

# PARENT- STUDENT HANDBOOK



**REGENTS**

A C A D E M Y

N A C O G D O C H E S , T E X A S

*A Christian and Classical School*

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# REGENTS ACADEMY OF NACOGDOCHES

*A Christian and Classical School*

## 1. GENERAL INFORMATION

### 1.1 Introduction

1. The Bible tells us to bring up our children in the nurture and admonition of the Lord (Ephesians 6:4). The Lord Jesus Christ tells us to love the Lord our God with all our heart, with all our soul, and with all our mind (Matthew 22:37). Regents Academy was founded to help parents fulfill these commands. The many years that are devoted to formal education greatly impact the direction and thoughts of our children. Parents desire their children's success intellectually, socially, and physically. But most important for Christian parents is their children's understanding and application of the Christian faith.
2. Providing Christian education for our children is costly, but not nearly as costly as the alternatives. Problems in modern American society and education are frightening to parents. Christians should not be surprised at these problems, for they are the expected result of a culture that rejects God. But Christians should not panic and retreat. Jesus said, "In this world you will have tribulation; but be of good cheer, I have overcome the world" (John 16:33).
3. It is with this assurance of Christ's dominion and victory that Regents Academy was started. God has called parents, not the state, to educate children. Education is to be conducted in light of God's revelation of Himself in the Scriptures and in recognition that all truth is God's truth. Regents Academy is committed to these ideals of Christian education.
4. As fellow Christians, we invite you to read and consider this handbook and other materials about Regents Academy. Regents Academy seeks to raise a high standard for both Christian character and academic achievement. We are committed to a Biblical worldview in all areas of life; therefore, we want to teach children how God's Word and world relate to all subject areas. When parents consider where to educate their children, the primary concern should be for providing Christian foundations in all areas of life and thought. Your commitment to provide the spiritual and academic benefits of a Christian education will affect your child for this world and for eternity; furthermore, it will affect the future of our civilization. Christian education is not simply a luxury when we consider our responsibilities toward God for our children. Children from Christian homes must learn to "think God's thoughts after Him" and view all facts as God-created, God-controlled facts. The sacrifices that parents make to support Christian education will be blessed by God.

### 1.2 Mission Statement

Regents Academy, as a Christian ministry to families, provides a Christian and classical education that trains students to view all areas of life and faith from a Christian worldview and equips students to lead lives of virtue, display mature character, love learning, and serve the Triune God.

### 1.3 Vision for a Graduate

We envision that a graduate of the academic program at Regents Academy will embody the following traits.

- **Virtue and mature character:** This includes heart-obedience rather than mere rule-following, good manners, honorable relationships, self-control, and Christian leadership. If nothing else, students should live in accordance with *Coram Deo*—living as though they were in the presence of God at all times.
- **Sound reason and sound faith:** We expect students to realize a unified Christian worldview with Scripture as the measure of all Truth. We expect them to exhibit the wisdom to recognize complex issues and to follow the consequences of ideas.

- **Service to others:** We expect our graduates to “love their neighbor” by serving others in their community. Graduates need to develop an awareness of the many types of needs that others around them have and learn to be like Christ in their willingness to minister to others.
- **A masterful command of language:** Because language enables us to know things that are not directly experienced, nothing is more important within Christian education. Without a strong command of language, even Scripture is rendered mute. As people of “the Word,” Christians should be masters of language. Students master vocabulary, grammar, usage, and translation through our study of Latin, English, and Spanish.
- **Well-rounded competence:** Educated people are *not* specialists who know little outside of their field of specialty. Educated people have competence in a variety of areas including fine arts, drama, music, physical activity, history, math, logic, science, and arithmetic. Throughout our program, skills essential for an educated person are introduced and developed.
- **Literacy with broad exposure to books:** Educated people are well-read and able to discuss and relate to central works of literature, science, art, architecture, and music.
- **An established aesthetic:** Further, educated people have good taste, formed as they are exposed to great aesthetic masterpieces, particularly at a young age.

#### 1.4 Statement of Faith

The following is the foundation of beliefs on which Regents Academy is based. These are also the key elements of Christianity that will be taught without compromise or apology in all subjects through all grade levels. The substance of these statements is designated as *primary doctrine* in Regents Academy.

- a. We believe the Bible to be the only inerrant, authoritative Word of God.
- b. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- c. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- d. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- e. We believe that salvation is by grace through faith alone.
- f. We believe that faith without works is dead.
- g. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
- h. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
- i. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
- j. We believe that God wonderfully and immutably creates each person male or female. Rejection of one’s biological sex is a rejection of the image of God within that person. We believe that the term marriage has only one meaning: the union of one man and one woman in a single exclusive lifelong relationship, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority. Secondary doctrine refers to doctrinal issues which are not addressed in the Regents Academy statement of faith. Classroom discussion of secondary doctrine should be on an informative, nonpartisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Regents Academy's faith, doctrine, practice, policy, and discipline, decision making authority concerning the application of Scripture shall be vested in the school's board.

The school board is committed to fostering a school culture marked by biblical love and holiness, and providing a biblical role model for the staff, students, and families of Regents Academy and the community. Therefore, these standards will impact our decisions for the ministry of Regents Academy, including, but not limited to, facility use, the hiring and retention of staff and volunteers, and the evaluation of current and prospective students being admitted into or retained in Regents Academy.

### **1.5 Educational Philosophy**

1. The philosophy of education of Regents Academy is founded on the Bible which is accepted as the authoritative, infallible Word of God for all areas of faith and life. The Scriptures declare the existence of the Triune God, the creation and providential control of the universe by God through Jesus Christ, and God's creation of man in His own image.
2. As Creator and Sustainer of the universe, God has not only established all facts, but also the meaning of all facts. All truth is God's truth. The goal of true education is to find the true relationship between both God and man and God and all of the particular details of the universe. To be known truly, all subjects must be studied in the light of God's Word. All truth is ultimately religious, and all education must be conducted in light of God's perspective on the subject. To assume that any area of knowledge can be known truly apart from God's revelation of Himself is to undermine the foundations of all knowledge.
3. Man bears the image of God; therefore, he stands above the rest of creation in his unique capacity to know and respond to God personally, to glorify Him, and to exercise dominion over the created order. Man is a sinner by nature and choice. As a result, he cannot know or honor God except by submitting his mind and will to the Lordship of Jesus Christ. Being restored in knowledge, righteousness, and holiness in Christ, redeemed man can then obey God's will. The philosophy of education of Regents Academy presupposes this submission of mind and will as the foundation of all true knowledge, understanding, and wisdom. This philosophy of education further maintains that to attempt to understand the universe apart from Scripture will naturally lead many to fail to comprehend reality.
4. As a Christian school, Regents Academy is committed to the classical model of education. The classical model of education involves both the educational method as well as content of the academic studies. This method conducts students through the stages of *grammar*, *logic*, and *rhetoric* in all subject areas. Collectively, these three stages have been called the *Trivium*, A three-part program for education dating back to the Middle Ages, with roots in the Greek and Roman civilizations. Grammar, logic, and rhetoric correspond to the Biblical concepts of knowledge, understanding, and wisdom. The grammar of a subject consists of the fundamental rules and details of that subject. The logic of a subject focuses upon the ordered relationship in each subject; that is, the understanding of how the facts and details are related. At the rhetoric stage of learning, the student should be able to present a clear expression of the grammar and logic of the subject; that is, he should be able to talk, write, and think intelligently about the subject. In terms of content, Regents Academy requires the study of theology, logic, rhetoric, Latin, literature, history, and the higher mathematics and sciences.

5. Regents Academy recognizes that Scripture grants the responsibility and authority of educating children to parents. The Christian school operates *in loco parentis*, that is, in the place of the parents; therefore, Regents Academy exists as an agency to assist parents in fulfilling their duties. The Christian school's role supports the ministry of churches by maintaining sound doctrine and by equipping students with the intellectual skills necessary for understanding doctrine and for vocational development.
6. In order that the student may fulfill God's total purpose for his life, personally and vocationally, the education process is a means used by the Holy Spirit to do the following:
  - a. Bring the student into fellowship with God.
  - b. Advance the student in spiritual maturity.
  - c. Assist the student in developing an analytical Christian mind.
  - d. Enable the student to think God's thoughts after Him.
  - e. Help the student achieve Christ-like character qualities.
7. Latin at Regents Academy

For several decades the teaching of Latin was an integral part of any good academic training. Consequently, the instruction in Latin at Regents Academy should need no explanation or defense. However, like many traditional particulars of good education lost in the name of "modern" or "progressive" education, Latin's advantages have been neglected and forgotten by a couple of generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Regents Academy teaches Latin, therefore, for two major reasons:

- a. Latin is not a "dead language," but rather a language that lives on in almost all major western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages.
- b. Learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English class work, e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.

The Latin Program consists of the following basic objectives:

Third Grade (1 <sup>st</sup> Year):	Basic vocabulary, declensions, conjugations, simple grammar, and sentence patterns
Fourth Grade (2 <sup>nd</sup> Year):	More vocabulary, further declensions, chants of endings.
Fifth Grade (3 <sup>rd</sup> Year):	More vocabulary, beginning grammar work, further verbs, simple sentences
Sixth Grade (4 <sup>th</sup> Year):	More vocabulary, foundational translation work, key grammar
Seventh Grade (5 <sup>th</sup> Year):	Translation work, grammar, writing of sentences, stories, Classical background
Eighth Grade (6 <sup>th</sup> Year):	Completing complex grammar, translations work, idioms, vocabulary

Ninth Grade  
(7<sup>th</sup> Year):

Translating original texts, understand  
setting, context and complex grammar

### 1.6 Educational Goals

1. **Christ-centered Goals:** By the time a student graduates from Regents Academy, the student should:
  - a. Understand that the Scriptures are God’s revelation of Himself and His intended standard for all areas of faith and life.
  - b. Understand that all subjects, whether dealing with men, matter, or ideas, must be understood by being brought into conformity with a Christian worldview.
  - c. Understand that all men are sinners who fall short of the glory of God.
  - d. Understand that all men need to know Jesus Christ as Lord and Savior.
  - e. Understand that Christians must exhibit holiness before God and obedience to God’s Law/Word.
  - f. Understand that Christians must make moral and ethical applications of the Faith in their personal lives, families, churches, communities, nation, and world.
  - g. Understand that as a creature made in the image of God and as a person committed to Christ, the Christian is accountable to God for fully developing his potential in academic, artistic, and vocational skills.
  - h. Understand that the Christian is to love God with all of his mind and is to be continually transformed by the renewing of his mind.
  
2. **Classical and Academic – Intellectual – Goals:** By the time a student graduates from Regents Academy, the student should:
  - a. Understand that in the study of any academic field, the Scriptures provide the infallible standard for comprehending the subject.
  - b. Understand that apart from presupposing or believing God’s revelation of Himself, no true knowledge or theory of knowledge is possible.
  - c. Understand that all subjects are learned through the methodology of the Trivium, which consists of the *grammar, logic, and rhetoric stages of learning*. That means that first, the grammar, or basic facts, must be learned. Second, the logic of the subject, or way that the facts fit together, must be learned. Third, the subject is expressed, described, or analyzed in the rhetoric stage.
  - d. Be committed to developing the highest God-given intellectual potential through challenging studies.
  - e. Enjoy a thorough comprehension and command of rhetorical skills, such as reading, writing, speaking, and listening.
  - f. Have an appreciation and enjoyment of such academic fields as language, science, higher math, history, and literature.
  - g. Exhibit critical thinking skills in research, logic, and problem-solving, as well as the ability to perceive and cope with ambiguity.
  - h. Understand that Christian development includes lifelong nurturing of the aesthetic and physical part of man, as well as the academic and ethical dimensions, and practical applications.
  - i. Understand the Bible for its factual content, theological doctrines, and practical applications.
  
3. **Personal Spiritual Goals:** By the time a student graduates from Regents Academy, the student should:
  - a. Understand himself to be made by God in His own image, unique in personality.
  - b. Accept the unique worth and varied personalities of others as fellow image-bearers of God.
  - c. Grasp a Biblical concept of the gifts of life, time, and work, and the necessity for righteous stewardship of those gifts.

- d. Understand the Biblical roles of the Christian man or woman in the marriage, family, church, and society.
- e. Embrace a Biblical work ethic and an understanding that all types of work are to be done unto the Lord.
- f. Believe that the Scriptures' portrait of Jesus Christ represents the true model for personal and social development as well as academic and spiritual.

### **1.7 Parental Involvement**

*"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4*

As a support and extension of the family unit, Regents Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Regents Academy we are continually seeking ways to actively involve parents, siblings, and grandparents in the programs of the school.

Below are just a few of the more common ways in which families can participate.

1. Visit the school/class at any time. (Please call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Please make arrangements with the teacher concerned.)
3. Act as chaperone on field trips and/or library visits.
4. Serve as a story-reader, guest artist, or offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Volunteer your help in school fundraising efforts.
8. Help host class parties at home or in the classroom.
9. Attend all Parent-Teacher Conferences that are scheduled throughout the year. Parents may request an informal conference at any time.
10. Closely monitor and praise your child's progress by monitoring Renweb and reading all teacher notes and student papers sent home.
11. Offer specific assistance to serve on Board-appointed committees, or the Board itself.
12. Invite the teacher (or headmaster) home for dinner.

## **2. ADMISSIONS POLICIES**

### **2.1 Admissions Statement**

Regents Academy, a Christian and Classical School, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to other students at the school. Regents Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

### **2.2 Admissions Procedures**

Regents Academy uses an admissions procedure similar to the application process used in many other private schools and colleges. This procedure allows the school to more accurately identify and admit students from families who have expressed convictions similar to those upheld by the school regarding the education of their children.

The following are the steps parents should take in order to be admitted to Regents Academy:

1. Read the Regents Academy admissions packet and Parent-Student Handbook in their entirety. We highly recommend that this information be reviewed and discussed as a family.
2. Complete a family application.
3. Complete a new student application (one per student). With the application include the following:
  - a. Parent and/or guardian signatures in all designated areas.
  - b. A non-refundable new student application fee of \$50 (\$100 max/family).
  - c. Copies of most recent report card and achievement test results.
  - d. Copy of birth certificate.
  - e. Copy of current immunization record.
4. Submit Teacher Recommendation forms to your child's current teacher. Forms should be mailed or faxed directly to the Regents Academy office.
5. Schedule a date and time for your child's testing.
6. Schedule an interview with the administration. The student(s) should also be present at the interview. Prior to the interview, both parents should read *An Introduction to Classical Education: A Guide for Parents* by Christopher A. Perrin. Parents may also want to schedule a half day classroom visit for students in grades 5 and up.
7. Following the testing and interview process, the headmaster will notify the parents with the decision regarding acceptance. If accepted, the parents will receive an acceptance letter. In the event an applicant is denied admission, the parents may appeal the denial to the school board. All financial arrangements between the family and the school must be understood before an admission is considered final.
8. If accepted, parents should pay the registration fee, sign the necessary forms, gather supplies, and purchase uniforms.

### **2.3 Admission Requirements for the Student**

1. A child must have reached the age of five years by September 1 of the fall in which he would be entering kindergarten.
2. A child entering first grade must have reached the age of six years by September 1 of the fall in which he would enter Regents Academy.
3. If a child has successfully completed the previous school year and his school work and behavior compare favorably to the comparable grade at Regents Academy, the child will likely be placed in the grade for which he is applying. However, if through the administration of Regents Academy Entrance Tests or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he repeat the previous grade.
4. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and headmaster in their prescribed roles at Regents Academy.

### **2.4 Admission Requirements for the Parents**

1. Though not required to be Christians, the parents of students in Regents Academy should have a clear understanding of the biblical philosophy and purpose of Regents Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
2. The parents should be willing to cooperate with all the written policies of Regents Academy. This is most important in the area of school work requirements, as well as active communication with the respective teacher(s) and administration. For further explanation, refer to Discipline Policy (see 4.1) and Basic School Rules (see 4.2).

## 2.5 Admissions General Policies

Regents Academy does not have an open admission policy. While we do not discriminate on the basis of race, sex, color, or national origin, Regents Academy reserves the right to deny admission to applicants on the basis of academic ability (as demonstrated by previous school records or standardized achievement tests), behavior (both in and out of school), and the attitude of the applicant. We support and sympathize with parents who are trying to correct problems with their children; however, we do not have either the resources or the set purpose of dealing with behavioral and academic problems.

1. Students with learning disabilities cannot be provided with the special instruction, staff, or facilities they might need. However, the parents of a child with learning disabilities and the headmaster may meet to discuss the applicant's circumstances. If after reviewing the child's needs it is determined that the child could meet with success, Regents Academy will admit the child on a probationary basis. The child would be expected to attend classes with other children in his grade level and do the same type of work. He would be given the same amount of individual instruction and encouragement as his classmates. It must be emphasized that academically the student will probably have a difficult time with the course work.
2. Behavior problems from previous schooling or from outside of school, presents a more difficult problem. While recognizing that all students are sinners and all sinners can be changed by the saving work of Christ, we again assert that we do not accept students who are behavior problems.
3. The following types of problems could result in denied admission:
  - a. Expulsion from or detention in another school.
  - b. Record of repeated violations of civil law or criminal behavior.
  - c. Running away from home and other forms of refusing to submit to parental authority.
  - d. Gang activity.
  - e. The use of illegal substances.
  - f. Repeated discipline incidents at other schools.
  - g. Rebellious attitude, including hostility to attending Regents Academy.
4. Our facilities are limited, and our faculty members are here primarily to teach subjects, rather than to forcibly discipline students. As a school, we are unable to correct social problems from previous school experiences, family problems, peer influences outside of school, or attitudes. The headmaster, or if necessary, the board, will listen to any person's particular circumstances. The basic position still stands, however, that students with discipline problems cannot be admitted. We do refer to school authorities about applicants. We rely heavily on the reports other principals give and presume the truthfulness of their report. Believing that God graciously changes people, we are willing to hear and consider any case.
5. In some cases, students may be admitted under academic and behavioral probation for a set period of time until they prove themselves capable of meeting Regents' behavioral and academic standards.

## 3. ACADEMIC POLICIES

### 3.1 Grammar School Academic Program

#### 3.1.1 Grammar School Curriculum Overview

Please see Appendix A.

#### 3.1.2 Subject Listing

**K-Prep:** Phonics training (basic sounds), math properties (colors, shapes, numbers 1-10), science units, community helpers/jobs/locations, History Units, Bible stories/character traits/songs, integrated art projects, PE skills/games, integrated music

**Kindergarten:** Phonics training (early reading), math properties (patterns, adding, graphing), science units, community helpers/jobs/locations, History Units, Bible stories/characters/songs, introductory Latin chants, integrated art projects, PE skills/games, integrated music

**First Grade:** Phonics training/literature reading, math problem solving/properties, integrated (with reading, math, art) science quarterly units, spelling rules/memorizations, introductory Latin chants, basic English grammar, history units, Bible reading/memorizations, integrated art, PE skills/games, thematic music

**Second Grade:** Guided independent reading of books, math properties/problem solving, science, spelling rules/patterns/memorization, cursive handwriting, basic English grammar, introductory Latin chants, history units, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

**Third Grade:** Guided independent reading of books, math skills/problem solving, science, spelling rules/patterns/lists, cursive/essay practice, English grammar, Geography History, Introductory Latin A, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

**Fourth Grade:** Monitored, independent reading of books (integrated with history, science), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, Introductory Latin B, History, Bible readings/oral presentations, integrated art projects, PE skills/games, music

**Fifth Grade:** Monitored, independent reading of books (integrated with history, science), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, Introductory Latin C, Geography History units, Bible readings/oral presentations, integrated art projects, PE skills/games, music

**Sixth Grade:** Monitored, independent reading of books (integrated with history, science, Bible), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, Latin I (required for graduation), Geography History, Bible readings/oral presentations, integrated art projects, PE skills/games, music

### 3.1.3 Promotion Policy

Grammar School students at Regents Academy must meet all the following basic criteria for promotion to the next successive grade:

1. Pass reading, math, and English with at least a 70% average.
2. Have no more than one F per quarter in any other academic subject (e.g. Latin, science, etc.) and no more than two F's in the same subject within an academic year. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:

**Kindergarten to First Grade:** Behavioral maturity and reading readiness for First Grade.

**First Grade to Second Grade:** Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write complete sentences with neat lettering. Able to add and subtract single digit numbers with at least 70% accuracy.

**Second Grade to Third Grade:** Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Able to write neatly and correctly

identify the basic parts of a sentence. Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% accuracy.

**Third Grade to Fourth Grade:** Cumulative mastery of above requirements, as well as satisfactory (70%) completion of curriculum objectives for this grade level.

**Fourth to Fifth Grade:** Cumulative mastery of above requirements, as well as satisfactory (70%) completion of curriculum objectives for this grade level.

**Fifth to Sixth Grade:** Cumulative mastery of above requirements, as well as satisfactory (70%) completion of curriculum objectives for this grade level.

**Sixth to Seventh Grade:** Cumulative mastery of above requirements, as well as satisfactory (70%) completion of curriculum objectives for this grade level.

### **3.2 Logic and Rhetoric Schools Academic Program**

#### **3.2.1 Logic and Rhetoric Schools Curriculum Overview**

Please see Appendix B.

#### **3.2.2 Enrollment Requirements**

1. To graduate from Regents Academy, students must either complete four years here or have transcripts documenting work completed in other schools.
2. Students transferring to Regents from another high school program must submit a transcript and meet with the headmaster to determine graduation requirements.

#### **3.2.3 Academic Load**

1. Full-time students should be enrolled in all academic classes for their grade level each semester.
2. In special cases, the headmaster will determine if students can take either fewer or more academic classes than is expected for their grade level.
3. Seniors may attain dual credit from an accredited college or university upon approval from the headmaster; however, they must enroll in all required credit courses at Regents Academy.

#### **3.2.4 College Entrance**

1. Questions frequently arise concerning college entrance and scholarships for students from private schools. State accreditation of this school is not necessary for us to graduate students, nor is it necessary for entrance at a college or university. Usually, colleges and universities are interested in the academic abilities of the student and not the type of school attended. Our students are encouraged to take and retake the ACT or SAT college entrance exams as early and as often as possible. *Dates for those tests and information packets are available from the Director of College Placement.* All of our high school students take the PSAT exam.
2. The college entrance exams and the academic requirements of our curriculum are sufficient for entrance into most institutions. The academic standards and course requirements of Regents Academy are designed to train the high school student for college-level work.

#### **3.2.5 Academic Probation**

In order to provide additional motivation to those whose academic achievements are not up to their capability, students may be placed on academic probation.

Guidelines:

1. Students are required to maintain an overall average of at least 70% each quarter.

2. If in a quarter a student is failing three classes or more or if his overall average falls below 70%, that student will be placed on academic probation and a parent/teacher conference will be arranged.
3. If at the end of any two consecutive quarters the student is still failing three or more classes or has an overall average below 70%, that student will be expelled.
4. Students who are on academic probation (or who one or more classes during a given quarter) are ineligible to participate in extracurricular activities.

### 3.3 Grade Reporting

1. The school year at Regents Academy consists of four quarters divided into two semesters. Quarters run from about eight to ten weeks. Progress reports are sent to parents after the fourth week of each quarter via RenWeb, and report cards are sent out at the end of each quarter via RenWeb and written report.
2. Regents Academy uses RenWeb for its school management and communication needs. Parents are encouraged to sign up with ParentsWeb in order to take advantage of its functionality.
3. Parents are encouraged to confer with teachers concerning their children’s grades. Parents may make arrangements to meet with the headmaster or teachers at the school concerning grades or other matters.
4. Parents should call the office to arrange a conference with teachers and avoid conferring with them off campus or at times other than school hours.

### 3.4 Grading Scale

The grading scale used at Regents Academy is as follows:

%	Grade	Grade Point
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-0	F	0.0

### 3.5 Academic Failure Policy

1. While the administration and faculty desire to see all students succeed, student success must be earned by effort, ability, and a willing attitude. In cases where a student is failing any class, meetings will be arranged with the parents, the teachers, the headmaster, and the student. Efforts will be made to enable the student to achieve passing grades; however, success in the classroom depends on the student’s ability, self-discipline, and willingness to work.
2. If a student in grades 7-8 fails any two academic classes (Omnibus, math, science, Latin, logic, writing) for the year, the administration will determine whether the student should, (1) repeat the grade, (2) be promoted after satisfactorily completing summer remedial work, or (3) be promoted but re-take the failed classes the following year.
3. Students in grades 9-12 must pass each subject. High school students must obtain the required number of credits to be eligible to graduate.

### 3.6 Failure Notices

1. In the event of a student earning an F for the quarter in any class or subject, parents will receive prior notification so that both students and parents understand the reasons for the forthcoming grade.
2. One day each quarter will be designated as F-Day. It will normally fall halfway between progress reports and the last day of the quarter. The purpose of F-Day is to formally alert/remind teachers to notify parents of students who may receive an F at the quarter's end.
3. The headmaster will also be made aware of any student receiving an F-Day warning.

## **3.7 Homework Philosophy and Guidelines**

### **3.7.1 Philosophy**

God has equipped people with different academic gifts and different styles of working. Parents and students must consider the cost in time and sacrifices necessary to make high grades. While some parents and students may determine to strive for making all A's, others may decide that settling for a lower score is acceptable. Some students can score well on tests and retain information with less effort than others. Some students are able to accomplish work with greater speed. Some students are involved in many outside activities—such as church functions, jobs, sports, and music—while others have more time for study. Some students make good use of study time at school, while others waste time. Parents and students need to consider all these factors. Below are the primary reasons or causes for homework:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (e.g., math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Studying for tests, memorization work, reviewing notes, reading of literature, projects and research are all examples of work that may be done outside of class.
4. Since Regents Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
5. Students are expected to make good use of their time at school for learning. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a punitive, as well as practical purpose.

### **3.7.2 Guidelines for Assigning Homework**

Regents Academy's classical Christian curriculum is challenging in its content and often accelerated in its pacing. Some students are able to complete their assigned school work and homework during the school day on most days, but the majority of students will find that they need time outside of class to complete their class work, study for assessments, build skills, memorize material, work on projects, and read literature. Teachers plan assignments for their students in order to accomplish curricular goals as intentionally and efficiently as possible. Assignments are weighed and considered carefully to make sure they accomplish clear curricular goals and do so with a reasonable requirement of time and effort beyond the time spent in class. Teachers are instructed to avoid giving busy work and closely monitor their students' homework load.

The school invites parents to provide feedback about homework loads, so that we can get a "parents' eye view" of the impact of particular assignments or requirements. Teachers and administrators are always ready to communicate with parents and hear their concerns. Additionally, each year the school provides parents the opportunity to complete surveys that give another platform to communicate concerns.

### **3.7.3 Late Work**

Work that is not turned in on time will be penalized. Late work is any assignment given by a teacher that is not turned in on the day and at the time designated by the teacher. In the secondary school assignments are typically due at the beginning of the period, unless otherwise indicated by a teacher. Students are not permitted to complete assignments during the period, turn them in that

same period, and then not be counted late. In the secondary school, late work will be reduced to 80% on the first day it is late, 70% on the second day it is late, and assigned a grade of 0 (zero) the third day it is late, though, unless otherwise indicated by a teacher, students must still complete the assignment. In the grammar school, late work will be reduced to 90% on the first day it is late, 80% on the second day it is late, and assigned a grade of 0 (zero) the third day it is late, and again, unless otherwise indicated by a teacher, students must still complete the assignment.

For example, if a secondary student hands in a homework assignment one day late, and the assignment received a grade of 80, then the penalty for being late (receiving only 80% of that grade) would yield a final grade of 64. Or if a grammar student hands in an assignment two days late, and the assignment received a grade of 90, then the penalty for being late (receiving only 90% of that grade) would yield a final grade of 81.

There are two exceptions to this policy. First, if the student has an unplanned absence, the due date will be extended by the number of days he was absent. Second, if a student has a planned absence of three days or more, the due date may be extended by half the number of days he was absent. In the event of an assignment not being turned in, parents will be notified. Continued late assignments will result in a parent conference and office visit.

### 3.7.4 Holidays and Vacation Periods

Normally, homework is not assigned over holidays and vacation periods.

## 3.8 Graduation Requirements

### 3.8.1 Credit Hours

The following are the classes and credits required for graduation:

Omnibus	12
Mathematics	4
Science	4
Foreign Language	3
Logic	1
Rhetoric	2
Christian Apologetics	1
Government	1
Economics	.5
Physical Education	2
Art	2
Music/Choir	2
<i>Total Credits</i>	<i>34.5</i>

#### *Elective Credits:*

Drama	.5 credits per year
Dual Credit Classes	1

### 3.8.2 Class Sequences

- *Omnibus* includes Literature and English/Writing, History and Geography, Bible and Theology in Modernity 1 and 2, Antiquity 2, and Christendom 2.
- *Mathematics* in grades 7-12 includes Prealg, Alg 1, Alg 2, Geometry, Advanced Alg/Trigonometry, Precalculus, and Calculus. Students may be approved to complete dual enrollment math in the 12<sup>th</sup> grade through SFASU.

- *Foreign Language* includes Latin IV and Spanish 1 and 2. This is the normal sequence required for graduation. If a student transfers to Regents Academy and has not previously had Latin, priority will be given to Latin in the planning of his courses.
- *Science* includes Biology, Accelerated Studies in Physics and Chemistry (ASPC), Chemistry, and Physics.
- *Rhetoric* includes Rhetoric 1 and Rhetoric 2/Senior Thesis.

### 3.8.3 Dual Enrollment

- If a student has at least completed Advanced Algebra/Trigonometry, he may substitute an SFASU Dual Enrollment Math class (College Algebra or Plane Trigonometry) during his senior year and fulfill the mathematics graduation requirement. Students may take both these courses during their senior year.
- No other courses may be substituted for classes required for graduation from Regents. However, the board and administration are willing to receive petitions from individual families who may ask for a dual enrollment opportunity in a given area and adjudicate exceptions on a case-by-case basis.
- Dual enrollment credits will be counted on the Regents transcript as one credit hour.
- Dual enrollment grades will be included, unadjusted, on the student's high school transcript and will be figured into the student's GPA.

### 3.8.4 GPA Calculations

- GPAs will be calculated based on a 4.0 scale.
- GPAs will be calculated based on grades attained from Regents classes and while taking dual enrollment classes while a Regents student. Grades attained from a previous school before transferring to Regents will not be included in the student's GPA.
- A cumulative numerical average will be used to determine salutatorian and valedictorian honors for students who have the same GPA.

### 3.8.5 Student Transfers

A student who transfers to Regents Academy's high school must complete at least 20 credit hours at Regents Academy in order to be eligible for receiving salutatorian and valedictorian honors.

## 3.9 Honors and Awards

### 3.9.1 Purpose

Regents Academy maintains a system of formal honors and awards for several reasons:

- a. The recognition of good work is endorsed in the Scriptures from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to recognize those students accomplishing the prerequisites for the award/honor.
- b. We hope to encourage good work among all the students by demonstrating that such work is not overlooked or taken for granted, but rather is noticed and commended.
- c. We want to draw public attention to the high quality of work achieved by our students to the glory of God and their parents.

### 3.9.2 Accomplishments and Correlating Honors/Awards Bestowed

Besides those listed below, other awards/honors may be recognized as appropriate.

<u>ACCOMPLISHMENT</u>	<u>HONOR/AWARD</u>
All A's in a quarter period	Student listed on the quarterly A Honor Roll
All A's with no more than 2 B's in a quarter period	Student listed on the quarterly A-B Honor Roll

<i>Summa cum laude</i> : For grammar school all A's in every subject in each quarter; for logic and rhetoric schools a 4.0 GPA for the entire year	Student awarded gold medallion at end-of-year assembly
<i>Magna cum laude</i> : For grammar school all A's with no more than 2 B's per quarter; for logic and rhetoric schools a 3.8 GPA for the entire year	Student awarded silver medallion at end-of-year assembly
<i>Cum laude</i> : For logic and rhetoric schools a 3.6 GPA for the entire year	Student awarded bronze medallion at end-of-year assembly
Exemplary conduct, academic achievement, and a positive attitude toward school as determined by the administration and staff	Student presented "The Eagle Award" at end-of-year assembly
Graduation from KPrep or Kindergarten	Special graduation ceremony at end-of-year assembly

### 3.10 Regents Reading Program

C.S. Lewis wrote that "Literature exists to teach what is useful, to honour what deserves honour, to appreciate what is delightful." Lewis's words remind us that as students are taught properly, they should grow in their love for great literature. The Regents Reading Program is an opportunity for teachers to share their love for great books with their students and open new worlds of truth, beauty, and goodness for them. Teachers for grades 2-12 will lead their students to choose and read, on their own, quality literature throughout the school year.

1. Teachers will guide students in grades 2-12 to choose one book per quarter.
2. Books on each grade-level reading list will be quality, age-appropriate literature that is in addition to regular classroom reading.
3. Students will finish reading the book on their own by the end of the quarter (honor system) and complete a 5x8 book summary card.
4. The book summary card must be handed in by the end of the last day of the quarter.
5. The book summary card will count as a literature/Omnibus grade.

### 3.11 Textbooks and Library Resources

All classroom text and library books belong to Regents Academy and are loaned to our students for a portion or for the entirety of the school year. The teacher will record the condition of each book when checked out to the student who must respect the books as borrowed property. Students will be charged the replacement value of any book which is lost or which is determined to be damaged (e.g. pages torn or writing in book) or excessively worn (hardback texts can be covered to help protect them). If a lost book is found subsequent to being replaced, the student may keep the book or may receive the used book value from the school if the school has need of the book. For book usage fees, see the Tuition Policy below.

### 3.12 College Visit Days

Students who wish to miss a school day or a portion thereof in order to visit a college or university should submit a College Visit Day Permission Form to the headmaster or director of college placement, indicating the day(s) the student plans to miss, what college will be visited, and parental authorization. The administration will give permission to the student for the missed days and will notify the student and parents.

Students in the following grades in high school may miss the following number of school days (or portions thereof):

9 <sup>th</sup> grade/freshman:	1
10 <sup>th</sup> grade/sophomore:	2
11 <sup>th</sup> grade/junior:	3
12 <sup>th</sup> grade/senior:	4

Students who, after following the above procedure, miss school may do so without the allotted missed days counting against the perfect attendance award. Students who miss school for a college visit should follow the planned absence policy (see section 4.6.2).

### **3.13 Regents Math Mastery Program**

#### **3.13.1 Purpose**

The purpose of the Regents Math Mastery Program is to break the cram-pass-forget cycle in students' math performance. When education is effective, students learn things, remember them, and are thus prepared to move on and learn something else. The impetus behind this program is to help insure that Regent Academy's math education is effective.

#### **3.13.2 Mastery of Basic Skills and Applications**

In the Math Mastery Program teachers of Prealgebra, Algebra 1, Geometry, and Algebra 2 develop and teach basic skills and applications, aiming for students to achieve mastery. These basic skills and applications are standard mathematical skills that must be mastered and retained throughout a student's math career.

#### **3.13.3 Assessment and Grading**

The Math Mastery Program includes particular guidelines for assessment and grading. Every student in Algebra 1, Algebra 2, and Geometry must score 70 or higher on each test and exam throughout the year.

- If a student fails a test (that is, makes a grade of 69 or below), the teacher will assign the student a Remediation Assignment when the test is returned. The Remediation Assignment may include the following: test corrections, explanations of missed solutions and answers, discovery and solutions of problems comparable to the ones missed on the test, extra skills practice, etc. Teachers may customize the assignment as they see fit for their subject and for the needs of the student. This assignment will count as a Quiz grade.
- If the Remediation Assignment is not completed in a satisfactory manner, demonstrating that the student has not improved in his or her understanding of the principles covered on the test, then the student will be required to retest with a different but comparable test. Retesting will only be required when the Remediation Assignment was not completed in a satisfactory manner. Retesting will continue until the student scores a passing grade of 70 or above.
- Every test taken will count toward a student's grade. Students are responsible to prepare for and schedule retests, which will take place outside of class (in work periods or after school, for example).
- Teachers will work with students to aid them in preparing for, scheduling, and taking retests. The goal of the assessment and grading component of the program is to insure that students demonstrate mastery of needed mathematics skills before beginning the next course in the mathematics sequence.

## 4. DISCIPLINE POLICIES

### 4.1 Discipline Policy

1. The kind and amount of discipline (punishment) will be determined by the teachers and the headmaster or principal. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift/painful punishment, restoration of fellowship, forbidding of sinful, lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level by the classroom teacher. Administrators will get involved and address discipline issues when the issue is of a serious nature or when the behaviors or attitudes become patterns. Teachers and administrators will communicate with parents about discipline matters through various means, including accountability forms, Renweb communications, emails, Parent Notification Forms, conferences, etc.
2. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Regents Academy, *love and forgiveness* will be an integral part of the discipline of a student.
3. *Office Visits*: There are six basic behaviors that will *automatically* necessitate discipline from the headmaster or a principal (instead of the teacher). Those behaviors include:
  - a. *Disrespect* shown to *any* staff member. The staff member will be the judge of whether disrespect has been shown.
  - b. *Dishonesty* in any situation while at school, including lying, cheating, and stealing.
  - c. *Rebellion*, i.e., outright disobedience in response to instructions.
  - d. *Fighting*, i.e., striking in anger with the intent to harm the other student(s).
  - e. *Obscene language*, including taking the name of the Lord in vain. The headmaster and staff will judge what constitutes obscene language.
  - f. *Vandalism*, i.e., any destruction or defacing of the building and facilities, school books and supplies belonging to Regents Academy or other people's property.
4. During the visit with the headmaster or principal, the headmaster or principal will determine the nature of the discipline and may require restitution, in-school suspension, janitorial work, parent's attendance during the school day with their child, paddling, or other measures consistent with appropriate biblical guidelines.
5. If for any of the above or other reasons, a student receives discipline from the headmaster or a principal, the following accounting will be observed within either *semester* of the school year:
  - a. The first *two* times a student is sent to the headmaster or principal for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in preventing further problems will be sought.
  - b. The *third* office visit will be followed by a meeting with the student's parents, the student, and the headmaster and/or principal.
  - c. Should the student require a *fourth* office visit, a *two-day suspension from school* will be imposed on the student.
  - d. If a *fifth* office visit is required, the student will be *expelled* from the school.
6. *Note on Expulsion*: The Regents Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.
7. *Serious Misconduct*: If a student commits an act with such serious consequences that the

headmaster deems it necessary, the office-visit process may be bypassed and *suspension* or *expulsion* imposed immediately. Examples of such serious misconduct could include: acts endangering the safety or lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct occurring after school hours if such behavior reflects poorly upon the reputation of the school.

8. *Re-admittance*: Should the expelled student desire to be readmitted to Regents Academy at a later date, the Regents Academy Board and headmaster will make a decision based on the student's attitude and circumstances at the time he reapplies.

#### 4.2 Basic School Rules

All students should be aware of and are expected to adhere to the following list of school rules:

1. Students are expected to maintain Christian standards of behavior and attitude in all actions and forms of communication, including speech, both public and private, writing, and body language.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Guns or weapons are not allowed on school grounds.
4. Students are not to have or chew gum while at school. Gum on school grounds creates problems.
5. Students are not to eat and drink (except for water, at the teacher's discretion) in the classroom except on special occasions or parties as allowed by the teacher.
6. If students bring cellular phones, iPods, or personal electronic devices to school or to school functions, they should be kept out of sight. During school hours cell phones should be kept in the locker and turned off, never to be used during school. *There are no exceptions to this rule.* If a student needs to make a phone call, he can receive permission to use the office phone.
7. Students may not bring pocketknives, multitools, or other knives into the school building, on field trips, or onto the playground, athletic fields, etc.
8. Students will be held responsible for damage done to school property, including textbooks. Replacement or repair costs will be assessed.
9. Public displays of affection are not permitted at school or school activities. School is not the place to begin or develop relationships between boys and girls. The school assumes that all matters pertaining to courtship will be handled by parents in whatever manner a particular family may handle the matter; it is not a matter for the school to oversee.
10. Students are not to leave school without reporting to the school office.
11. Students arriving late to school are to report to the office before going to class.
12. No drugs, alcohol, or tobacco products are allowed at school or school functions. The known and illegal use of drugs, alcohol, or tobacco products outside of school will be considered as detrimental to the reputation of the school and will result in a meeting with the student, the parents, and the headmaster.
13. Students may take medications only with parental approval via a note or direct contact with staff.
14. Students who drive to school are expected to do so responsibly. Students are expected to comply with directions given by members of the school staff (see Student Drivers below).
15. Students are not to be in cars in the parking lot after they arrive at school.
16. Students may not leave the school grounds after arriving at school without administrative approval until the end of the school day. Students may not leave for lunch unless their parents pick them up.
17. Students are not to use the copier or the telephone for personal business.
18. **The school day begins at 7:55 a.m. After 7:55, students are tardy. The seventh tardy in any given quarter will result in one absence.**
19. Students from other schools or friends of Regents students Academy are not allowed to visit the school, the parking lot, or classes, unless they have been invited by the school staff members.

20. Parents will be notified if students do not comply with the dress code and appearance standards of Regents Academy. Students who continue to be out of compliance will be subject to disciplinary action.
21. Each secondary student will be assigned a locker. Lockers may be secured with a combination lock; the combination must be given to the administration. However, lockers are a privilege, not a right. In the event that a student abuses this privilege or is suspected of having anything inappropriate in his locker, this privilege can/will be revoked. The administration has the authority to open any locker if misconduct is suspected.

#### **4.3 Etiquette Code**

These are the “house rules” at Regents Academy.

Regents students . . .

- will be seated and quiet when class is called to order.
- will not walk across desk seats or dash across the room to get to their desks.
- will not throw paper from their desks to the trash.
- will not chew gum.
- will not eat or drink in class except during lunchtime meetings or class parties.
- will not disturb anything on the teacher’s desk (including reference books) without permission.
- will not sit at the teacher’s desk or open drawers in the desk when the teacher is not in the room.
- will not prop their feet up on other’s desks.
- will not throw anything across the room to another student.
- will not write on desks, walls, textbooks, posters, etc.
- will pick up any trash around their desks before leaving.
- will not adjust blinds or open or close windows without permission from the teacher.
- will not rearrange desks without permission from the teacher.
- will not pass notes or ask others to pass notes.
- will not talk while the teacher is talking or interrupt other students during class discussion.
- will not bring games, PE equipment, electronic devices (e.g. toys, game boys, PDA’s, recorders, etc.) without permission from respective teacher.
- will not talk on cell phone on campus before or during school hours.
- will not work on other homework assignments during class (until they have finished with assigned work and received permission from their teacher).

#### **4.4 Extracurricular Activities**

We are pleased to offer a number of extracurricular activities through Regents such as soccer, basketball, track, cross country, orchestra, academic competitions, mock trial, and several others. As organized, school sanctioned activities, these opportunities are intended for student participation and enrichment beyond the normal academic (curricular) programs. As such, participation in these activities (which generally occur outside of regularly scheduled class time) is considered voluntary.

Guidelines:

1. No Pass, No Play: Extracurricular activities will not take priority over the academic program at Regents Academy. For this reason, students who receive a failing quarterly grade are ineligible to participate in any extracurricular activities. Students who have become ineligible for extracurricular

activities because of a failing quarterly grade may return to the activities upon receipt of a following quarterly report card that has no failing grade.

2. A student who receives a failing grade on a progress report will be placed on athletic/extracurricular probation. The headmaster will notify the applicable coach/sponsor, who will warn, encourage, and exhort the student to redouble his or her academic efforts. A student on athletic/extracurricular probation whose grades do not improve may be removed from the applicable team/activity if the coach/sponsor, headmaster and teachers see a continuing pattern of failure. Students who have become ineligible for extracurriculars and have been removed from an activity while on probation may return (with the approval of the coach/sponsor and headmaster) upon receipt of a following quarterly report card that has no failing grade.
3. Each student must have written parental permission to participate.
4. Operating expenses for these activities will be paid by participant fees.
5. Any student who is unable to attend school due to illness will not be allowed to participate in extracurricular activities on that day.

#### **4.5 Grievance Policy**

1. The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Regents Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Regents Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.
2. Students/parents to teachers:
  - a. All issues need to be dealt with on the school campus during school hours or such times as arranged by the headmaster. Parents are to respect the teachers' time off campus.
  - b. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful attitude is required at all times.
  - c. If the problem is not resolved, the parents or student may bring the concern to the headmaster. If the student brings the concern, he must have permission from his parents to do so. The first question the headmaster will ask is, "Have you talked with the teacher?"
  - d. If the problem is still not resolved, the parents should appeal the decision to the Regents Academy Board.
3. Parents to headmaster:
  - a. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the headmaster.
  - b. If the situation is not resolved, they should present their concerns to the Regents Academy Board. Board meeting times and dates are posted.
  - c. This procedure applies to board members who are acting in their capacity as parents/patrons and not as representatives of the Board.
4. Other Concerns/Suggestions/Proposals: For concerns *not* relating to a specific individual, the student should consider other options including:
  - a. Students may give suggestions to a staff member for consideration by the administration.
  - b. Students may request to meet with the headmaster individually or in small groups. As with individual teachers, students should certainly consider requesting parental assistance whenever appropriate.

## 4.6 Attendance Policies

### 4.6.1 Attendance Policy

1. This policy is designed to encourage student attendance at school. At school a student is exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Regents Academy, and because the instructional program is progressive and sequential, students should attend all prescribed classes. Class periods devoted to lectures, discussions, and in-class activities cannot be made up if they are missed. Simply doing the written exercises in no way replaces the classroom experience. Much of what a student learns in school comes from the classroom experiences that are not recorded as a grade. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child *not* to attend school on a particular day.
2. *Planned absences* are any absences that are the result of parents *deciding* to excuse their student from attendance at school for reasons that are *foreseeable*. Examples include absences due to family vacations, doctor or dentist visits, programs that are not school-related, etc.
3. *Unplanned absences* are any unforeseeable absences. Specific examples include illnesses or family emergencies.
4. Procedure:
  - a. A record of attendance for each student will be kept on RenWeb. The total number of days absent will be recorded on the student's quarterly report card and on his high school transcript.
  - b. In the event that a student misses more than five days in any one quarter (for any reason), the student's parents need to meet with the headmaster and teachers to consider the academic consequences of the student's absences.
  - c. In the event a student is absent from a class, or from school, for more than ten days during one quarter (for any reason), the student's grades for the classes missed may be dropped one letter grade. If he is missing that much class, he is not receiving all of the instruction being given. In such cases, parents should meet with the headmaster and teachers to discuss their child's particular situation.
  - d. Upon request from parents, the headmaster is authorized to consider waiving requirements set by the attendance policy. In doing so, he will take into account the following: student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.
  - e. A student must complete final exams before a grade will be given. A student who is absent during a final exam will receive a grade of I (incomplete) for the course until the missed exam is completed.
  - f. The seventh tardy (for any reason) in any given quarter will result in one absence. Each subsequent tardy will be counted as an absence. No distinction will be made for excused or unexcused tardies. The teacher is not obligated to re-teach any lesson or extend any opportunity to complete or turn in assignments.
  - g. A student who misses more than half the class entering late or leaving early is to be counted absent from that class. Such cases will be excused or not excused by the office based on the circumstances. For example, doctor's appointments or sickness would be excused, while unexplained lateness would be unexcused.
  - h. For attendance purposes, KPrep-6 students must be in attendance at 9:00 a.m. to be considered present for the school day. Students in 7th-12th must be in attendance at least 50% of the day to be considered present for the school day.

### 4.6.2 Attendance Guidelines

1. Unplanned Absences:
  - a. Assignment due dates: An extension may be given for assignments due on a particular date

at the discretion of the teacher and headmaster. The extension will not exceed the number of school days missed during the absence. Assignment due dates will be established by the classroom teacher.

- b. Students must complete all work assigned during their absence. However, in the event of an illness lasting three days or more, the teachers may, at their discretion, excuse the students from some of the assignments missed.
  - c. Students will receive full credit for submitting assigned work upon returning to school after an excused absence.
  - d. Note: In the case of illness, it is recommended that the parent/student contact the school to find out what assignments were missed.
2. Planned Absences (One or two days):
    - a. Assignment due dates: It is the parent/student's responsibility to ask for and complete missed assignments. Generally, no extension of due dates will be given. However, one additional day may be given for absences resulting from attendance at school related functions. Due dates will be set by the teachers.
    - b. Students must complete all work assigned during their absence.
    - c. Points may be deducted for grades on completed assignments for each day that assignments are submitted past the assigned due date.
  3. Planned Absences (Three days or more):
    - a. Due date: Students will have no more than half of the time they were absent to complete all assigned work. Specific due dates will be set by the teacher.
    - b. Teachers *may*, at their discretion, excuse the student from some of the assignments issued. Otherwise, all missed work is to be completed.
    - c. Students will receive full credit (no grade deduction) for completing assignments given to the rest of the class during their absence.

#### **4.7 Student Drivers**

Students in grades 11-12 who have driver's licenses may drive to school. Students in grades 10 and below may drive only with permission from the headmaster. Student drivers must register their vehicles with the office. The registration includes a parent authorization permitting students to drive to school and information about the automobile(s). Student drivers may not leave campus during the school day without permission from a parent. All students should sign out when leaving the campus. Students are to park in the designated student parking area.

Drivers are not to exceed 10 miles per hour while driving on the campus grounds, exercising extreme caution in order to prevent accident or injury. Student drivers are responsible to obey all traffic laws and handle their driving privileges with maturity. Driving privileges on the campus may be revoked at the headmaster's discretion.

#### **4.8 Leaving Campus**

1. Parental request: If a student needs to leave school during school hours, a *parent* may notify the headmaster by sending a note, and the student will be given permission to leave.
2. Student request: If a student wants to leave school during school hours, he or she must check in with the office. Students will normally be given permission to phone their parents. Students who leave campus without permission will be subject to discipline.
3. In cases where applicable, students may not leave school with a non-custodial parent unless the custodial parent has notified the administration in writing.

4. In all cases involving students whose parents are separated or divorced, the custodial parent is to provide the school with the necessary information and regulations concerning custody arrangements. Regents Academy will stand by the custodial parent(s) and the legal rulings in these cases.

#### **4.9 Internet Use Policy**

1. Regents Academy provides internet access to teachers and to students in grades 7-12 for the purpose of supporting the teaching, learning, and administrative functions of the school. Grammar school students use the internet to a limited degree, under the direct supervision of their teachers. A student will not be allowed access to the internet unless the internet use policy and approval form is signed by a parent and on file in the school office.
2. The rules governing use of the internet are as follows:
  - a. Students are NOT allowed to use the internet unsupervised. A staff member must authorize a student to use the internet.
  - b. Students are only allowed to use the internet for activities specifically assigned by a teacher.
  - c. Technical measures (internet blocking software) are employed by the school to help prevent access to websites that are inappropriate. Students are not allowed to attempt to circumvent such measures. However, no software can fully protect our staff and students from unapproved/unauthorized use and inappropriate sites/content on the internet.
  - d. Under no circumstances will students be allowed to use computers to access the internet for personal browsing or email, chatting, blogging, social media, instant messaging, disclosing personal information, games, shopping, or for transferring music, movies, software, or any other recreational use.
  - e. Students in grades 9-12 who use a personal laptop at school (with teacher approval and supervision) may NOT access the internet on it without a teacher's expressed permission or special request.
  - f. If a student becomes aware that any of the aforementioned rules are being violated or that a computer appears to have accessed or is able to access inappropriate sites, the student must immediately report this activity to a staff member.

#### **4.10 School-Sponsored Events Policy**

1. This policy seeks to ensure that school-sponsored programs meet the same standards for quality and content established in the educational programs at Regents Academy. It also seeks to ensure that the same standards for student conduct established at the school are maintained at all events sponsored by Regents Academy. Finally, this policy is designed to limit the liability assumed by Regents Academy for school-sponsored events.
2. School-sponsored events include:
  - a. Events that are organized by a Regents Academy staff member acting in his official capacity as a teacher, administrator, etc.
  - b. Events approved by the headmaster and organized by the Regents Academy student body.
  - c. Events which are published on the Regents Academy yearly calendar.
  - d. Events that receive financial support from Regents Academy (including fundraising opportunities provided through Regents Academy).
3. School-sponsored events should be consistent with the goals of Regents Academy.
4. School-sponsored events require the attendance of at least one staff member from Regents Academy.
5. Class time is not to be used for planning school-sponsored activities.
6. Attendance at school-sponsored activities is generally limited to students who are currently enrolled at Regents Academy. Exceptions may be granted by the headmaster.
7. Timely information about school-sponsored activities must be provided to the parents. All written communication must be submitted to the headmaster prior to being sent to the parents.

8. Parents must sign a written waiver releasing Regents Academy from any liability for all events taking place off campus. This statement should also authorize medical treatment to be given to the student in case of injury.
9. The headmaster must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.
10. Only school-sponsored activities will receive support from Regents Academy, such as free copier and/or telephone use, general announcements to publicize the event, use of supplies, etc.

#### **4.11 Field Trips**

Field trips are an integral part of the “hands on” learning process at Regents Academy. Each child must have a field trip permission form on file before he or she will be able to participate in any field trip. Teachers will notify parents of upcoming field trips in their Teacher Notes and may ask for parents to serve as chaperones and/or drivers. We encourage parental participation and believe that a parent’s attendance enhances the learning process and the moral development of our children. Parents who wish to chaperone and/or transport Regents children must submit proof of automobile insurance.

Guidelines for drivers/chaperones and students include the following:

- Chaperones/drivers will be assigned a specific group of children to ride/drive with both to and from the event.
- While in the vehicle, children must remain seated with seat belts appropriately fastened (one child per seat – no “double-buckling”). No child below the age of 12 is permitted to sit in the front passenger seat.
- Normally, children are not allowed to have or use electronic equipment on field trips (phones, handheld electronic games, etc.).
- Drivers should be mindful of all families represented when choosing music inside the vehicle while travelling.
- Behavioral standards should mirror Regents expectations in the classroom, both during the drive and at the site of the field trip. Students should show respect and honor to other classmates, the audience, performers, and chaperones. We expect Regents students to act with impeccable dignity and manners, doing only what is pleasing to God. Chaperones/drivers are expected to be present and assist in maintaining these standards on field trips.
- For student safety and security reasons, it is important to have the children leave, travel and arrive at relatively the same time. Drivers should not “run errands” when driving for the school, including stopping for lunch or gas apart from the group/caravan.
- Normal Regents field trip attire is the maroon Regents polo.

## **5. UNIFORM/DRESS CODE POLICY**

### **5.1 Basic Principles**

Any dress code can be circumvented in effect while obeyed in the letter, so students are encouraged to work at re-establishing a Christian culture of beautiful, appropriate dress designed for the beauty, comfort, and respect of others. These are basic guidelines for grooming practices at Regents Academy. We are aware that these precepts do not cover every contingency; therefore, the following principles are offered:

1. Nothing which draws attention to oneself.
2. No priority on self-expression.
3. Cheerful submission to the community of Regents and its values.
4. Dress and grooming that are clean, neat, and conducive to order and learning.

## 5.2 General Guidelines

Regents Academy is a workplace for students as well as for teachers. Students should dress in a way that demonstrates their respect for the school. Therefore, students shall:

- a. Dress neatly: Shirts tucked in, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer.
- b. Be clean: Body cleanliness, recently washed clothing, hair neatly kept; older boys are to be clean-shaven.
- c. Be submissive: The school administration will determine if there is a violation of the dress code, either in fact or attitude. Students not complying with this dress code will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

As the headmaster determines, events such as P.E. and field trips may call for other clothing options. Special days may be scheduled, such as dress-up days or Senior Day, during which other clothing options are allowed.

## 5.3 Dress Standards for Girls

1. Girls may wear skirts that are of a conservative length and fit. The length of skirts will not be shorter than the top of the knee when standing and will be of modest length when seated. Students must take the appropriate steps to insure their clothing fits reasonably well and is the proper length.
2. Slacks may also be worn but may not be tightly fitted. Belts are to be worn with slacks, and shirts are to be tucked in.
3. Blouses or tops should not be tight-fitting. Appropriate undergarments such as slips, camisoles and bras must be worn.
4. Socks or tights should be white.
5. Only approved uniform athletic clothing or sweat clothes may be worn for physical education class. Athletic clothing may not be worn to school in lieu of normal school attire.
6. Hairstyles must be natural, practical and moderate, and hair must be kept a natural color.
7. Make-up may be worn neatly and must be appropriately inconspicuous.
8. Jewelry, if worn, must be simple, conservative and appropriate to the student's overall appearance.

## 5.4 Dress Standards for Boys

1. Students must take the appropriate steps to insure their clothing fits reasonably well and is the proper length.
2. Only approved uniform athletic clothing or sweat clothes may be worn for physical education. Athletic clothing may not be worn to school in lieu of normal school attire.
3. Hair should be no longer than mid-ear, not extend beyond the top of the collar and kept a natural color. Inappropriateness of a particular hairstyle will be determined by the headmaster. Beards and mustaches are not to be worn by students. Young men should be clean-shaven.
4. Jewelry, if worn at all, must be simple, conservative and appropriate to the overall dress of the student and be kept within the general standards of the school.

## 5.5 Non-Uniform Dress Standards

1. If on certain occasions students are allowed to wear street clothes, it will be expected that these clothes will fit the overall image of a Christian young person. Therefore, neatness and conformity to the general dress standards and Basic School Rules (see 4.2 above) are guidelines to be followed along with individual recommendations of the teacher(s) in charge.
2. Many of the trends and fads which are in fashion today are also restricted from our campus and/or during school activities. These include, but are not necessarily restricted to the following categories of clothing and personal appearance:
  - a. Accessories or paraphernalia associated with a culture or movement in conflict with Regents Academy standards.

- b. Hair dyed in unnatural colors.
- c. Partial or complete shaving of the head or severe step cuts.
- d. Unusually asymmetrical styling of the hair.
- e. Excessive jewelry.
- f. Sloppy, overly casual or unkempt appearance.

## 5.6 Uniform Requirements: Girls Grades KPrep-4<sup>th</sup> Grade

### 1. Daily Uniform

- a. Khaki, navy, or plaid skort\* (plaid #55) OR culottes\* (plaid #55) OR khaki or navy jumper with white Peter Pan blouse OR short or long sleeve knit shirt (navy, white, dark green, or red).
- b. Khaki or navy slacks and brown or black belt with short or long sleeve knit shirt (navy, white, dark green, or red).  
KPrep and Kindergarten students (only) may wear elastic-waist slacks and shorts.
- c. A white turtle neck may be worn underneath the knit shirt.
- d. *Field trips and Fridays:* Khaki slacks or skort and maroon shirt with "Regents Academy" embroidered on it. (Maroon shirts must be obtained through Lands' End).
- e. Casual, close-toed flat dress shoes or plain, conservative tennis shoes with white, black, blue, tan, or gray solid-color socks.

### 2. Wednesday Dress Uniform

- a. Plaid jumper\*\* (Round Neck/Drop Waist in plaid #55).
- b. White long sleeve Peter Pan blouse (short sleeve may be worn Aug-Sept and Apr-May).
- c. Navy, black or brown close-toed flat dress shoes.
- d. White knee-high socks or white tights.
- e. Navy or red sweater is optional.

### 3. Outerwear

- a. Plain blue, red, black, or gray, nylon or fleece zippered jacket.
- b. Blue, red, black, or gray sweater or sweater-vest.

### 4. Optional Accessories

- a. Conservative hair items in colors that complement the colors of the uniform.

### 5. Hair

- a. Kept neat and out of face.
- b. Kept natural color.

### 6. Neatness

- a. Shirts tucked in.
- b. Appropriately sized clothing.
- c. All clothes neat and clean; shoes tied.

*\*This uniform item must be purchased from **Bancroft Uniforms** at [bancroft-uniforms.com](http://bancroft-uniforms.com) or by calling 510-638-1622.*

*\*\*This uniform item must be purchased from one of the following: (1) **Flynn O'Hara Uniforms** at [flynnohara.com](http://flynnohara.com) (simply enter state and school name on the home page) or by calling 800-441-4122, OR (2) **Bancroft Uniforms** at [bancroft-uniforms.com](http://bancroft-uniforms.com) or by calling 510-638-1622.*

## 5.7 Uniform Requirements: Girls Grades 5<sup>th</sup>-12<sup>th</sup> Grades

### 1. Daily Uniform

- a. Khaki, navy, or plaid culottes\* (plaid #55), OR khaki or navy skirt, OR khaki or navy jumper, with short or long sleeve white camp shirt OR  $\frac{3}{4}$  sleeve oxford shirt OR short or long sleeve knit shirt (navy, white, green, or red).
- b. Khaki or navy slacks and brown or black belt with short or long sleeve knit shirt (navy, white, red, or green).
- c. A white turtle neck may be worn underneath the knit shirt.

- d. *Field trips and Fridays:* Khaki slacks, skorts, or skirt and maroon shirt with “Regents Academy” embroidered on it. (Maroon shirts must be obtained through Lands’ End).
  - e. Casual, close-toed flat dress shoes or plain, conservative tennis shoes with white, black, blue, tan, or gray solid-color socks.
2. Wednesday Dress Uniform
- a. Plaid box pleat skirt\*\* (plaid #55).
  - b. White camp shirt from Bancroft OR White ¾ sleeve oxford shirt from Lands’ End (item #458438-BP1 or #458439-BP6) OR a similar shirt as the above listed styles
  - c. Navy blue blazer with Regents Academy pin-on crest attachment\*\*\* for the pocket must be worn in grades 7-12 for the entire school year.
  - d. Navy, black or brown close-toed flat dress shoes.
  - e. White knee-high socks or white tights.
  - f. Navy or red sweater is optional for 5<sup>th</sup> and 6<sup>th</sup> grade girls.
3. Outerwear
- a. Plain blue, red, black, or gray, nylon or fleece zippered jacket.
  - b. Blue, red, black, or gray sweater or sweater-vest.
4. Optional Accessories
- a. Conservative hair items in colors that complement the colors of the uniform.
  - b. Minimal jewelry (earrings, bracelets, rings, necklaces, etc.) with earrings no more than one inch below the earlobe.
5. Hair
- a. Kept neat and out of face.
  - b. Kept natural color.
6. Neatness
- a. Shirts tucked in.
  - b. Appropriately sized clothing.
  - c. All clothes neat and clean; shoes tied.

*\*This uniform item must be purchased from **Bancroft Uniforms** at [bancroft-uniforms.com](http://bancroft-uniforms.com) or by calling 510-638-1622.*

*\*\*This uniform item must be purchased from one of the following: (1) **Flynn O’Hara Uniforms** at [flynnohara.com](http://flynnohara.com) (simply enter state and school name on the home page) or by calling 800-441-4122, OR (2) **Bancroft Uniforms** at [bancroft-uniforms.com](http://bancroft-uniforms.com) or by calling 510-638-1622.*

*\*\*\*This uniform item must be purchased at the Regents Academy school office.*

## **5.8 Uniform Requirements: Boys Grades KPrep -12<sup>th</sup> Grade**

1. Daily Uniform
- a. Khaki or navy slacks with short or long sleeve knit shirt (navy, white, red, or dark green). Boys in grades KPrep-6<sup>th</sup> grades may wear slacks-style khaki shorts on Monday, Tuesday, Thursday, or Friday. Students should not wear cargo-style slacks or shorts.  
KPrep and Kindergarten students (only) may wear elastic-waist slacks and shorts.
  - b. *Field trips and Fridays:* Khaki slacks or shorts and maroon shirt with “Regents Academy” embroidered on it. (Maroon shirts must be obtained through Lands’ End).
  - c. A white turtle neck may be worn underneath the knit shirt. Otherwise, the undershirt must be white and must not be visible at the sleeves.
  - d. Brown or black belt.
  - e. Casual dress shoes or plain, conservative tennis shoes with white, black, blue, tan, or gray solid-color socks.
2. Wednesday Dress Uniform
- a. Khaki slacks.
  - b. Long sleeve white oxford dress shirt (short sleeve may be worn: Aug-Oct and Apr-May).
  - c. Navy blazer with Regents Academy pin-on crest attachment\*\*\* for the pocket must be worn in grades 7-12 for the entire school year.

- d. Brown or black belt.
  - e. Brown or black dress shoes.
  - f. Neck tie (striped) \*\*\*.
3. Outerwear
- a. Plain blue, red, black, or gray, nylon or fleece zippered jacket.
  - b. Blue, red, black, or gray sweater or sweater-vest.
4. Hair
- a. Kept neat.
  - b. No longer than mid ear.
  - c. May not extend beyond the top of the collar.
  - d. Kept natural color.
5. Neatness
- a. Shirts tucked in.
  - b. All clothes neat and clean; shoes tied.
  - c. Appropriately sized clothing.
  - d. Clean shaven.

*\*\*\*This uniform item must be purchased at the Regents Academy school office.*

## **6. PARENT-SCHOOL COMMUNICATION**

### **6.1 Parent-Teacher Conferences**

The teaching staff at Regents Academy will make every effort to keep our parents informed of their children's progress and/or difficulties. If, however, you would like to discuss an issue relevant to your child's development, we invite you to contact the school secretary to set up a meeting time. Whenever possible, conferences will be scheduled for 3:30 p.m. or after. Mandatory parent/teacher conferences are scheduled in each semester of the school year. At least one parent/guardian should be present at these meetings, while we encourage the attendance of both parents/guardians.

### **6.2 Conferences with an Administrator**

Parents are always free to bring concerns to a school administrator. However, as noted, it is the policy of the school to encourage parents to discuss any problem with or between themselves and a faculty member directly with that faculty member first. In almost every instance, frankness and consideration can bring a solution (Matthew 18:15). Should questions still remain, parents are urged to bring the questions to the principal or headmaster. Parents who desire an appointment should contact the school secretary.

### **6.3 Telephone Communications**

Teachers are instructed not to discuss personal or school matters on the telephone during school hours. We would like to discourage all parents from making efforts to talk with teachers by telephone during this busy time. Parents may call the school office and leave a message for a teacher to return their call at a time best for students and the teacher.

### **6.4 Parent-Teacher Communication (Matthew 18 Principle)**

Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers:

1. Request a conference with the teacher and meet privately to seek the resolution with a spirit of reconciliation. Both want the good of the child and are not in an adversarial position.
2. If unresolved, the teacher and the parent meet with a third party, the headmaster. Any subsequent meetings would also involve the headmaster.

3. If still unresolved, the matter is presented to the Board of Governors' president. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation.
4. If still unresolved, the problem is brought before the entire Board of Governors. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment as to who is wrong and takes appropriate disciplinary action.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved. This procedure is taken from *To Those Who Teach in Christian Schools* by Roy W. Lowrie, Jr.

### **6.5 RenWeb and School Website**

RenWeb is Regents Academy's administrative software provider. RenWeb is a web-based school management system that enhances productivity in the school office and provides a number of additional services to our staff, students, and parents. Grades are recorded in RenWeb, and report cards and progress reports are generated by RenWeb. Much school communication takes place via RenWeb email. There is also a great deal of school information published on the school website – regentsacademy.com.

## **7. INCLEMENT WEATHER AND EMERGENCY DRILLS**

### **7.1 Inclement Weather/Emergency Closings**

Regents Academy will take all necessary precautions to insure your child's safety and to aid in your family's preparation for severe weather and/or other emergency situations. In case of inclement weather, the administration and board will consult with authorities to determine the best course of action. In most occurrences, Regents Academy closings or delays will coincide with the Nacogdoches Independent School District. Announcements will be made on regentsacademy.com, via email, and on local radio and television stations.

### **7.2 Emergency Drills**

Regents Academy will conduct periodic drills to acquaint teachers and students with various emergency procedures. This will include fire, tornado, and school lock down drills. If you have questions regarding specific procedures, please see the headmaster.

## **8. OTHER INFORMATION**

### **8.1 Medical Policies**

#### **8.1.1 Unwell Children**

Children should not come to school with fever (a temperature of over 100 degrees) or signs of communicable illnesses (such as vomiting or diarrhea). Parents will be called to get their child from school if he or she becomes ill during the school day. Sick children will wait in the office space designated by the headmaster or school secretary. The office staff (headmaster, principal, school secretary, etc.) will administer all medications during school hours. Signed permission and instructions from the parents must be provided. All Regents students must have on file the appropriate original immunization cards and a Medical Information Form for use in the Regents office. The school office has a small first aid kit to be used for cuts and scrapes, and we have some over-the-counter medications such as acetaminophen, ibuprofen, antacid, and benadryl which we will dispense as needed if parents check and sign the appropriate area on the medical authorization form.

### **8.1.2 Emergency Medical Occurrences**

Medical expenses incurred while at Regents Academy are the responsibility of the parents.

In the event a child becomes ill or is injured while under school supervision, school authorities will take the following steps:

- contact a parent of the student and follow his instructions.
- in the event neither parent can be reached, contact the student's physician and follow his instructions.
- if the student's physician cannot be reached, school authorities will use their own discretion and contact a properly licensed physician and follow his instructions.

If in the opinion of a properly licensed and practicing physician, a child needs medical or surgical services which require parental consent before being supplied, and the parent cannot be reached, the headmaster or the teacher, or the designee of the headmaster or the teacher, will furnish such written or oral authorization as may be so required. The headmaster, teacher, or the designee of the headmaster or teacher, and Regents Academy and its Board of Directors are released from any liability that might arise from the giving of such authorization, so that the child may be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

### **8.2 Tuition Policy**

The following process is to be followed in the collection of tuition, in determining the appropriate amount of tuition and fees due and the consistent application of discounts, refunds and the assessment of late/other fees.

1. Tuition Rates are based on a 10-month payment schedule. Please see the yearly Tuition and Fee Schedule for specific information about the current academic year.
2. Supply and Book Usage Fees/Discount: A non-refundable supply and book usage fee is due with registration. Please see the yearly Tuition and Fee Schedule for specific information about the current academic year.
3. New Student Application/Testing Fee: A non-refundable "new student" application/testing fee of \$50 (\$100 max/family) is required with all "New Student" applications to cover costs associated with entrance testing, student placement and their related administrative expenses.
4. Legacy Fund Fee: The Regents Academy Legacy Fund provides for the continued growth, improvement, and expansion of the school's facilities. The Legacy Fund fee is \$500/student with a maximum of \$1,000/family for families with multiple students. Any new students coming into Regents Academy will be assessed this fee with registration. Families may choose to pay this fee in its entirety at the time of registration, or have the fee calculated into their average monthly tuition payment. Funds raised through the annual Big Serve event can be used to offset all or part of the \$500/student or \$1,000/family Legacy Fund Fee for the following Academic Year.
5. Tuition Deposit and Fees Due at Registration: a tuition deposit for the last month's tuition is due when registering for classes. The tuition deposit (only) becomes non-refundable after July 1st (start of Regents fiscal year) and is due along with the applicable (non-refundable) Supply and Book Usage Fee and New Student Application/Testing fees (per #2 and #3 above respectively). Registration deposits received, in full, on or before May 10 of the current year are eligible for a 50% discount on all Supply and Book Usage Fees.
6. Tuition Due Dates: All tuition is due by the 1st of every month from August to April (through May if registering after August 1) and is non-refundable at that time. If payment cannot be made on or before the 10th of the month, the Parent(s) must contact the headmaster.
7. Late/NSF (Insufficient Funds) Fees: A \$50 Late Fee is added after the 10th for every month tuition(s) are past due. The \$50 Late Fee may be waived if prior arrangements have been made with Headmaster. NSF Checks ("bounced checks") will be considered NON-PAYMENT and assessed an NSF Fee, in addition

to the above \$50 Late Fee(s) as applicable.

8. Tuition Non-Payment Expulsion: After 2 months of non-payment the child is not allowed to return to class, unless prior arrangements have been made with the Headmaster. In this case, Parent(s) shall meet with the Headmaster to discuss their specific situation and develop a payment plan for resolving their non-payment issues. In these circumstances, any arrangements made with the Headmaster are contingent upon Board approval.

9. Annual Tuition Commitment Policy: Regents Academy plans its expenditures annually based on the summation of annual, individual student tuition. The vast majority of Regents Academy expenditures are one-time or annual commitments (such as Books or Teacher Wages/Fringes) and cannot be adjusted or reduced after the start of the school year. Therefore, by sending students to Regents Academy, Parents/Guardians are committing to pay the full annual tuition, regardless of attendance.

Parents/Guardians may petition the Board of Directors for reimbursement due to unique and/or unforeseen circumstances.

10. Special Payment Policy: With Board approval, the Headmaster may allow a family to pay over a period of months that differs from the normal 10-month payment cycle. However, in all circumstances, tuition must be paid in full on or before May 1 of the current year, (see Registration Deposit above) and this policy cannot extend beyond a 12-month payment cycle (starting in June of the current year).

11. Special Circumstances Policy: Families with Special Financial or other unique circumstances may petition the Board of Directors, in writing, requesting relief from any section of this policy, as appropriate. The Board will meet in executive session to confidentially discuss all requests and provide a written response, from the Headmaster, as to the determination of the Board. The decision of the Board is final.

### **8.3 Guide for further reading on Christian classical education:**

1. *Recovering the Lost Tools of Learning* by Douglas Wilson.

This book, based on Mr. Wilson's successful venture with Logos School in Moscow, Idaho, has been the pioneering guide to the renewed interest in classical Christian education.

2. *Repairing the Ruins: The Classical and Christian Challenge to Modern Education* by the staff of Logos School in Moscow, Idaho.

This collection of practical essays gives insights into applying the classical model to the curriculum and administration of a school. The authors have all worked in the Logos School which has been the model for many classical Christian schools.

3. *The Christian Philosophy of Education Explained* by Stephen Perks.

This text clearly defines Christian education. It is not to be academically inferior, culturally retreatist, or modeled after the humanistic schools. This book shows how Christian education should be explained.

4. *"The Lost Tools of Learning"* by Dorothy Sayers.

English scholar, mystery novelist, and Christian thinker Dorothy Sayers wrote this insightful, idealistic essay many years ago. It outlines the model used in classical Christian education called the Trivium, and it explains how the grammar, logic, and rhetoric stages naturally fit the mental growth of children and the mastery of a field of knowledge. She had no idea or expectation that her essay would have such a tremendous influence in the latter part of the twentieth century. But "ideas have consequences."

5. *The Case for Classical Christian Education* by Douglas Wilson.

Doug Wilson says that education must deal with basic questions of life -- questions that require religious answers. Building on his previous book, *Recovering the Lost Tools of Learning*, Mr. Wilson encourages parents and educators to turn to Christian classical education.

6. *The Seven Laws of Teaching* by John Milton Gregory.

First published in 1884, this presentation of the laws of teaching is a timeless guide to the basic principles of good teaching.

7. *An Introduction to Classical Education: A Guide for Parents* by Christopher A. Perrin.

A brief but very helpful overview of classical Christian education especially written to introduce parents to the basic principles of CCE.

8. *The Outrageous Idea of Academic Faithfulness* by Donald Opitz and Derek Melleby.

This book provides excellent guidance and counsel for those preparing for one of the most difficult transitions of life -- that of leaving high school and entering college. Helpful for students and parents alike.

9. *Amusing Ourselves to Death* by Neil Postman.

Though Mr. Postman is now deceased, his work lives on, encouraging 21st century people who are immersed in digital media to re-think the power of the printed word and resist the ever-present temptation to be amused to death by the trivial and banal influences of television and electronic media.

10. *Shepherding a Child's Heart* by Tedd Tripp.

More than a handbook on parenting, this book is a guide for parents to apply biblical truth to childrearing. The principles in this book are also an excellent guide for the discipleship and discipline of students while at school.

11. *Age of Opportunity: A Biblical Guide to Parenting Teens* by Paul David Tripp.

Paul Tripp uncovers the heart issues that affect parents and their teenage children during the often-chaotic adolescent years. With wit, wisdom, humility, and compassion, he shows parents how to seize the countless opportunities to deepen communication and learn and grow with their teens.