, possess, or sell drugs, alcohol, mind-altering, or performance enhancing substances on school property. This also includes all vaping paraphernalia. Violations will result in automatic suspension or expulsion from school as per Archdiocese regulations. A student exhibiting behavior consistent with being under the influence of any substance which alters consciousness will be detained in the school office until the parents are notified and come pick her/him up. It is required that a doctor’s note be submitted to the school principal before the student is permitted back into the classroom. The note must include the doctor’s signatures, test results, which include not only the results but a recommendation for treatment, if any. Failure to comply with the above policy will result in expulsion from school and

notification of the incident to juvenile authorities. Students found to be in possession of illegal substances will be expelled from this school, and notification will be made to the juvenile authorities.

No alcoholic beverages or illegal substances are allowed at any activity sponsored by St. Regis School which includes children. Further, all chaperones of St. Regis School functions shall refrain from the consumption of alcoholic beverages and illegal substances prior to and while responsible for students. The use of tobacco and marijuana is also prohibited. This includes but is not limited to all vaping paraphernalia. (AOD Policy 5009)

Academic Integrity~ Cheating/Plagiarism

It is expected that each student completes and takes credit for his/her own work. St. Regis Catholic School holds to the following policy regarding cheating:

Cheating includes but is not limited to:

1. Looking at another student's test or quiz, regardless of intent.
2. Talking during a test or quiz, regardless of intent.
3. Copying another student's work or providing one's work to another student to copy. Unless otherwise specified by the teacher, all student assignments are meant to be prepared individually. Both students will be at fault if assignments are copied.
4. Reporting or writing false scores/answers on tests or assignments.
5. Use of notes or other materials not permitted by the teacher.
6. Theft of materials or looking at stolen materials.
7. Plagiarism of any kind.

Plagiarism

The use of another person's original ideas or writing as one's own without giving credit to the true author. All teachers go over what it means to copy one's work and what the word "plagiarism" means and looks like. Plagiarism is considered cheating, and the student will be subject to academic disciplinary action.

Students should note the following when preparing written papers:

- a. Whenever a student uses the exact words of anyone else, he/she must put them in quotation marks and indicate the source of the quotation.
- b. Changing a few words from an outside source does not excuse a student from being charged with plagiarism.
- c. A student who uses any outside source for an assignment must credit that source in the paper.
- d. A student who borrows the ideas of anyone else to a significant degree must give credit to that source.
- e. A student must provide sources when a teacher requests them. Attempts to conceal sources when they are requested are cheating.

Consequences for Cheating/Plagiarism

Each case of cheating will be considered individually, since circumstances can often change the seriousness of the act. However, cheating of any kind is dishonest. A cheating incident will result in one or more of the disciplinary actions described below:

1. The teacher who discovers the cheating takes the papers from student(s) and informs the principal.
2. The student(s) involved receive a zero or F for the assignment/test or quiz.
3. A notification of the incident will be sent to the student's parents. Though the administration keeps a central file, the information is not part of the student's records.
4. Consistent cheating (2 or more incidents) may result in suspension, or expulsion.
5. Disqualification from NJHS and Student Council.

Student Discipline and Behavior Expectations

Student Standards of Behavior/Code of Conduct

St. Regis Catholic School Standards of Behavior/Code of Conduct is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern.

- Students will respect each person, including teachers, parent volunteers, classmates, and younger and older students.
- Students will respect the property of others.
- Students will show friendliness and helpfulness toward all, including school helpers and visitors.

Following the Code of Conduct means applying the Ten Commandments and the Beatitudes to the daily school experience and includes, but is not limited to:

- Acknowledging the presence of God in all aspects of the school day.
- Following the General School, Classroom and Lunchroom/Playground Rules.
- Using appropriate language. Speak using polite language, volume, and tone
- Respecting those in authority and following school regulations.
- Respecting peers; no fighting, hurtful words or actions.
- Being honest and fair in words and actions; no lying, cheating, stealing, or destruction of property.
- No gum chewing
- Follow directions the first time.
- Speak using polite language, volume, and tone.
- Keep hands, feet, and objects to themselves.
- Be where they are supposed to be.
- Take care of school property and personal belongings.
- Walk quietly in the hallways to not disturb other classes

Please Note: Careful thought is given to individual situations, so that the school's response to the student is appropriate. **The consequences may be increased in cases of serious and/or repeat offenses.** Suspensions will be considered when behavior is disruptive and detrimental to the operation of St. Regis Elementary and Academy as determined by the administration.

Classroom Behavior

Students are expected to listen and follow all the teacher's directions.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, and loss of recess privileges, in-school suspension, suspension.

Behavior in Halls

Students are always to walk quietly in an orderly fashion through the halls. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, and loss of recess privileges, in-school suspension, suspension.

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels,

toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible Consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension.

Behavior on Playground/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior on the Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school buses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension.

Behavior during School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension. (See Behavior Rubric Addendum)

Code of Conduct: Aggressive Behavior, Bullying (including cyberbullying), Harassment

Academy students are to act on the values reflected in the school mission statement. Student discipline goes hand in hand with effective teaching. Rules and discipline policies are in place to protect students and families, not restrict them. Our aim is to create an environment that protects students' personal rights by ensuring that the actions of others do not interfere with everyone's right to teach and learn in a safe environment.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, guest teachers, volunteers, parents, and each other. Students who engage in aggressive behavior or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including activity for online postings on social media networks such as Twitter, Snapchat, Instagram, TikTok, or Facebook, are subject to appropriate disciplinary measures.

Students may face consequences up to and including expulsion for conduct inside or outside school that is deemed by the school administration and/or pastor to be detrimental to the school community. The administration/pastor reserves the right at his/her discretion to waive and/or deviate from any/all disciplinary rules, practices, or procedures at their discretion based on the severity of circumstance/behavior.

Non-verbally Aggressive Behavior: Making faces, inappropriate hand gestures, drawing derogatory pictures, passing notes with negative messages, pointing out students for their clothing, etc.

Verbally Aggressive Behavior: Name-calling, teasing, making fun of the way someone looks, talks, or dresses, telling another student to harm and/or kill him/herself, etc.

Physically Aggressive Behavior: Play fighting, pushing, hitting, wrestling, kicking, slapping, spitting, pinching, throwing objects, etc. between two or more people

Threatening Behavior: Telling someone you will cause physical harm to another – whether in seriousness or “just kidding,” conversations regarding hurting others or destruction of their property, etc.

Bullying Behavior: Any of the above behaviors that continues on after a previous action has been documented and disciplined. This includes cyberbullying. Bullying (including cyberbullying) is identified as repeated behavior that does any of the following:

1. Substantially interferes with the educational opportunities, benefits, or programs of one or more students.
2. Adversely affects the ability of a student to participate in or benefit from the school’s educational programs or activities (including extracurricular activities) by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student’s physical or mental health.
4. Causing substantial disruption in or substantial interference with the orderly operations of the school.

Harassment Policy

Harassment of any kind is unacceptable. Harassment refers to inappropriate behavior that is unwelcome, considered offensive, and fails to respect the rights of others. Harassment encompasses a broad range of physical, written or verbal behavior, including, but not limited to, the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances
- Sexual comments or sexual jokes
- Requests for sexual favors used as:
 - A condition of employment, or
 - To affect other personnel decisions, i.e. promotion or compensation
- Display of offensive materials
- Hazing
- Cyber-Bullying (Social Media Bullying)

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating environment.

Allegations of harassment should be taken seriously and reported immediately to the administrator.

Respect for the dignity and worth of each individual is a basic tenet of the Catholic Church and St. Regis Catholic School. Each individual faculty, staff member, or student is entitled to work/attend school in an environment free from discriminatory practices or any form of harassment. We will not tolerate behavior from anyone that is threatening to others.

(AOD Policy 5014)

The school will investigate complaints of harassment in as prompt and confidential manner as possible and will

take appropriate corrective action when warranted. Any faculty, staff member, student, or other person, in working relationship with St. Regis Catholic School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, and loss of recess privileges, in-school suspension, suspension.

Detentions Grades 6-8

Detentions are given for less serious violations of the School Behavior, or for a repeated violation of the dress code or other established regulation. Any teacher, administrator, or lunch supervisor may issue a detention.

Violations include, but are not limited to:

- Combination of 3 Behavior Warning and/or Uniform Violations
- Disobedience
- Dishonesty
- Cheating (cheating will also result in a “0” on the test or paper)
- Disruptive behavior
- Inappropriate language
- Inappropriate physical contact with other students
- Disrespect of student, teachers and staff
- Inappropriate lunchroom behavior
- Misuse of playground equipment
- Running in hallways or cutting ahead of others in lines
- Poor bus behavior

At the time a detention is issued, the student is made aware of the infraction and parents are notified via an email through FACTS. **Detentions are held weekly with Mrs. Brydges. If a student skips an earned detention, he/she will earn an additional detention.** The detention process includes a written reflection form that is to be signed by a parent and returned the next day to school. St. Regis Catholic School does not intent to be punitive in nature; we strive to be restorative. It is important that students understand there are consequences to actions, take time to reflect on their actions and work with administration to develop a plan of action to move forward

Detention Protocol

- Three Detentions in one quarter = One day IN-School Suspension (suspension will involve service to the school i.e., washing windows, desks, picking up debris on school grounds etc.), Meeting between Parents, student, teachers, and administration held to develop a plan of action. Student WILL be able to make up missing work, tests, or quizzes.
- Fourth Detention = One day OUT of School Suspension. Student WILL NOT be able to makeup mission work. WILL be allowed to make up any missed tests or quizzes. Meeting with administration

to discuss consequences including expulsion.

Recess Detention Grades K-5

Students in grades K-5 will serve a Lunch/Recess detention for continued dress code or behavior infractions. Any teacher, administrator, or lunch supervisor may issue a Lunch/Recess detention. St. Regis Catholic School does not intend to be punitive in nature; we strive to be restorative. It is important that students understand there

are consequences to actions, take time to reflect on their actions and work with administration to develop a plan to move forward.

Violations include, but are not limited to:

- Combination of 3 Behavior Warning and/or Uniform Violations
- Disobedience
- Dishonesty
- Cheating (cheating will also result in a “0” on the test or paper)
- Disruptive behavior
- Inappropriate language
- Aggressive or threatening behavior
- Disrespect of student, teachers, and staff
- Inappropriate lunchroom behavior
- Misuse of playground equipment
- Running in hallways or cutting ahead of others in lines
- Poor bus behavior

At the time a detention is issued, the student is made aware of the infraction and parents are notified via an email through FACTS or a phone call.

If the behavior continues, a meeting between the parent, teacher, and administration will be called to develop a plan of action to move forward.

Suspension and Expulsions

Suspension is the denial to a student of the right to attend classes or take part in or attend school functions.

St. Regis Catholic School, realizing its obligations to the student, will extend every reasonable effort to assist students in adjusting to the social and academic requirements of the school environment. Decisions to suspend will follow only after other means of motivation have failed and/or circumstances of crime, scandal, or disruption necessitate this extreme disciplinary action. Authority to suspend a student rest with Administration.

The expulsion of a student from a Catholic school is such a serious penalty that it will be invoked rarely, and then only as a last resort. Nevertheless, there may be situations which will demand removal of a student from the school. Expulsion is the permanent dismissal of a student from the school. Authority for expulsion rests with the Principal.

The following are categories of misconduct, which may result in suspension or expulsion. These categories are general in nature and are not to be all-inclusive:

- Theft
- Defacing property
- Willful destruction of another person’s property or school property

Use of profane and obscene language and/or gesture
Possession of weapons or explosives
Possession and/or use of drugs, tobacco or alcoholic beverages
Physically threatening and/or abusing students or staff members
Violation of compulsory attendance laws
Truancy from school
Fighting or bullying
Extortion

Persistent disobedience and/or breaking of school rules and regulations
Gross misbehavior conducts detrimental to the normal functioning of the school or school activities

Procedure for Expulsion

1. A written notice of misbehavior of the student will be given to him/her and his/her parent or guardian the day of the recommended expulsion. The student is immediately suspended, pending further review and possibly expulsion. The notice will also include procedures for seeking review by the administration, including the time frame in which such review must be sought.
2. A parent or guardian shall be present at the conference. If notice (at least on school day) is to be provided, the administration, at his/her discretion may permit faculty or staff members or other students to attend the conference to provide relevant information. However, it is the parent/guardian's responsibility to secure the attendance of such other students at the conference. No other persons (ex: relative, friend, advisor, attorney, etc.) will be permitted to attend.
3. Within a reasonable time after the conference, the student and the parent or guardian will be notified as to whether the student will be asked not to return to school.
4. The decision of the conference will be put in writing and provided to the parent/guardian. Expulsion will be preceded by suspension so that circumstances that suggest a possible expulsion can be investigated and deliberated.
5. The parents have one (1) school day to appeal the decision to the administration, orally. The administration may request the reasons for the appeal is put in writing and/or may hold a conference. Failure to comply with any such reasonable request will be grounds for dismissing the appeal. The administration will issue a written decision.
6. If not satisfied with the administration's decision, the parents may further appeal to the pastor. The pastor may notify the parent/guardians of the procedure he wishes to follow. The decision of the pastor will be final and will be communicated by the administration.

There will be no refund of tuition and fees if a student is expelled.

Drills-Fire, Tornado, and other Emergency Drills

Students, teachers, and other employees shall participate in periodic drills of emergency procedures. When the alarm is sounded, everyone in the building must respond and follow the direction of teachers or emergency officials quickly and in an orderly manner or be subject to disciplinary action.

Textbooks

Students are responsible for the proper care of all books, including keeping books covered. Replacement/repair costs will be levied against damaged books.

Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

A student who is absent for any reason is expected to make up specific assignments missed and/or to complete additional assignments assigned by the teacher to meet subject and course requirement. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. (See Make-Up Work)

A student absent from school (unless for a documented doctor's appointment) may not be allowed to participate in school-related activities on that day or evening.

Attendance Procedures

Absent or tardiness must be reported to the school office by 8:30 am of the school day.

Mass Day: *Attendance is taken BEFORE Mass. A student's presence at Mass is expected. Any student arriving during or after Mass will be marked with an unexcused tardy.*

Uniform Policy

Dress Code & Uniform Guidelines

We encourage our students to take pride in their uniform. Our dress code fosters the goals of Catholic education by promoting concepts of equality and community in young people. All students must maintain proper school uniform attire, grooming, and etiquette standards required to distinguish a student at St. Regis Catholic School.

All students must follow the dress code. Please check your child's attire before he/she leaves home each morning. All parents are expected to cooperate in the enforcement of the uniform standards. Deviations from this policy are considered violations of the uniform policy. All new items must be purchased through Dennis Uniforms or Lands End.

All students: The spring / summer uniform begins the first day of school and ends the last Friday in September. This uniform may be worn again the first Monday in May through the end of the school year.

Preschool students do not wear the school uniform but are to follow the general rules of the school dress code.

The school administration has the final decision as to what is or is not a violation of the school dress code.

Gym Uniform (Boys & Girls in grades K-8)

- T-shirt with St. Regis logo
- Navy shorts (no shorter than 1 ½ in above the knee) / pants (sweat or warm up material) with the St. Regis logo
- St. Regis sweatshirt
- St. Regis uniform approved socks (See guidelines below)
- A pair of non-marking athletic shoes

**The Young Fives through grade 4 may wear their gym uniform to school on their gym day. Students in grades 5-8 must bring their gym uniform to school and change for gym class.

Traditional Uniform (Young 5's through Grade 5, Girls)

- Knee length plaid jumper (through grade 4), knee length plaid skirt (grade 5).
- White or Red polo shirt with St. Regis logo, white short or long-sleeved shirt with St. Regis logo.
- Sweaters may be navy blue or red and can be button down, V-neck, or a sweater vest with the St. Regis logo. Quarter and full zip fleece with the school logo are also acceptable.
- Dress/knee socks and tights must be solid navy, white, red or black. All socks must come up over the ankle. A simple “swoop” or “symbol” (Nike Swoop, or Adidas Symbol) is acceptable.
- Pants/shorts must be navy and uniform brand. Black or navy-blue leggings may be worn underneath the skirt or jumper during cold or inclement weather. Leggings must be full length, no crop or short length allowed.
- Hair accessories must be solid navy, black, white, red or matching uniform plaid.

Traditional Uniform (Young 5's through Grade 5, Boys)

- Pants/shorts must be navy and uniform brand.
- A solid navy, black, or brown belt must be worn beginning in grade 4.
- White or Red polo shirt with St. Regis logo, white short or long-sleeved shirt with St. Regis logo.
- Sweaters may be navy blue or red and can be button down, V-neck, or a sweater vest with the St. Regis logo. Quarter and full zip fleece with the school logo are also acceptable.
- Dress socks must be solid navy blue, white, red, or black and must be visible above the ankle. A simple “swoop” or “symbol” (Nike Swoop, or Adidas Symbol) is acceptable.

Traditional Uniform (Academy Girls)

- Plaid uniform skirt, no shorter than 1.5” above the knee.
- Light blue Oxford button down, long or short-sleeved, uniform brand shirt (tucked into bottoms). Regis logo is optional on oxford shirt. All undershirts must be solid white and without print.
- Dress/knee socks and tights must be solid navy, white, red or black. All socks must come up over the ankle. A simple “swoop” or “symbol” (Nike Swoop, or Adidas Symbol) is acceptable.
- Pants must be khaki and uniform brand. Black or navy-blue leggings may be worn underneath the skirt or during cold or inclement weather. Leggings must be full length, no crop or short length allowed.
- Sweaters may be navy blue or red and can be button down, V-neck, or a sweater vest with the St. Regis logo. Quarter and full zip fleece with the school logo are also acceptable.
- Sweatshirts must be red with the school logo. Eighth grade class sweatshirts are permitted when obtained.
- Hair accessories must be solid navy, black, white, red or matching uniform plaid.

Traditional Uniform (Academy Boys)

- Pants must be khaki and uniform brand.

- A belt must be worn, and must be black, brown, or navy.
- Light blue Oxford button down, long or short-sleeved, uniform brand shirt (tucked into bottoms). Regis logo is optional on oxford shirt. All undershirts must be solid white and without print.
- Ties must be worn and must be red and blue stripe uniform brand.
- Dress socks must be solid navy blue, white, red, or black and must be visible above the ankle. A simple “swoop” or “symbol” (Nike Swoop, or Adidas Symbol) is acceptable.
- Sweaters may be navy blue or red and can be button down, V-neck, or a sweater vest with the St. Regis logo. Quarter and full zip fleece with the school logo are also acceptable.
- Sweatshirts must be red with the school logo. Eighth grade class sweatshirts are permitted when obtained.

Spring / Summer Uniform (Young 5’s through Grade 5)

- Knee length navy shorts or skort (BOYS AND GIRLS).
- Knee length plaid jumper (through grade 4), knee length plaid skirt (grade 5) (GIRLS)
- White or Red polo shirt with St. Regis logo (tucked into bottoms).
- Uniform socks and shoes, or solid white / navy / black tennis shoes.
- A belt is required for all boys in grade 4 and 5

Spring / Summer Uniform (Academy)

- Knee length khaki shorts, uniform brand (boys and girls).
- Plaid uniform skirt, no shorter than 1.5” above the knee (girls)
- White or Red polo shirts with the St. Regis logo (tucked into bottoms).
- A belt must be worn, and must be black, brown, or navy.
- Uniform socks and shoes, or solid white / navy / black tennis shoes.

Hair and Personal Grooming

- The overall appearance of the students should be neat, clean, and well groomed. No hair dye or coloring is permitted. Boys are expected to have their hair trimmed regularly so it is above the ears and eyebrows and off their neck. Unusual haircuts or designs cut into the hair are not permitted.
- Girls are not allowed to wear makeup.
- **Clear or pastel nail polish IS allowed. Fake Nails of any type are NOT permitted.**

Jewelry

- Girls may wear a wristwatch, small post earrings, one bracelet, and a religious medal / cross necklace only.
- Boys may wear a wristwatch and a religious medal / cross necklace inside their shirt.

Shoe Policy

Girls (Young 5’s through Grade 8)

- Dress shoes must be solid navy, brown, or black flats.
- Solid Navy, black or brown in color (sole of shoe can be white, black, brown or tan). No open toe or heel. No high tops, moccasins or any shoe with bright colors or visible logos.
- Athletic shoes with logo or more than one color are for gym uniform only
- No high tops (may be worn for gym class only), Ugg style, Croc style or open toed / open back shoes or flip flops are permitted. No designs or logos. Boots are for outdoor use during inclement weather only. *Timberland* type boots are not part of school uniform. Shoes that come with shoelaces must have them in the shoe and are not used as slip-ons.

Boys (Young 5's through Grade 8)

- Dress shoes must be solid navy, brown, or black.
- Solid Navy, black or brown in color (sole of shoe can be white, black, brown or tan). No open toe or heel. No high tops, moccasins or any shoe with bright colors or visible logos.
- Athletic shoes with logo or more than one color are for gym uniform only

• No high tops (may be worn for gym class only), Ugg style, or Croc style shoe are permitted. Boots are for outdoor use during inclement weather only. Flip flops are not permitted. *Timberland* type boots are not part of school uniform. Shoes that come with shoelaces must have them in the shoe and are not used as slip-ons.

Special Dress Days

- All shorts, skirts / dresses must be knee length.
- Shirts must fall below the waist line and be neat and conservative.
- Jeans and sweatpants are permitted.
- Socks are required.
- Shoes and accessories: See the traditional uniform policy.
- Belts, Accessories, Hair or Make-Up: See the traditional uniform policy

Unacceptable attire includes (but is not limited to): spaghetti straps, miniskirts, inappropriate labels or pictures, yoga pants, leggings / jeggings, bare-shouldered shirts as well as shirts that come above the waistline. We encourage our students to take pride in their St. Regis Elementary and Academy uniform. Our dress code fosters the goals of Catholic education by promoting concepts of equality and community in young people. Therefore, proper school attire and grooming are considered an important element in creating an atmosphere in which educational objectives are met. Parents will be notified when students fail to comply with the school uniform policy and consequences may include, but are not limited to, detention and/or loss of “dress differently” privileges. Our uniform can be purchased at *Dennis Uniforms* or *Lands End*.

*The school administration has the final decision
as to what is or is not a violation of the dress code.*

Lunchroom Behavior

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension.

Parking Lot Behavior

The same standards of behavior that apply at school also pertain to the school parking lot for student(s) and parent(s). As Christ-centered individuals, we must respect the rights of others and must not pose a threat to anyone's safety. Students must not walk in front of cars and parents are expected to follow drop-off procedures. Parents should not text while driving in the school parking lot for the safety of all. (See Drop-Off Procedures) Parents/Guardians should use behavior and language that is appropriate in front of children. The car line is not an acceptable location or timeframe to have teacher or administration meetings.

Possible Consequences for Student: Staff/student conference, referral to the administration, loss of recess

privileges, parent notification, parent/guardian meeting, in-school suspension, and suspension.

Possible consequences for parent and/or guardian for behavior unbecoming could lead to but not limited to an administration/parent conference and a *Parent Code of Conduct* probation agreement.

Restricted Areas

Gym: Due to child safety, students are not to be in gym without faculty supervision.

Boiler Room: State fire regulations prohibit students from having access to the boiler room, therefore if the Custodian or maintenance is working in the boiler room, and the door is ajar, students are not to enter.

Marian and/or Brother Rice: During or after the school day, students should not be on Marian or Brother Rice's campus unless accompanied by an adult or attending a sporting event/practice.

***No adult should be roaming halls of the school without signing into the front office. Parents need to pick up students from Kids Club at the Kids Club doors. These are the doors on West side of building, facing Parish.**

Visitors and Guests

Parents are always welcome on campus and must sign in at the front office. Parents will sign-in and receive a visitor badge. All other persons having business or visiting a school campus during a regular school day must register with the school office and state their business or whom they would like to see. The principal shall have the right to deny visits that might infringe on the operation of the school.

Alumni are always welcome but must enter through the main doors and sign in as a guest in the office.

Visitors may be asked to wait until the bell for dismissal rings to enter the building.

***No adult or visitor should be roaming halls of the school without signing into the front office. Parents need to pick up students from Kids Club at the Kids Club doors.**

School Hours

Full Day (Young Fives-8th Grade) ~ 8:05 A.M.-3:10 P.M.

The main door (South Side Entrance) will open at 7:50 A.M. The first bell rings at 8:05 A.M. and students are expected to be in their seats and ready to begin prayer at the 8:05 A.M. bell. Students arriving after the 8:05 A.M. bell must report to the school office to sign-in and receive a tardy slip to enter class.

***No adult or visitor should be roaming halls of the school without signing into the front office.**

Pre-School Hours:

Full school day: Our regular day **promptly begins at 8:00 AM and ends at 2:45 PM.** This is 10 minutes before the rest of the school starts and 25 minutes before the rest of the school ends. It is to ensure the safety of the preschool children and continuity needed at this developmental age. Should you have older children in the school, please do not plan on taking them out of school early. **Half school day:** 8:00 AM-11:30 AM (For additional information, please see *Pre-School Handbook*)

Morning Arrival

Preschool – Academy - Parent vehicles are to enter the parking lot on the south side of the building from

Lincoln. Drive to the last row of parking (furthest south), then drive east toward the gym making the turn at the end of the row and pulling up across the front of the building. Please pull all the way to the stop sign at the corner of the building to allow additional cars to enter the lot. Students exit and enter cars on the right or passenger side

Afternoon Pick-Up

All students will be picked up at dismissal at the main entrance, please review the Morning Arrival procedure. Students may not walk across our parking lot to Br. Rice or Marian, unless accompanied by their parent, or designated adult picking them up from school. Keep in mind that our students are observing behavior in the parking lot and are very aware of adult interactions.

Students that are permitted by parent note, to walk to and from school should arrive and leave from the Lincoln Lobby Doors. If there is a change in how a child is to go home, please send a note to school prior to their dismissal. Friends accompanying a child walking home from school must have a note from their parent giving permission to walk to the home of another child.

At no time is a student allowed to walk across Lincoln or down Lincoln to be picked up at the border neighborhoods. Cars may not park along Lincoln to pick up/drop off students. All students must use the St. Regis car line.

Parent Conduct Expectations

- We strive to collaborate with our St. Regis parents for we know it is in this partnership that our students can reach their potential spiritually and academically. We expect our parents to support and encourage their child while in attendance at St. Regis.
- We encourage and expect parents to follow the communication plan outlined in our St. Regis School Handbook, We request all parents to use “official” emails and school hours for communication.
- We ask parents to model respect and Christ-like behavior in words and actions, when dealing with teachers, administration, and other members in the community. We know that our children are always watching, listening, and learning and will model the behaviors we set before them. The carline is not an appropriate time or location for meetings with a teacher and/or administration.
- We encourage and expect parents to be a positive role model for their child(ren) and refrain from any public displays of inappropriate behavior (e.g. anger outbursts, foul language, etc.)
- Parent conduct should have a positive effect on a student’s experience here at St. Regis Catholic School.

Possible Consequences for Student: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, and suspension.

Possible consequences for parent and/or guardian for behavior unbecoming could lead to but not limited to an administration/parent conference and a Parent Code of Conduct probation agreement.

Announcements

School morning announcements are in the morning. Students are expected to be seated and ready to listen at this time. The school will pray as one in the morning at 8:05 to start our day with the Lord. The day begins best for student learning, when parent, student, and school strive to work toward the same goal.

Lockers

The lockers are the property of St. Regis, and the school maintains control of the lockers and other school property always. Lockers and other school property may be subject to inspection and/or search at any time.

Students may not change from their assigned locker without permission from the principal. The school is not responsible for lost or damaged items.

Messages for Students and Teachers During Instructional Time

Please partner with us in our effort to refrain from interrupting instructional time. Unless there is an emergency, the office staff will not call into the classroom during instructional time. Messages to teachers will be delivered to the teacher's mailbox or voicemail throughout the day. **Please note: teachers do not check mailboxes, voicemail and email during instructional time.** Messages regarding forgotten items, required homework assignments, transportation plans, etc. will not be delivered during instructional time. Transportation and lunch plans should be finalized before leaving home in the morning.

Lost & Found

It is recommended that all items be marked with student's name or initials. An effort will be made to return lost articles to its owner. We encourage parents to remind their children to check our Lost and Found. Unclaimed items from Lost & Found will be donated to a local charity at mid-year and at the end of the school year.

Technology and the Internet

The use of technology at St. Regis is to support the school mission in the furtherance of academic excellence and the promotion of Catholic values. Use of school technology is a privilege, not a right, and all users are expected to exercise proper behavior while using technology.

Given that the Internet knows no boundaries, use of the Internet, at any time or place, to convey, depict, communicate, promote or encourage illegal activities, violence or threats of violence, intimidation, offensive or inappropriate behavior is considered to be in violation of the student code of conduct and will lead to disciplinary action being taken. (See the Acceptable Use Policy for more details.)

Students in Grades 3-8:

Individual teachers must approve the use of technology in their classrooms. No cellphones, SMART phones are permitted on person or in classrooms. The **ONLY** electronic devices allowed to enhance the educational experience here at St. Regis Elementary and Academy are the iPad, Kindle, Notebook, Nook or laptop. Abuse of this privilege will result in the loss of use of this technology for one school year. Administration reserves the right to revise policy. Please see administration with any questions and/or concerns.

Cell Phone and Unauthorized Electronic Equipment Policy

Students may bring to school a cell phone and/or another authorized electronic equipment (see Acceptable Use Policy) if they are kept in the off position in their lockers (6-8) or backpack (3-5) in the OFF position during the school day. Such equipment may only be used before 8:00 AM and after 3:30 PM (with the exception of before and after care, or permission from a teacher). **This includes any field trips during school hours.**

- **1st Offence: Student will receive Behavior Warning, device will be kept in office until parent/guardian is able to retrieve device.**
- **2nd Offence: Student will receive Behavior Warning, device will be kept in office until parent/guardian is able to retrieve device. Student will serve detention.**
- **3rd Offence: Student will serve one day in school suspension and lose privilege of electronic device use in school.**

Cyber-Bullying Discipline

St. Regis Catholic School has a strict policy on Internet use as well as filtering software to limit student activity. All parents and students must sign a Student Technology Agreement form for the student to use the Internet at

school. Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as 3, Snap Chat, Instagram, House Party, Facebook, Twittered., will be disciplined up to, and including, expulsion and legal action. Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual, including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to, and including, termination from employment and/or exclusion from school.

Student Health

Emergency Medical Treatment

St. Regis Catholic Elementary and Academy is able to give first aid only to students who are injured or become ill at school. The parents will be called for more severe injuries and illnesses.

Parents must provide up-to-date emergency information. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent and shall not be assumed St. Regis.

Allergy Policy

St. Regis Catholic School is an “Allergy Aware” building. We have many students with a variety of allergies including but not limited to peanuts, tree nuts, dairy, and shellfish. We ask that you be mindful of the safety of all our children and refrain from bringing items containing these products into the building.

- Designated NUT FREE tables have been established in the lunchroom. If your child chooses to sit at this table, please do not pack any type of product containing nuts (ex. All nut butters, hummus etc.)
- Birthday treats are not mandatory. There are many alternatives for celebrating your child’s birthday i.e. donating a book to the library, pencils, etc.
- Most classrooms have begun implementing a “Treat Free” policy.
- All children with an allergy must have an updated *Allergy Action Plan* in the school office. The office provides a copy for the individual classroom as well as needed.
- Staff members are not required by law to administer epi pens; all staff members are trained in case of emergency.

Medication

The following guidelines have been approved by the American Academy of Pediatrics Council on Child Health and endorsed by the Oakland County Division of Health:

Ideally all medication should be given at home. It is recognized that now many children can attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours must comply with school regulations, as follow:

1. Written orders from a physician must detail the names of the drug, dosage, time interval that the medication is to be taken, and diagnosis or reason for the medication to be given.
2. The parent or guardian requesting that the school comply with the physician’s orders must provide written permission.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or

physician.

4. A current “*Medical Action Plan*” must be on file in the office. This is for any student who may need medication during the day (insulin, EpiPen, ADHD medication, seizure medication, Bupropion etc.

The office must have a completed Release to Dispense Medication Form signed by a doctor and parent on file before dispensing any medication. Two adults will be present when medication is dispensed (unless a registered medical professional dispenses the medication). A log is kept in the office noting the date, child’s name, medication and signature of the adult dispensing the medication. Students may possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or on school sponsored activities. A written approval from a doctor and parent which allows the student to possess and use the inhaler is required. No drug substance may be in a student’s possession except asthma inhalers and emergency allergy EPI pens.

According to law, medication cannot be dispensed in any classroom by a teacher. Students are not to have medications in their possession during school hours or while on school property (this includes throat lozenges and cough drops). (AOD Policy 5010)

Immunizations

All new students and students in Young Fives, Kindergarten and 7th grade must present a Health Appraisal form signed by their physician or pediatrician. This health appraisal will also indicate the immunization record.

Each student must be immunized against certain diseases or must present a waiver. A medical waiver may be obtained from your child’s physician or pediatrician. A non-medical waiver may be obtained from the Oakland County Health Department.

In 2014, the State of Michigan modified the administrative rules that determine how nonmedical waivers for immunizations will be processed for school programs. The new rule, which went into effect on January 1, 2015, requires any parent/guardian wanting to waive any or all vaccines for nonmedical reasons to receive vaccine education from their local health department before being issued a waiver.

As a result, parents who choose not to immunize their child(ren) for nonmedical reasons must obtain a waiver from the Oakland County Health Division. Nonmedical waivers filled out by parents/guardians will no longer be accepted by the State. All parents registering their children at St. Regis Catholic School are required to meet the mandates of the Michigan Department of Community Health and obtain the necessary immunizations for their children and to provide written proof of said immunizations. This policy applies to all children in grades preschool through grade eight.

As a result of the State of Michigan rule changes, starting in August, 2015, children who have not received the required immunizations and do not have either a certified waiver from the Oakland County Health Division or a medical waiver signed by the child’s pediatrician **WILL BE EXCLUDED** from the school **UNTIL** parents/guardians provide proof that **ALL REQUIRED IMMUNIZATIONS** have been **GIVEN**, or until a certified waiver is submitted.

Each student is also required to have the Health Appraisal Form filled out and on file in the school office. Parents/guardians wishing to obtain a waiver will need to schedule an appointment at the Oakland County Health Division. This can be done online at www.oakgov.com/health or by calling 1-800-848-5533. Appointments are limited and scheduled on a first come, first serve basis – so please sign up early.

On December 11, 2014, the administrative rule was passed by Michigan Department of Community Health requiring any parent/guardian wanting to waive vaccine/vaccines for nonmedical reasons to receive vaccine education from their local health department. This rule applies to children entering childcare, kindergarten, and 7th grade or newly enrolled in the school district after January 1, 2015.

Oakland County Health Division (OCHD) will provide this education for Oakland County residents and/or those students attending Oakland County childcare facilities and/or schools at no cost, but appointments are required. The 30-minute education session will include information on the risks of not receiving vaccines and the benefits of vaccination to the individual and the community. This will allow parents to make an educated, informed choice for their child.

Parents/guardians deciding to immunize their child will be able to do so after the education session at the OCHD clinic or their own doctor. If the parent/guardian still wants to waive one or more vaccines, OCHD staff will provide a certified waiver. The parents will be required to provide the certified waiver to their child's school. For more information on immunizations, please refer to the Oakland County Health Department at <https://www.oakgov.com/health/services>

School Property

Students are responsible for the proper care of all supplies, books, lockers, uniforms, and furniture furnished by the school. Students who lose, disfigure, break, or damage school property or equipment may be required to pay for the damages and/or may be subject to additional disciplinary actions. We expect our students to show their St. Regis pride in all areas of the school.

Communication

- ENews is an informative eNewsletter that is emailed weekly.
- Emails and text messages through FACTS Student Information System

St. Regis School on Facebook <http://on.fb.me/TbDeyi>

St. Regis School on Instagram <https://www.instagram.com/stregispride/>

St. Regis School on Twitter <https://twitter.com/stregispride>

St. Regis Parish on Facebook <http://on.fb.me/RqeCTi>

St. Regis School Elementary and Academy Parent Group

Chain of Command for Effective Communication

On Matters Involving Instruction

1. Classroom Teacher
2. Principal

On Matters Involving Athletics

1. Athletic Director
2. Principal

On Matters Involving Student Discipline

-
1. Classroom Teacher
 2. Assistant Principal
 3. Principal

On Matters Involving School Grounds

1. Assistant Principal
2. Principal

Change of Address or Telephone Number

Students/Parents are required to keep their address, email and phone number current on their contact card in FACTS. This information is especially important on the emergency health pages in FACTS.

Posters/Flyers

The principal must first approve all signs and posters to be displayed. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

Release of Students from School

A student will not be released from school at times other than regular dismissal times, except with the principal's permission or in accordance with our school's sign-out procedures.

Cooperation Policy

The education of children is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if it determines that the partnership is not working to the school's satisfaction.

Custodial Policy

St. Regis must have accurate, up-to-date custodial information on file. Non-custodial parents will be provided duplicate notices, and information upon request. Unless there is a court order to the contrary, non-custodial parents can access their children's records with appropriate notice.

School Directory

The School Directory is located in FACTS and includes student name, parent name, address, home phone, email address, grade.... etc. All parents have the right to opt out of inclusion in the School Directory. No information found in the school directory can be utilized for any other business but SCHOOL business. (i.e. parent emails **cannot** be used for any unauthorized emails or business solicitation)

Prayer

As a Catholic School, St. Regis Elementary and Academy attempt to live and model the Gospels of Jesus Christ. Given this, each day begins with prayer and ends with prayer. Students also come together and pray before lunch and teachers are encouraged to have students create a classroom prayer.

Telephone Directory

Pastor~ Father David Buersmeyer @ 248.646.2686 ext.4001

Principal~ Mrs. Katie Brydges @ 248.646.2686 ext.5041

Assistant Principal. Heather Sofran @ 248.646.2686 ext.5042

School Counselor~ Mrs. Mary Grobbel @ 248.646.2686 ext.5044

General Office~ Mrs. Karen Terzich @248.724.3377 ext.5040

Admissions~ Mrs. Karen Terzich @ 248.RAIDERS ext.5039

Advancement – Mrs. Heather Venner @248.724.3377 ext. 5040

Business Office~Ms. Kimberly Smith @248.646.2686 ext.4009

Parish Offices~ Mrs. Cynthia Neer @ 248.646.2686 ext.4001

Director of Religious Education~ Ms. Theresa Skwara @248-724-3377 ext. 5034

Minister of Music~ Mr. Andrew Neer @ 248.646.2686 ext.4010

Transportation

Buses are provided by the Birmingham Public Schools and are available to those residents within the district. Bus routes are mailed to parents in August. Families new to St. Regis or new to the district may contact the Transportation Department at 248-203-3940 to confirm routes. A child may only ride the bus to which he/she has been assigned. Children must remain seated on the bus at all times except when boarding or leaving the bus. Failure to follow the bus rules may result in a bus violation ticket or loss of bus privileges. If there is a change in a child's normal routine of taking the bus versus going home in car, etc. parents **MUST** send a note to the school office indicating change.

Please Note:

Though the administration has done its best to include everything, there may be policies that the administration may make decisions on that have not been covered in this book. The handbook is not a contract, but parents and students agree to be bound by the policies in the handbook. Policies may change. Parents and students will be notified.

May your school year be filled with joy!

Striving to develop Disciples of Christ,

The St. Regis Catholic School Team

Updated: September 7, 2022

Appendix A	Behavior Rubric Guide		Grades Y5-2
Behavior	First Time	Second Time	Third Time
•Unkind gestures or looks	• 15 sec. Intervention	• 15 sec. Intervention	• 15 sec. Intervention
•Name calling	•Restate definition of hurtful	•Restate definition of hurtful	•Restate definition of hurtful
•Insulting	behavior	behavior	behavior
•Excluding others	•Discuss briefly an alternate action to	•Time out from recess or activity	•Documentation
•Behaviors that hurt feelings	mean behavior	•Practice what you could do	•Discussion with principal
•Bad words	•Opportunity to apologize	differently	•Opportunity to apologize
•Touching another person with hands, feet or any other object	• 15 sec. Intervention	• 15 sec. Intervention	• 15 sec. Intervention
	•Restate definition of hurtful behavior	•Restate definition of hurtful behavior	•Restate definition of hurtful behavior
	•3 min. time out	•Time out	•Discussion with principal
	•Discuss/practice an alternate action to mean behavior	•Discuss/practice an alternate action to mean behavior	•Parent conference
	•Opportunity to apologize	•Parent notified	•Documentation
	•Documentation	•Opportunity to apologize	St. Regis Aggressive
	St. Regis Aggressive Behavior Referral sheet	•Documentation	Behavior Referral sheet
		St.Regis Aggressive Behavior Referral sheet	
•Punching, Biting,	• 15 sec. Intervention	• 15 sec. Intervention	In School Suspension
•Spitting, Kicking	•Restate definition of hurtful behavior	•Restate definition of hurtful behavior	*JK - 45 minutes
•Any behavior that causes physical and/or emotional distress or risk of injury to person or belongings	•Immediate time out for 5-7 minutes	•Immediate time out for 5-7 minutes	* Kindergarten - 1 hour
	•Discuss and practice alternate action	•Discuss and practice alternate action	* First Grade 1 1/2 hours
	•Discuss with principal	•Discuss with principal	* Second Grade - 2 hours
	•Face to face conference with parent	•Face to face conference with parent	
	•Opportunity to apologize	•Opportunity to apologize	
	•Documentation	•Documentation	
	St. Regis Aggressive Behavior Referral sheet	St. Regis Aggressive Behavior Referral sheet	

Please Note: Academy Rubric will follow the Code of Conduct. Administration will view each situation on a case by case status.

St. Regis Elementary and Academy

Behavior Rubric Guide

Appendix A				Grades 3-5
	Behavior	First Time	Second Time	Third Time
Teasing, Rough Play				
Insulting, Name calling	· 15 second intervention	· 15 second intervention	· 15 second intervention	· Student sent home immediately
Swearing	· Written behavior report	· Parent contact	· Parent contact	· Interview with principal, counselor, and faculty representative to determine eligibility to return to school
Rough housing		· Written behavior report	· Written behavior report	
Other behavior that hurts the feelings of others			· Referral for behavior plan	
Social Exclusion				
Prohibiting others from joining a group	· 15 second intervention	· 15 second intervention	· 15 second intervention	· Student sent home immediately
Rumors, gossiping	· Written behavior report	· Written behavior report	· Written behavior report	· Interview with principal, counselor and faculty representative to determine eligibility to return to school
Malicious notes		· Parent contact	· Parent contact	
Graffiti			· Referral for behavior plan	
Disrespect to Adults or Property				
Talking back	· 15 second intervention	· 15 second intervention	· 15 second intervention	· Student sent home immediately
Ignoring requests from adults	· Written behavior report	· Written behavior report	· Written behavior report	· Interview with principal, counselor, and faculty representative to determine eligibility to return to school
Negative body language		· Parent contact	· Student calls parent	
Refusal to follow directions			· Referral for behavior plan	
Destruction of property				
Intimidation				
Threats of emotional or physical aggression	· 15 second intervention	· 15 second intervention	· 15 second intervention	· Student sent home immediately
	· Written behavior report	· Written behavior report	· Written behavior report	· Interview with principal, counselor, and faculty representative to determine eligibility to return to school
		· Parent contact	· Parent contact	
			· Referral for behavior plan	
Mild Physical Contact				
Hitting	· 15 second intervention	· 15 second intervention	· 15 second intervention	· Student sent home immediately
Pushing	· Parent contact	· Parent contact	· Half-day in-school suspension (student is placed 2 grades up/down; attends classes only)	· Mandatory professional intervention (family must provide documentation)
Grabbing	· Written behavior report	· Referral for behavior plan	· Student calls parent	· Interview with principal, counselor and faculty representative to determine eligibility to return to school
Throwing objects		· Written behavior report	· Letter from school administration sent home	
“Play” fighting				

St. Regis Elementary and Academy

Behavior Rubric Guide

Appendix A

Grades 3-5

	Behavior	First Time	Second Time	Third Time
Severe Physical Contact				
Punching	· 15 second intervention	· 15 second intervention	· 15 second intervention	· Student sent home immediately
Kicking	· Parent contact	· Parent contact	· Full day in-school suspension (student is placed 2 grades up/down;	· Mandatory professional intervention (family must provide documentation)
Similar behavior that may injure others	· Written behavior report	· Written behavior report	· Student calls parent	· Interview with principal, counselor and faculty representative to determine eligibility to return to school
* *Consequences may be more severe if the situation warrants		· Referral for behavior plan		
Harassment				
Racial, ethnic, or sexual name-calling	· 15 second intervention	· 15 second intervention	· Letter from school administration sent home	
Other forms of severe harassment	· Parent contact	· Half-day in-school suspension	· Student sent home immediately	
* *Consequences may be more severe if the situation warrants	· Referral for behavior plan	· Parent contact	· Mandatory professional intervention (family must provide documentation)	
	· Referral to school counselor	· Letter from school Administration sent	· Interview with principal, counselor and faculty representative to determine eligibility to return to school	
	· Written behavior report	· Referral for in-school diversity education		

Anti-Bullying Philosophy (Amended 7/2018)

St. Regis Catholic School views bullying as unchristian behavior, and it will not be tolerated. We define bullying as an act which:

1. Repeatedly hurts another individual either
 - Physically (such as pushing, hitting, kicking, spitting, or any other violence, taking items from, forcing to do something unwillingly), etc.
 - Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - Indirectly (such as excluding, being mean, tormenting, using hateful gestures, making hurtful comments), etc.
 - Through use of technology (such as cyber bullying – using technology to hurt other through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual

The goal of St. Regis Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of St. Regis Catholic Schools should:

- a. remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
- b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified
- c. offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed
- d. encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness

2. Parents of St. Regis Catholic School students should:

- a. report concerns of bullying behavior to their child’s appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook
- b. support the school’s anti-bullying policy and actively encourage their child to avoid bullying behavior

3. Students of St. Regis Catholic School should:

- a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident
- b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior
- c. treat others with the respect and dignity that is expected of any Catholic School student.

Anti-Bullying Expectations

Please note the St. Regis Catholic School educational team collaborated and wrote the following anti-bullying expectations, realizing and reminding that ALL children are a gift from God!

Pre-School, Young Fives, Kindergarten and 1st Grade

“Jesus Does Not Bully!”

If someone is bullying you, being unkind, you need to:

- Tell them to **stop**, that they are hurting your feelings
- Tell the teacher or another adult what happened
- With the teacher or adult, practice kind words to be used
- Accept their apology
- Remember how Jesus wants us to be

If you see someone be unkind or bully another, you need to:

- Tell them to stop, that they are hurting someone
- Talk to the person who was bullied and be kind to them
- Tell the teacher or another adult what happened
- Practice kind words that could be used
- Remember how Jesus wants us to be

If you are the person who is acting unkind or bullying, you need to:

- **STOP what you are doing**
- Tell the teacher what you said or what you did
- Tell the person you bullied that you are “sorry”.
- Ask the person to play with you and be kind to them.

- Say a prayer to Jesus for help.

- Remember how Jesus wants us to be

Everyone deserves respect. No one should be bullied or teased for being different. Everyone has something great to offer. Respond quickly and consistently to bullying behavior, so that we are all working together.

Anti-Bullying Expectations

If you are bullied:

- Tell the person to “stop!”
- Walk away from the bully.

Grades 2nd, 3rd and 4th “Follow the Example of Jesus”

- Find an adult and report the situation.
- Don’t retaliate!

If you see bullying:

- Help the person being bullied by standing up for them.
- Ask the bully to stop!
- Try to help the person being bullied just walk away.
- Get help from an adult.
- Don’t join in with the bully by laughing at or encouraging his/her actions.
- Be a friend to the kid being bullied. Invite him/her to join you and walk away from the bully.

If you are the bully:

- Stop!! When asked (the first time).
- Apologize!! Actions speak louder than words.
- Seek out friends who make good choices.
- Talk to your teacher, parents, counselor to find ways to change your behavior.
- Remember that being a bully isn’t cool but being respectful is very cool.
- Make an effort to say or do something nice for the person you hurt.

Cyber bullying is using electronic media to intimidate others. If someone sends emails that are offensive, tell an adult. The written word can be misinterpreted, but recurrent mean spirited electronic messages should be reported

Anti-Bullying Expectations
Grades 5-8

“Do Unto Others, As You Would Want Done To You”

If you are bullied:

1. Make your feelings known:
 - Say stop
 - Talk about it with friends
 - Tell one or more adults

2. Take action:
 - Ignore
 - Don't give the bully the satisfaction by commenting
 - Walk away
 - Tell someone
 - Call a truce

If you see bullying:

1. Uphold the dignity of your classmate:
 - Interrupt the bully
 - Say something
 - Change the topic
 - Don't participate (Laughing/commenting makes you a bully too.)
 - Remove the bully or the person being bullied
 - Talk to an adult(s)

2. Be rich in kindness:
 - Offer help
 - Ask either person if they're ok
 - Be a friend
 - Smile

If you are the bully:

1. Avoid temptation:
 - Think before you act
 - Reflect on the Golden Rule
 - Walk away
 - Find a positive influence

2. Change your ways:
 - Listen
 - Admit your mistakes, apologize
 - Work with friends/adults for help