



ST. REGIS
CATHOLIC SCHOOL
PRESCHOOL • ELEMENTARY • ACADEMY

Family and Student Handbook

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INTRODUCTION

Welcome to St. Regis Catholic School! We consider it a privilege to be partners with you in developing the God-given talents and abilities of your children. We are proud of all preschool through eighth grade students, parents, faculty, and staff who make up St. Regis Catholic School. Our school's strength depends on the cooperation of parents and students, and we look forward to working with you to achieve our goals.

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

School Hours

Full Day (Preschool-8th Grade) 8:00am-3:17pm

The doors will open at 7:45am. The first bell rings at 8:00am, and students are expected to be in their seats and ready to pray at the 8:05am bell. Students arriving after the 8:00am bell must report to the school office with a parent or guardian to be signed in and receive a tardy slip to enter class.

Half-Day Preschool: 8:00am-11:30am

For additional preschool information, please refer to the Preschool Handbook section.

The purpose of the School Handbook is to communicate the expectations, policies, and procedures for the school year for all our students and their families. By signing the School Handbook Agreement form in the enrollment packet, you are confirming that you have read, understood, and agree to abide with the policies in this handbook.

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

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

ABOUT OUR SCHOOL

St. Regis Catholic School Mission Statement

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

Philosophy

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

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

School History

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

Our school was established by the Sisters of the Immaculate Heart of Mary in 1959. At the same time, a “parish-in-formation” was set up on the site, which became an official parish in 1962 and named after the 17th century French Jesuit priest, St. John Francis Regis. To this day, the school continues as a parish-sponsored school. We are very proud of our Catholic heritage and academic excellence. We are fully accredited by the Michigan Association of Non-Public Schools.

Saint John Francis Regis

St. John Francis Regis, was a Jesuit priest, born on January 31, 1597, in France. He was the son of wealthy parents, but he chose to live his life to serving God and the poor. St. Regis went to college. After college he became a priest. As a priest, St. Regis dedicated himself people of the rural areas. He made a special effort to help the poor and women, teaching them to read and write. He worked to tell people the truth about Catholic religion. He spent many hours hearing people’s confessions. St. Regis was also a great preacher. He was known for his ability to reach the hearts of the people. He preached throughout France, spreading the Good News of the Gospel and urging people to live a holy life. St. Regis passed away on December 31, 1640. His holiness was widely recognized. He is considered a patron saint of the young and of Confessors.



St. Regis Core Values

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

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

Open Mindedness: St. Regis Catholic School faculty and staff are dedicated to implementing systemic and systematic best practices in all areas of learning. We realize that we learn from one another and that we all have varied gifts to share.

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

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

All religion teachers are certified catechists in grades Preschool, Developmental Kindergarten, and K-8.

House System

St. Regis is proud to have a faith-based house system focused on the Fruits of the Holy Spirit. It gives students the opportunity to connect with students across the grades and ages and build a family-like culture in our school. We currently have over 450 students at St. Regis Catholic School. The house system gives them a sense of belonging. St. Regis Catholic School has the following Houses:

St. Philip House of Joy

Feast Day: May 26

St. Monica House of Patience

Feast Day: August 27

St. Francis House of Gentleness

Feast Day: October 4

St. Raphael House of Love

Feast Day: September 29

St. Elizabeth House of Goodness

Feast Day: November 17

St. Theresa House of Kindness

Feast Day: September 5

St. John House of Faithfulness

Feast Day: December 27

St. Catherine House of Peace

Feast Day: April 29

All new students, teachers and staff are sorted in a live ceremony at the beginning of the school year. Students will learn about the patron saint of their house. House meetings will be held throughout the year to help foster relationships, positive interaction, and participate in service projects.

Family and Student Service Hours Requirement

Every student participates in service in various ways throughout the school year, modeling our built for others attitude. Students are required to complete 20 service hours while being an Academy (6th, 7th, and 8th grade) student to graduate from St. Regis Catholic School. Students have an opportunity to shine and those that complete 40+ hours, will receive a Service Cord and special recognition at graduation. Students fill out a Service Hour Form and turn it into administration, and the hours will be approved and logged into FACTS for students and parents to track over their time in the Academy.

In addition to individual student hours, all St. Regis families will be required to complete and submit a minimum of 10 service hours. Parents will be directed to choose from pre-approved opportunities provided by St. Regis and submit verification upon completion.

ADMISSIONS/ENROLLMENT

Admissions Policies and Procedures

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

St. Regis Catholic School will accept students based on availability in grades preschool through 8th grade, providing applicants meet the specified admissions criteria and pass our grade-level entrance assessment. Parents/guardians must submit a completed application. All students are interviewed by administration. The final decision for admittance is the responsibility of the administration of St. Regis Catholic School.

At St. Regis Catholic School, we strive to help our students be successful both spiritually and academically. To ensure St. Regis is the proper environment, each new student will be admitted to our program on a probationary basis for a period of not less than one semester (AOD School Policy 5002). If the student does not meet the school's expectations in conduct, citizenship, and/or academics, the student will be required to withdraw from the school.

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

Parents/guardians seeking to enroll their children in St. Regis Catholic School are expected to accept and support the philosophy, mission, and administrative and educational policies of the school. All parents sign the Handbook Agreement Form stating that they will abide by the policies outlined in this handbook. Parents who do not abide by school policies or instructional programs and/or who are disruptive in their actions to such could necessitate the removal of their child(ren) from the school.

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

Age Requirements

St. Regis Catholic School adheres to the policies of the State of Michigan and the Archdiocese of Detroit Catholic Schools Office regarding the age of admissions.

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

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

Developmental Kindergarten: 5 years old by December 1st

Kindergarten: 5 years old by September 1st

1st Grade: 6 years old by September 1st

Student Records

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

Financial Information

Tuition & Fees

Please visit our school website for detailed information on registration and tuition or contact our business office.

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

A student is considered enrolled once their registration is complete and the tuition year has begun (July 1st). The semester tuition is due before the start of the semester. Should a student withdraw or be asked to leave St. Regis Catholic School, they forfeit the family tuition deposit.

If a student withdraws, the balance of the tuition paid, the net semester tuition, will be reimbursed as follows:

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

Tuition & Fees (cont'd)

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

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

All student transcripts and other records are the property of St. Regis and, unless otherwise specified by law, may be withheld at the discretion of the school until all financial accounts have been satisfied.

Financial Aid

Please visit our school website for detailed information on financial aid or contact our business office.

ACADEMICS

Academic Information

A formal notification of student evaluation (report card) is provided at the end of each quarter via FACTS Student Information System (SIS). Families of Preschool, Developmental Kindergarten, and Kindergarten students will receive written reports twice a year.

Academic Progress Communication

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

Grading Scale

Developmental Kindergarten-2nd Grade utilizes a standards-based report card:

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

Grades 3-8 utilize a grades-based report card:

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

BEHAVIOR EXPECTATIONS

R

RESPECT

Respect adults, students, belongings and ourselves; use appropriate language

E

EDUCATE OURSELVES

Take responsibility for learning; give good effort; demonstrate academic honesty and integrity

G

GIVE OF OUR TALENTS

Arrive on time; bring necessary supplies; complete assignments; follow classroom procedures; obey school expectations

I

INSPIRE ALL WHO ENTER

Uplift and encourage peers; appreciate differences; show kindness and include others

S

SUPPORT THE CHURCH AND COMMUNITY

Attend and actively participate in mass and community outreach

Behavior/Citizenship Progress Communication

Behavior and citizenship are monitored at all grade levels. Progress is updated frequently via email or through FACTS Student Information System (SIS). Parent communication is continuous in all grade levels with formal conferences happening 2 times a year.

Citizenship is tracked in all Academy classes with 3 daily points, making up 10% of the overall course grade. Failure to uphold the behavior expectations in the REGIS acronym will result in the loss of a point. Multiple points lost in each week or more severe negative behavior will result in a behavior warning. At the end of each quarter, the citizenship grade will be determined by the citizenship grade average in FACTS according to the grade scale below.

Citizenship Scale (Grades 6-8)

E – Exceeds Expectations

- 96-100 citizenship grade

M – Meets Expectations

- 88-95 citizenship grade

I – Improvement Needed

- 78-87 citizenship grade

U – Unsatisfactory

- 77 and below citizenship grade

Citizenship Scale (Grades 3-5)

E – Exceeds Expectations

- Always follows St. Regis policies and procedures
- Always follows classroom rules and expectations
- Always shows respect for self, others, and property
- Always is prepared for class and completes classwork, homework, and projects

M – Meets Expectations

- Almost always follows St. Regis policies and procedures
- Almost always follows classroom rules and expectations
- Almost always shows respect for self, others, and property
- Almost always is prepared for class and completes classwork, homework, and projects

I – Improvement Needed

- Sometimes follows St. Regis policies and procedures
- Sometimes follows classroom rules and expectations
- Sometimes shows respect for self, others, and property
- Sometimes is prepared for class and completes classwork, homework, and projects on time

U – Unsatisfactory

- Rarely follows St. Regis policies and procedures
- Rarely follows classroom rules and expectations
- Rarely shows respect for self, others, and property
- Rarely is prepared for class and completes classwork, homework, and projects

Promotion/Retention

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

Activity & Athletic Eligibility Requirements

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

Academic Integrity

Cheating

It is expected that each student completes and takes credit for their own work. Cheating includes but is not limited to:

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

Plagiarism

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

Students should note the following when preparing written papers:

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

Consequences for Cheating/Plagiarism

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

- The teacher who discovers the cheating takes the papers from student(s) and informs the administration.
- The student(s) involved receives a zero or F for the assignment, test, or quiz.
- A notification of the incident will be sent to the student's parents. Though the administration keeps a central file, the information is not part of the student's records.
- Consistent cheating (2 or more incidents) may result in suspension or expulsion.
- The student(s) will be disqualified from NJHS and/or any other leadership position.

Homework

St. Regis Catholic School believes homework is an important part of the learning process that extends, enriches, and/or reinforces academic concepts and skills to enhance achievement. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program, and their child's educational progress. We ask St. Regis Catholic School parents to partner with us through the encouragement of problem solving, help with time management and to take any questions on homework to the teacher. Please contact the teacher if your child is struggling with work done outside of school.

Grading of Late Work

Students may be assessed a consequence of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time. The work referred to in the policy includes any assignment.

Grading of late work that results from an absence is determined by the classroom teacher.

Make-Up Work

Grading of late work that results from an absence is determined by the classroom teacher. In the case of extended absences, arrangements for completion of work shall be made with the classroom teacher. A 24-hour notice is required to gather make-up work. If make-up work is assigned and turned in within the number of days permitted by the classroom teacher, it will be graded, and full credit will be given.

Students on suspension status can make up missed work. For the number of days suspended, students will have that many days to make up their work.

Honor Roll

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

Principal's Honor Roll

- Grade point average of 4.0 in all subjects

High Honor Roll

- Minimum grade point average of 3.5 in all subjects

Honor Roll

- Minimum grade point average of 3.0 in all subjects

Please note, any student who receives a suspension or an I or U in citizenship will be ineligible for honor roll.

Parent/Teacher Conferences

Parent/Teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. All parent conferences should be scheduled through the teacher. Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

Conferences will be offered in the fall and winter for preschool through 8th grade.

Curriculum Overview

Curricula are developed by the school and implemented to meet the needs of our students. Classroom placement is decided by the teachers and administrative team based on age and development.

Faith Formation/Religious Education

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

3- and 4-Year-Old Preschool

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

Developmental Kindergarten

Our Developmental Kindergarten program is a gift of time for students who are not 5 by December 1st. This program uses Archdiocese of Detroit kindergarten standards with a focus on social, emotional, and physical skills. Students focus on learning letter recognition/sounds, rhyming, phonetic skills, and fine motor skills. In math, students focus on counting, patterning, graphing, classifying, addition, and shapes. Christ is the center of everything that takes place in the classroom. As the year progresses, students will learn more about prayer, mass, and the Bible, as we grow and learn about our faith.

Kindergarten

Our Kindergarten program helps a child develop spiritually, intellectually, socially, emotionally, and physically through rich and authentic learning experiences. Our program follows a faith-based approach and allows students to learn through a play-based experience. We use Science of Reading methods through our Super Kids curriculum to develop students' phonological awareness, comprehension, reading fluency, vocabulary building, and writing skills. We use Go Math! curriculum to develop students' mathematical and problem-solving skills aligned with Archdiocese of Detroit standards. Our science and social studies program is taught through a hands-on, STEM-based experience that allows students to explore and discover.

1st Grade

The 1st grade curriculum integrates core academic subjects with religious education. Students will focus on developing literacy and numeracy skills through reading, writing, and basic math. Science and social studies introduce them to the world around them and help build critical thinking skills. Alongside these subjects, religious instruction includes learning about Catholic traditions, Bible stories, and moral values. Daily routines often include prayer and participation in religious activities, emphasizing the integration of faith and learning in the students' overall development.

2nd Grade

Students in 2nd grade prepare to receive the sacraments of Penance and First Holy Eucharist. Students continue to grow in comprehension and reading fluency. They strengthen their knowledge of text features of fiction and non-fiction books. Students will learn to formulate questions before, during and after reading, while identifying the main ideas and plot. Children read “good fit” books which challenge students without going beyond their ability. Personal narratives, friendly letters, how-to articles, descriptive stories, and book reports are introduced. Students will begin cursive writing in 2nd grade. Algebraic thinking is enhanced using more complex addition and subtraction sentences, base ten, problem solving strategies, multiplication and division, geometry, and measurement. The focus is on fluency in addition and subtraction. Students will also master money and time.

3rd Grade

3rd Grade at St. Regis Catholic School provides opportunities for students to deepen their faith. Reading, fluency, and comprehension skills are woven throughout the day. Students learn and master multiplication and division, which will carry through their math journey. Michigan history is a focus of the social studies curriculum.

4th Grade

In 4th grade, students will cover a wide variety of material. In religion, the Ten Commandment, Beatitudes and the parts of the Mass are taught. Social Studies curriculum includes the fifty states and capitals, history of America, government and economy. In math, students learn algebraic thinking (addition, subtraction, multiplication and division), fractions, decimals, and geometry. Science units consist of forms of energy, the human body, rocks and minerals, ecosystems along with plants and animals. The concentration in reading focuses on inferring, sequencing, cause/effect, compare/contrast, and main idea/details. The focus in writing is to utilize the writing process for all assignments as well as apply grammar tactics in class including capitalization, punctuation, types of sentences, and parts of speech.

5th Grade

In Grade 5, math instructional time will focus on three critical areas: developing fluency with addition and subtraction of fractions and developing understanding of the multiplication of fractions and of division of fractions. 5th graders will use scientific processes to learn about the structure and properties of matter, Earth's systems and human's impact on them, Earth's water, the solar system, patterns in space, energy and food and how energy and matter move in ecosystems. Students will learn about the parts of Mass while planning and participating in the Mass throughout the year. Jesus' life will be read and reflected on in the Gospel weekly. Students will practice writing scripture and prayers in cursive. They will learn about and receive sacraments, learn about certain saints, and the teachings of the church. 5th grade students will build fluency and stamina with sustained reading in class and at home. Cognitive skills will be strengthened through vocabulary study and comprehension activities. Read alouds will develop active listening and comprehension skills along with group discussions, reader response journals and Book Clubs/class novels. The year culminates with Battle of the Books.

Academy: Grades 6, 7, and 8

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

Academy Pillars

Faith

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

Academics

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

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

Service

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

Leadership

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

Auxiliary Services

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

Learning Enrichment Center (LEC)

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

Student Support:

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

Teacher Support:

- Assist in student assessments
- Provide instructional support in the classroom

Parent Support:

- Assist parents in resource selection to enhance educational experience

Counseling Services

St. Regis Catholic School provides a full-time school counselor available for our teachers, students, and families. Our school counselor:

- Collaborates with administration, teachers, and families while utilizing resources, advocacy, and preventive services to provide academic and emotional support and personal/social development for all students
- Advocates for students and collaborates with team to set up accommodation plans for individual students
- Conducts classroom observations to provide guidance and support services
- Works with Birmingham Public Schools to coordinate appropriate referrals and services for students
- Provides resources and implements referrals in community based on individual child's needs
- Prepares and coordinates 8th grade high school applications

Standardized Testing

St. Regis Catholic School uses the STAR Assessment to measure the general achievement in reading and math. The STAR Assessment is a computer adaptive test that adjusts based on students' responses. The STAR assessments are conducted three times in the academic year. These assessments give our teachers and administration valuable information for curriculum improvement.

STAR results are used for:

- Measuring child's general achievement in reading, math, or early literacy
- Identifying levels of mastery
- Planning curriculum
- Tracking student progress to show academic growth

Field Trips

Throughout the school year, teachers may schedule field trips. This privilege can be taken away at the teacher's discretion. The field trip provides experiences for children that directly relate to academic learning or that enrich their faith and knowledge. Siblings are not allowed to accompany classes on field trips. Written permission is required before a child can participate. Verbal permission to attend a field trip will not be accepted at any time.



ST. REGIS
CATHOLIC SCHOOL
PRESCHOOL • ELEMENTARY • ACADEMY

Technology Use Policy

Introduction

The use of technology at St. Regis Catholic School is to support the school mission in the furtherance of academic excellence and the promotion of Catholic values. The following set of guidelines will outline the proper use of technology resources.

Individual teachers must approve the use of technology in their classrooms. Students who bring their own device to school must complete a *Personal Device Permission Slip*. This form must be signed by a parent, the classroom teacher, and administration. Abuse of this privilege will result in the loss of use of technology.

Student Email

- All St. Regis Catholic School students receive a Microsoft 365 St. Regis email.
- Students will be given instruction on the safe and appropriate uses of email prior to email use.

Access at Home

- Technology resources aren't guaranteed to be always working at school or at home. Students should always make sure they can complete the assignment if problems arise.
- Not all students will have the same programs at home that are offered at St. Regis. Some students may not have a computer or may not have the internet at home. Ask your teacher for suggestions on completing assignments (i.e., using the local library, staying in at lunchtime, or coming in before school starts, etc.).

Student Protection Efforts

St. Regis Catholic School filters the internet access of students to limit the chances of students viewing inappropriate content. Despite our efforts, it is always possible for students to come across improper material.

As part of their education, students are taught how to safely use the internet and how to distinguish between good and bad websites.

In keeping with the Archdiocese Protecting God's Children program, students are instructed not to use personal information on social websites and to never communicate with unknown persons (via email, text message, etc.).

Students should always report to their teacher (or adult supervisor) any inappropriate websites or situations they encounter while using the internet.

Students must sign the Technology Use Agreement form at the beginning of the school year.

Proper Use of Technology Resources

- Students will only use a computer when a teacher or volunteer is present.
- All technology resources are to be used for educational purposes only.
- Students are to use all resources safely and with respect.
- If a student notices a resource is not in working condition, it must be reported to the teacher so it may be fixed for the next student.

Improper Use of Technology Resources

- All resources are to be used for educational purposes only.
- Students are provided with an individual username/password which allows them to store their own files and data. Students will not share passwords or access another student's files.
- Students will not remove any resources from the school unless written permission is given to borrow a resource by a teacher. All resources must be returned.
- Students are not permitted to access personal email. Students may access their school email only.

Consequences for Improper Use

Given that the Internet knows no boundaries, use of the Internet, at any time or place, to convey, depict, communicate, promote, or encourage illegal activities, violence or threats of violence, intimidation, offensive or inappropriate behavior is in violation of the St. Regis Catholic School Handbook and will lead to disciplinary action being taken.

- A student may lose their technology resource privileges for the remainder of the school day at the discretion of any teacher. Any permanent or long-term loss of privileges will be approved by administration. Alternate assignments will be provided in-place of assignments or activities which require technology resources.
- Use of home-based email or other forms of technology that are not necessarily initiated at school but do involve inappropriate use of technology by St. Regis students may result in a loss of privileges at school.

STUDENT CODE OF CONDUCT

St. Regis Catholic School Standards of Behavior and Code of Conduct are based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern. Examples of how we respect and show kindness are:

- We respect each person, including administration, faculty, parish and school staff, parent volunteers, classmates, and all other students.
- We respect the property of others.
- We show kindness toward all.
- We acknowledge the presence of God in all aspects of the school day.
- We follow school rules in all places.
- We use appropriate language.
- We respect those in authority.
- We respect peers; no fighting, hurtful words or actions.
- We are honest and fair with words and actions. There is no lying, cheating, stealing, gambling, or destruction of property.
- We follow directions the first time.
- We keep hands, feet, and objects to ourselves.
- We walk quietly in the hallways to not disturb other classes.

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

I have reviewed and understand the standards and code of conduct described above.

Student Signature: _____

Date: _____

On-Campus Behavior

Students are expected to listen, follow adult directions, and all school rules. Students are to walk quietly in an orderly fashion through the halls. This will be respected during the instructional school day and with consideration for others who are working.

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

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, and/or defacing of restroom facilities constitutes destruction of property.

Behavior on Playground

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

Behavior in Lunchroom

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

Behavior in Parking Lot

The same standards of behavior that apply at school also pertain to the school parking lot for student(s) and parent(s). As Christ-centered individuals, we must respect the rights of others and must not pose a threat to anyone's safety.

Students must not walk in front of or between cars or buses and parents are expected to follow drop-off procedures. Parents should not text while driving in the school parking lot for the safety of all.

Parents/guardians should use behavior and language that is appropriate in front of children. The car line is not an acceptable location or timeframe to have teacher or administration meetings. Please see arrival/dismissal procedures for more information.

Off-Campus Behavior

The same standards of behavior that apply at school also pertain at places where students might be gathered, such as, but not limited to:

- At the bus stop or while boarding, riding and unloading school buses
- field trips
- home/away athletic events
- school clubs and enrichments
- school-sponsored activities
- RPA and parish events

Students must respect the rights of others and must not pose a threat to anyone's safety. When students are representing St. Regis Catholic School (i.e., wearing Regis wear in public), students must conduct themselves in a manner consistent with our Student Code of Conduct. Behavioral expectations are consistent with school policies.

Restricted Areas

- Students are not to be in any area without adult supervision.
- State fire regulations prohibit students from having access to the boiler room. If the door is ajar, students are not allowed to enter.
- During or after the school day, students should not be on Marian or Brother Rice's campus unless accompanied by an adult or attending a sporting event/practice.

Examples of possible consequences if these behaviors are not followed: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, assigned bus seat, loss of bus privileges, fines for damages, detention, in-school suspension, suspension, expulsion

Student Behavior

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

Probationary Status

All new students to St. Regis will be admitted to our program on a probationary basis for a period of not less than one semester (AOD School Policy 5002). If concerns persist about a student's academic or behavior progress and there is not sufficient improvement, academic and/or behavior extended probation will be considered at the faculty and administration's discretion. While on probation, a student may not run for or serve on National Junior Honor Society or any other leadership role until probation is lifted.

Probation Removed

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

Termination of Student Enrollment

If the school cannot meet the academic needs of a student, a student fails to improve his/her grades, a student is not making a positive change regarding schoolwork and/or behavior, then St. Regis may not be the appropriate school setting for the student. Indications of this can be, but are not limited to:

- Fails to meet the rigors of our academic curriculum
- Downward slide or failure to improve grades
- Negative behavior in class
- Lack of effort in academics
- Poor attitude toward learning and behavior expectations
- Lack of timeliness
- Misbehavior in the school, including school-sponsored activities
- Destruction of property

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

Aggressive Behavior/Bullying/Cyberbullying

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

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

Students may face consequences up to and including expulsion for conduct inside or outside school that is deemed by the school administration and/or pastor to be detrimental to the school community. The administration/pastor reserves the right at his/her discretion to waive and/or deviate from any/all disciplinary rules, practices, or procedures at their discretion based on the severity of circumstance/behavior. All students, administration, faculty, parish and school staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Examples of Non-Verbal and Verbal Aggressive Behavior: Making faces, inappropriate hand gestures, drawing derogatory pictures, passing notes with negative messages, pointing out students, excluding others, name-calling, use of profanity, obscene language or gestures, teasing, making fun of the way someone looks, talks, or dresses, telling another student to harm and/or kill him/herself, threats of physical and/or emotional violence

Examples of Physical Aggressive Behavior: Play fighting, pushing, hitting, wrestling, kicking, slapping, spitting, pinching, punching, throwing objects, threats of physical and/or emotional violence

Harassment

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

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances
- Sexual comments or sexual jokes
- Requests for sexual favors
- Display of offensive materials
- Hazing
- Cyberbullying

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

Allegations of harassment should be taken seriously and reported immediately to a trusted adult and/or administration.

Respect for the dignity and worth of everyone is a basic tenet of the Catholic Church and St. Regis Catholic School. Each individual faculty, staff member, or student is entitled to work/attend school in an environment free from discriminatory practices or any form of harassment. We will not tolerate behavior from anyone that is threatening to others. (AOD School Policy 5014)

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

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

Weapons, Drugs, and Dangerous Items

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

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

- A weapon is any object which can be used to threaten or injure another. It includes but is not limited to “dangerous weapons” as defined by the state law below.
- School premises include the entire campus, including the church, school building and adjacent grounds including parking lot, playground, athletic fields, student lockers, and buses. Immediate vicinity of the school means within a block radius of the school.

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

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

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

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

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

Drug Policy

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

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

False Fire Alarm, Bomb Threat, or Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb threat is in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school. (AOD School Policy 5007)

Vandalism

All Incidents of illegal entry, theft of property, vandalism, or damage to school property should be reported to the administration who should fully and appropriately respond to the incident.

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. (AOD School Policy 5018)

Detentions

Detentions are given for violations of the Code of Conduct, or for a repeated violation of the dress code or other established regulation. Administration, faculty, or staff may issue a detention. Grades 6-8 will be serving their detention with administration after school on a designated day after school each week. Grades K-5 will be serving their detention with administration at lunch and recess time.

Violations include but are not limited to:

- Combination of 3 behavior warnings and/or uniform violations
- Academy students may be issued a detention without warning
- Disobedience
- Dishonesty
- Cheating
- Disruptive behavior
- Inappropriate language
- Inappropriate physical contact with other students
- Disrespect of students, teachers, or staff
- Inappropriate lunchroom behavior
- Misuse of playground equipment
- Misbehavior in hallways
- Poor bus behavior

When a detention is issued, the student is made aware of the infraction and parents are notified via email through FACTS. Detentions are held at the discretion of the administration. If a student skips an earned detention, he/she will earn an additional detention. St. Regis Catholic School does not intend to be punitive in nature; we strive to be restorative. It is important that students understand there are consequences to actions, take time to reflect on their actions, and work with administration to develop a plan of action to move forward.

Two detentions in one quarter = one day of in-school suspension

Three detentions in one quarter = one day of out-of-school suspension

Suspension and Expulsions

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

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

The expulsion of a student from St. Regis Catholic School is such a serious penalty that it will be invoked rarely, and only as a last resort. Nevertheless, there may be situations which will demand removal of a student from the school. Authority to expel a student rests with the administration.

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

- Behavior inappropriate for a Catholic school
- Conduct (both in and out of school) which is determined by the administration to be contrary to the best interests of the school
- Sexually inappropriate behavior
- Theft
- Defacing property
- Willful destruction of another person's property or school property
- Use of profane and obscene language and/or gesture
- Possession of weapons, explosives, or any unacceptable items
- Possession and/or use of drugs, tobacco, or alcoholic beverages
- Physically threatening and/or abusing students or staff members
- Violation of compulsory attendance laws
- Truancy from school
- Fighting (no distinction is made between real and play fighting), bullying, harassment
- Extortion
- Gambling
- Persistent disobedience and/or breaking of school rules and regulations
- Gross misbehavior conducts detrimental to the normal functioning of the school or school activities

Procedure for Expulsion

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

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



ST. REGIS
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Parent Code of Conduct

Introduction

We are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents/guardians will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/guardians to participate fully in the life of our school.

Purpose and Scope

At St. Regis Catholic School, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for students, staff and parents
- Always model appropriate behavior for our students

To help us do this, we set clear expectations and guidelines on behavior for all members of our community. This includes staff (through the Staff Code of Conduct) and students (through our School Handbook).

This code of conduct aims to help the schoolwork together with parents by setting guidelines on appropriate behavior.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a student
- Anyone caring for a child (such as grandparents, other family members, babysitters)
- Anyone representing the parent of a child

Our Expectations of Parents/Guardians

We expect parents/guardians and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our students
- Maintain reasonable expectations for staff response to general communications
- Treat all members of the school community with respect
- Set a good example with verbal and nonverbal behavior
- Seek a peaceful and reasonable solution to all issues
- Seek to clarify a child's version of events with the school's view and relevant members of school staff to bring about a peaceful solution to any issue
- Correct their own child's behavior (or those in their care), particularly in public, where it could lead to conflict, aggression, or unsafe conduct
- Approach the relevant member of school staff to help resolve any issues of concern, following up if an appropriate response has not been received

Behavior that will not be tolerated:

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Threatening to do actual bodily harm to a member of school staff, administration, visitor, fellow parent or student, regardless of whether the behavior constitutes a criminal offense
- Displaying a temper, or shouting at members of staff, students or other parents
- Damaging or destroying school property
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Unreasonable demands upon school staff to respond to a parental query, or expectations for staff to communicate outside of normal working hours
- The school does not permit electronic recordings of meetings or telephone calls by parents or staff without the explicit prior permission of all involved
- Making serial and unreasonable complaints
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behavior (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behavior incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)

Breaching the Code of Conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident. Should any of the above behavior occur on school premises, the school may take any of the following actions:

- Not replying to communications that are offensive, abusive, or derogatory
- Invite the parent into school to meet with administration
- Ending a meeting if this behavior is displayed
- Send a warning letter to the parent
- Insist that the adult communicates with the school through one member of staff only
- Contact the appropriate authorities
- Ban the offending adult from entering the campus
- Remove family from school enrollment

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the administration. The administration will consult the AOD before banning a parent from the school campus.

Inappropriate Use of Social Media

Social media websites are being used increasingly to fuel campaigns and complaints against schools, administration, school staff, and in some cases other parents/students. St. Regis Catholic School considers the use of social media websites or apps being used in this way as unacceptable and not in the best interests of the students or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the appropriate member of staff so they can be dealt with fairly, appropriately, and effectively for all concerned.

A good rule to follow: 'Think before you post'

We ask that social media, whether public or private, should not be used to fuel campaigns and/or voice complaints against the school, school staff, parents, or children.

Confidentiality Agreement and On Campus Cell Phone Use

Parents and guardians are expected to respect and protect the privacy of all students, families, staff, and school-related information.

During school sanctioned volunteer activities, parents are expected to remain attentive, engaged and focused on their assigned responsibilities. Please refrain from using your cell phone when not appropriate.



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DRESS CODE AND UNIFORM EXPECTATIONS

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

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

All students must follow the dress code, with it being option for preschool students. Please check your child's attire before he or she leaves home each morning. All parents are expected to cooperate in the enforcement of the uniform standards. Deviations from this policy are considered violations of the uniform policy. Administration has the final decision as to what is or is not a violation of the dress code.

Parents will be notified when students fail to comply with the school uniform policy and consequences may include dress-code violations, detentions, and suspensions.

All items may be purchased through Lands' End or Educational Outfitters. St. Regis also has a gently used uniform shop called Threads and More.



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Traditional Uniform *Preschool through Grade 5 – GIRLS*

This uniform is to be worn to school every day, except for gym class days.

- ✓ Plaid jumper, must reach at least fingertip length when arms are at the sides (through Grade 4)
- ✓ Plaid skirt, must reach at least fingertip length when arms are at the sides (Grade 4-5)
- ✓ Polo shirt with St. Regis logo (white or red)
- ✓ Long-sleeved polo shirt with St. Regis logo (white or red)
- ✓ White long or short-sleeved button-down shirt with St. Regis logo
- ✓ Button-down or V-neck sweater, or a sweater vest with St. Regis logo (navy or red)
- ✓ Quarter and full-zip fleeces with St. Regis logo (black, navy, or red) can be worn over uniform
- ✓ Crewneck sweatshirt with St. Regis logo (red, navy, or grey) can be worn over uniform
- ✓ Pants must be navy, chino type pants (flat front or pleated front is acceptable). Black or navy-blue leggings may be worn **underneath** the skirt or jumper during cold or inclement weather. Leggings must be full length (no crop or capri). Jogger and/or cargo pants are **not permitted**.
- ✓ Dress/knee socks and tights must be solid navy, white, or black. All socks must be visible above the ankle. A simple 'swoop' or symbol (ex. Nike Swoop or Adidas symbol) is acceptable.
- ✓ Hair accessories must be solid navy, black, white, red, or matching uniform plaid



Polo dress can be worn in Preschool, DK and Kindergarten



Jumper can be worn through Grade 4



Skirt can be worn in Grade 5



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Traditional Uniform *Preschool through Grade 5 – GIRLS*





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Traditional Uniform *Preschool through Grade 5 – BOYS*

This uniform is to be worn to school every day, except for gym class days.

- ✓ Pants must be navy, chino type pants (flat front or pleated front is acceptable). Jogger and/or cargo pants are **not permitted**.
- ✓ A solid navy, black, or brown belt must be worn beginning in **Grade 4**
- ✓ Polo shirt with St. Regis logo (white or red)
- ✓ Long-sleeved polo shirt with St. Regis logo (white or red)
- ✓ Button-down or V-neck sweater, or a sweater vest with St. Regis logo (navy or red)
- ✓ Quarter and full-zip fleeces with St. Regis logo (black, navy, or red) can be worn over uniform
- ✓ Crewneck sweatshirt with St. Regis logo (red, navy, or grey) can be worn over uniform
- ✓ Dress socks must be solid navy, white, or black. All socks must be visible above the ankle. A simple 'swoop' or symbol (ex. Nike Swoop or Adidas symbol) is acceptable.





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Traditional Uniform
Preschool through Grade 5 – BOYS





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Traditional Uniform ***Academy (Grade 6-Grade 8) – GIRLS***

This uniform is to be worn to school every day, except for gym class days.

- ✓ Plaid skirt, must reach at least fingertip length when arms are at the sides
- ✓ Pants must be khaki, chino type pants (flat front or pleated front is acceptable). Black or navy-blue leggings may be worn **underneath** the skirt during cold or inclement weather. Leggings must be full length (no crop or capri). Jogger and/or cargo pants are **not permitted**.
- ✓ A solid navy, black, or brown belt must be worn if wearing pants
- ✓ Light blue or white Oxford button-down, long or short-sleeved, uniform brand shirt. Regis logo is optional on oxford shirt. All undershirts must be solid white and without print.
- ✓ Button-down or V-neck sweater, or a sweater vest with St. Regis logo (navy or red)
- ✓ Quarter and full-zip fleeces with St. Regis logo (black, navy, or red) can be worn over uniform
- ✓ Crewneck sweatshirt with St. Regis logo (red, navy, or grey) can be worn over uniform
- ✓ Dress/knee socks and tights must be solid navy, white, or black. All socks must be visible above the ankle. A simple 'swoop' or symbol (ex. Nike Swoop or Adidas symbol) is acceptable.
- ✓ Hair accessories must be solid navy, black, white, red, or matching uniform plaid





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Traditional Uniform *Academy (Grade 6-Grade 8) – GIRLS*





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Traditional Uniform ***Academy (Grade 6-Grade 8) – BOYS***

This uniform is to be worn to school every day, except for gym class days.

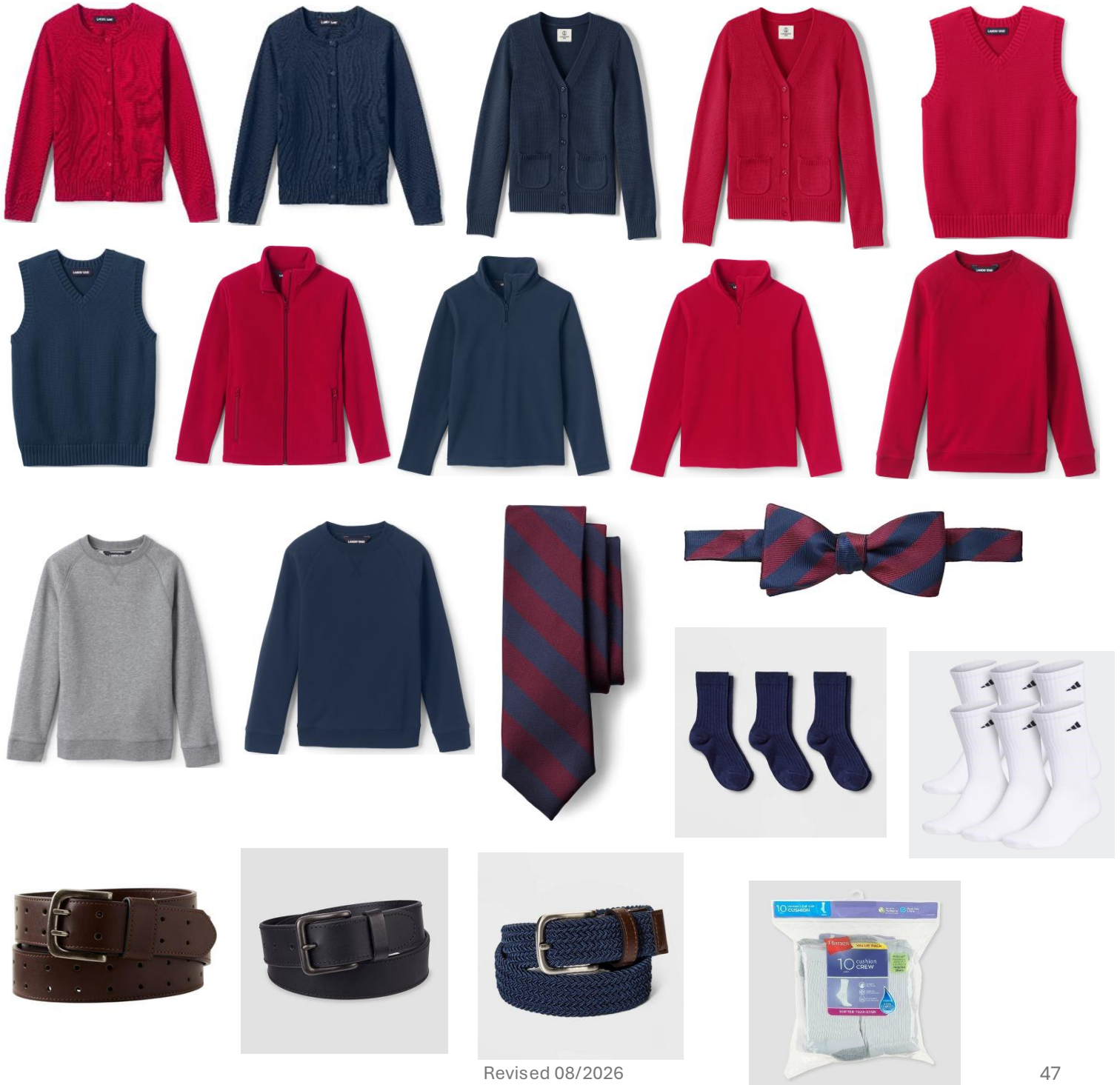
- ✓ Pants must be khaki, chino type pants (flat front or pleated front is acceptable). Jogger and/or cargo pants are **not permitted**.
- ✓ A solid navy, black, or brown belt must be worn
- ✓ Light blue or white Oxford button-down, long or short-sleeved, uniform brand shirt. Regis logo is optional on oxford shirt. All undershirts must be solid white and without print.
- ✓ A tie or bow tie must be worn (solid red or navy, or red and blue striped uniform brand)
- ✓ Dress socks must be solid navy, white, or black. All socks must be visible above the ankle. A simple 'swoop' or symbol (ex. Nike Swoop or Adidas symbol) is acceptable.
- ✓ Button-down or V-neck sweater, or a sweater vest with St. Regis logo (navy or red)
- ✓ Quarter and full-zip fleeces with St. Regis logo (black, navy, or red) can be worn over uniform
- ✓ Crewneck sweatshirt with St. Regis logo (red, navy, or grey) can be worn over uniform





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Traditional Uniform *Academy (Grade 6-Grade 8) – BOYS*



Revised 08/2026



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Gym Uniform *Preschool through Grade 8*

This uniform is to be worn to school on days students have gym class.

- ✓ Gray t-shirt with St. Regis logo in upper left corner
- ✓ Navy shorts (must reach at least fingertip length when arms are at the sides)/pants (sweat or warm-up material) with St. Regis logo
- ✓ Crewneck sweatshirt with St. Regis logo (red, navy, or grey)
- ✓ St. Regis uniform approved socks
- ✓ A pair of non-marking athletic shoes





Warm Weather Uniform *Preschool through Grade 5*

This uniform begins on the first day of school and can be worn until administration announces the switch to traditional uniform. It may be worn again when administration determines consistent warm weather until the end of the school year. Tennis shoes are permitted while wearing the Warm Weather Uniform.

- ✓ Navy shorts or skort (flat front or pleated front is acceptable) must reach at least fingertip length when arms are at the sides. Athletic and/or cargo shorts are **not permitted**.
- ✓ Plaid jumper, must reach at least fingertip length when arms are at the sides (through Grade 4)
- ✓ Plaid skirt, must reach at least fingertip length when arms are at the sides (Grade 4-5)
- ✓ Polo shirt with St. Regis logo (white or red)
- ✓ Navy athletic shorts with St. Regis logo on gym days only
- ✓ A solid navy, black, or brown belt must be worn beginning in **Grade 4**
- ✓ Dress socks must be solid navy, white, or black. All socks must be visible above the ankle. A simple 'swoop' or symbol (ex. Nike Swoop or Adidas symbol) is acceptable.



Polo dress can be worn in Preschool, DK and Kindergarten



Jumper can be worn through Grade 4



Skirt can be worn in Grade 5





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Warm Weather Uniform *Academy (Grades 6-Grade 8)*

This uniform begins on the first day of school and can be worn until administration announces the switch to traditional uniform. It may be worn again when administration determines consistent warm weather until the end of the school year. Tennis shoes are permitted while wearing the Warm Weather Uniform.

- ✓ Khaki or chino type shorts, must reach at least fingertip length when arms are at the sides (boys and girls). Athletic and/or cargo shorts are **not permitted**.
- ✓ Plaid skirt, must reach at least fingertip length when arms are at the sides
- ✓ Polo shirt with St. Regis logo (white or red)
- ✓ Navy athletic shorts with St. Regis logo on gym days only
- ✓ A solid navy, black, or brown belt must be worn.
- ✓ Dress socks must be solid navy, white, or black. All socks must be visible above the ankle. A simple 'swoop' or symbol (ex. Nike Swoop or Adidas symbol) is acceptable.





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Shoe Policy

Preschool through Grade 8

Below are examples of (boy and girl) shoes that can be worn with the traditional uniform.

- ✓ Dress shoes must be leather or suede and solid navy, brown, or black. No logos.
- ✓ White soles that are 1" thick or less **are permitted**
- ✓ Athletic shoes are to be worn on **gym days or for warm weather uniform only**. They are not to be worn with traditional uniform.
- ✓ Ugg-style, Croc-style, open-toed/open-back shoes or flip-flops are **not permitted**.
- ✓ Boots are for outdoor use during inclement weather only. Timberland-type boots are not part of school uniform.
- ✓ Shoes that come with shoelaces must have them in the shoe and not used as slip-ons. Laces cannot be white with traditional uniform.





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Shoe Policy *Preschool through Grade 8*





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Casual Dress Day *Preschool through Grade 8*

Casual dress days will be communicated by administration and/or your child's teacher.

- ✓ All shorts, skirts, and dresses must reach at least fingertip length when arms are at the sides
- ✓ Shirts must fall below the waistline and be neat and conservative
- ✓ Jeans and sweatpants **are permitted**
- ✓ Any shoes listed in the traditional or gym uniform **are permitted**
- ✓ Pajama bottoms are **not permitted**
- ✓ Socks are required
- ✓ **Overall Appearance** guidelines still apply

Spirit Wear

- ✓ St. Regis spirit wear clothing may be worn on Fridays throughout the school year. This includes but is not limited to shirts, sweatshirts, pullovers, or anything with St. Regis or 'Raider' on it.
- ✓ Below are options that can be worn **with traditional and gym uniforms**:





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Overall Appearance

Preschool through Grade 8

Hair and Personal Grooming

- ✓ Overall appearance should be neat, clean, and well groomed.
- ✓ No hair dye or coloring **is permitted**.
- ✓ Boys are expected to have their hair trimmed regularly so it is above the ears and eyebrows, not covering eyes, and is off their neck. Unusual hair cuts or designs cut into the hair are **not permitted**.
- ✓ Make up is **not permitted**
- ✓ Only clear nail polish is permitted. Fake nails and/or tips are **not permitted**.

Jewelry

- ✓ Girls may wear a watch, small stud earrings, hoop earrings that are no larger than a dime, one bracelet, and/or a religious medal/cross necklace.
- ✓ Boys may wear a watch and/or a religious medal/cross necklace.
- ✓ Smartwatches or any wrist device that connects to a different device is **not permitted**.

ATTENDANCE

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

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

A student who is going to be tardy or absent must be reported to the school office by 8:30 am of the school day.

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

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

Each parent or guardian is responsible to see that their child ages 6-16 is in continuous and consecutive attendance in either a public or non-public school, according to law.

If a student has 10 absences per quarter, there will be a meeting with parents and administration.

If there are 20 absences per semester, the student will be considered for retention.

Tardiness

Students will be marked tardy if they arrive in their classroom after 8:05am. Students who are late must report to the office.

If a student in grades 6-8 has 5 tardies per quarter (in any class period), the student will have a detention.

After 10 tardies per quarter, a meeting will be set up with parents and administration. The process will reset itself each quarter.

If a student in grades K-5 has 5 tardies within one academic month, a meeting will be set up with parents and administration to determine next steps.

Arrival and Dismissal

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

PRESCHOOL – GRADE 8 ARRIVAL



Blue Lines: Families with preschool student(s)

Yellow Lines: Families with DK-Grade 8 student(s)

Arrival and Dismissal

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

PRESCHOOL – GRADE 8 DISMISSAL



Behavior in Parking Lot

The same standards of behavior that apply at school also pertain to the school parking lot for student(s) and parent(s). As Christ-centered individuals, we must respect the rights of others and must not pose a threat to anyone's safety.

Students must not walk in front of or between cars or buses and parents are expected to follow drop-off procedures. For the safety of all, parents should not use their cell phones while driving in the school parking lot.

Parents/guardians should use behavior and language that is appropriate in front of children. The car line is not an acceptable location or timeframe to have teacher or administration meetings. Please see arrival/dismissal procedures for more information.

Afternoon Pick-Up

St. Regis Catholic School has several places in which the students may be dismissed. Students may be dismissed in carline (no permission slip required), walker doors (permission slip required), Brother Rice/Marian pick up (permission slip required), or bus transportation (handled through Birmingham Public Schools).

Students that are permitted by parent note, to walk to and from school should arrive and leave from the Lincoln lobby doors.

If there is a change in how a child is to go home, please send a note to school prior to their dismissal. Students going home with another student must have a note from their parent giving permission.

Failure to pick up your child by the end of car line, will result in communication home and a possible fee per minute until they are retrieved by a parent or guardian.

Early Dismissal

Early dismissals disrupt the learning environment so it is expected that they will be used sparingly for special circumstances. A parent must sign the student in or out at the office for any late arrival or early dismissal.

Messages for Students and Teachers During Instructional Time

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

GENERAL INFORMATION AND POLICIES

Communication

E-News is an informative newsletter that is emailed weekly. Emails and text messages are sent through FACTS Student Information System.

Appropriate Contacts for Communication

On Matters Involving Instruction:

1. Classroom Teacher
2. Administration

On Matters Involving Student Support Services:

1. Classroom Teacher
2. School Counselor

On Matters Involving Athletics:

1. Athletic Director
2. Pastor

On Matters Involving Student Discipline:

1. Classroom Teacher
2. Administration

On Matters Involving School Grounds:

1. Administration

On Matters Involving Attendance:

1. Administration
2. Office Staff

School Directory

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

Change of Address or Telephone Number

Families are required to keep their address, email, and phone number current on their contact card in FACTS.

Custodial Policy

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

Textbooks

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

Volunteer Requirements

Adults must have submitted the AOD Volunteer and Church Personnel Criminal Background Check Authorization Form, a certificate of attendance to Protecting God's Children, and a signed Code of Conduct form on file to participate as a chaperone for any school or student involved event. All chaperones must be approved by the parish business office 48 hours prior to field trips. Verification of background checks and Protecting God's Children may take up to two weeks or more. Administration are the final authority in determining who is eligible to participate in a field trip. Please check www.aod.org for information on how to attend a Protecting God's Children workshop. In addition, all parents must refrain from using technological devices and cell phones while volunteering during school hours (refer to page 38 for more detailed information regarding this addition).

Lost & Found

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

Posters/Flyers

Administration must first approve all signs and posters to be displayed. Posters displayed without authorization will be removed.

Lockers

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

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

Visitors and Guests

Visitors are always welcome on campus but must sign in at the front office. Visitors will sign in and receive a visitor badge. The administration and those that are at the front desk shall have the right to deny visits that might infringe on the school's operation.

Cell Phone Policy

Students may bring a cell phone to school. Cellphones brought by students in the Academy are to be kept in the off position in the pocket chart located in their homeroom classroom. Cellphones brought by students in the elementary are to be kept in the off position in their backpacks. Cellphones may not be used during a regular school day without the permission of a staff member. This includes arrival, dismissal, and any school-sponsored field trips. Once students exit the building after dismissal they may resume privileges.

1st Offense: Student will receive behavior warning; device will be kept in office until parent/guardian is able to retrieve device.

2nd Offense: Student will receive behavior warning; device will be kept in office until parent/guardian is able to retrieve device. Student will serve detention.

3rd Offense: Student will serve one day of in-school suspension and lose privilege of electronic device use in school.

Transportation

Buses are provided by the Birmingham Public Schools and are available to those residents within the district. Families new to St. Regis Catholic School or new to the district may contact the Transportation Department at 248-203-3940 to confirm routes. A child may only ride the bus to which he/she has been assigned. Should a child go home with another child on the bus, only Birmingham residents that ride the bus can ride with a friend on a bus that is different from their bus route. Children must remain seated on the bus except when boarding or leaving it. Failure to follow the bus rules may result in a bus violation ticket or loss of bus privileges. If there is a change in a child's normal routine of taking the bus, parents **MUST** communicate to the school office indicating change by 12:00pm.

HEALTH INFORMATION

Student Health

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

If you believe that your child may be ill, please keep him/her at home. Should your child display any of the following symptoms at school, we will be contacting you or your emergency contact to take them home:

- Temperature of 100F or higher
- Sore throat with fever or swollen glands
- Severe cough which disrupts the well-being of your child or others
- Vomiting or diarrhea
- Mucus or pus draining from the eye or nose
- Undiagnosed rash

Children **MUST** be symptom free for 24 hours before returning to school. This means they must be healthy with no fever, no vomiting or diarrhea, etc., for 24 hours.

All communicable diseases **MUST** be reported to the school, including but not limited to influenza, strep throat, pink eye, chicken pox, lice, and/or RSV. Please report any cases, even if your child has been diagnosed and treated on days when he/she does not attend.

Permission to Treat

In the event of a medical emergency, parents have the right to authorize emergency treatment by a qualified and licensed physician of any condition, which, in the opinion of the physician, is deemed necessary and appropriate. St. Regis does not employ a licensed physician on staff. The authority to grant emergency treatment is granted only after a reasonable effort has been made to reach the parents/guardians or emergency contacts.

A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health such as:

- Broken limb
- Concussion
- Inability to breath
- Bleeding that won't stop
- Seizure that won't subside
- Heart Attack

Parents authorize the person who presents the minor to sign the Acknowledgement of Receipt of Notice of Privacy Rights that may be presented by the physician or health care facility.

Allergy Policy

St. Regis Catholic School is an “Allergy Aware” building. We have many students with a variety of allergies including peanuts, tree nuts, dairy, and shellfish. We ask that you be mindful of the safety of all our children.

- Designated NUT FREE tables have been established in the lunchroom.
- Birthday treats are not mandatory. There are many alternatives for celebrating your child’s birthday, i.e., treat bags, pencils, etc.
- All children with an allergy must have an updated Allergy Action Plan in the school office. The office provides a copy for the individual classroom as needed.
- Staff members are not required by law to administer epi pens; all staff members are trained in case of emergency.

Medication

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

Any student who is required to take prescribed medication during regular school hours must comply with school regulations, as follows:

1. A current “Medical Action Plan” must be on file in the office. This is for any student who may need medication during the day (insulin, EpiPen, ADHD medication, seizure medication, Ibuprofen, Tylenol, etc.).
2. The office must have a completed Release to Dispense Medication Form. The form must be signed by a doctor for prescription medication. A doctor’s signature is not required for over-the-counter medication.
 - a) Students may possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or during school-sponsored activities. A written approval from a doctor and parent which allows the student to possess and use the inhaler is required.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Two adults will be present when medication is dispensed.

A log is kept in the office noting the date, child’s name, medication, and signature of the adult dispensing the medication. No drug substance may be in a student’s possession except asthma inhalers and emergency allergy EPI pens.

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

Immunizations

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

Each student must be immunized against certain diseases or must present a waiver. A medical waiver may be obtained from your child's physician or pediatrician. A non-medical waiver may be obtained from your county health department.

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

As a result, parents who choose not to immunize their child(ren) for non-medical reasons must obtain a waiver from their county health department. Non-medical waivers filled out by parents/guardians will not be accepted. All parents registering their children at St. Regis Catholic School are required to meet the mandates of the Michigan Department of Community Health and obtain the necessary immunizations for their children and to provide written proof of said immunizations. This policy applies to all children in grades preschool through 8th grade.

Children who have not received the required immunizations and do not have either a certified waiver from their county health department or a medical waiver signed by the child's pediatrician **WILL BE EXCLUDED** from the school UNTIL parents/guardians provide proof that **ALL REQUIRED IMMUNIZATIONS** have been **GIVEN**, or until a certified waiver is submitted.

Child Abuse/Neglect

All employees and volunteers (including minors) of St. Regis Catholic School are mandated reporters. Under the Child Protection Law, employees and volunteers must contact Children's Protective Services (CPS) immediately when they suspect child abuse/neglect. The immediate verbal report must be made to Centralized Intake by calling 855-444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours of calling. DHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by law. The written report may be faxed to 616-977-1154 or 616-977-1158, or email to DHS-CPS-CIGroup@Michigan.gov. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

When child abuse/neglect is suspected, the center employee or volunteer needs to make a call to CPS to determine if a report needs to be made. If a child starts disclosing information regarding abuse/neglect, the center employee or volunteer needs to contact CPS to determine what to do. When inquiring about suspicious injuries, the center employee or volunteer can ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS.

For more information on reporting suspected child abuse and neglect, refer to the mandated report's website at www.Michigan.gov/mandatedreporter. The Mandated Reporter's Resource Guide (DHS-Pub 112) is also available online at www.Michigan.gov/dhs-publications, CPS section.

EMERGENCY PROCEDURES

All staff of St. Regis Catholic School have been trained in a school-wide crisis intervention plan which includes but is not limited to intruders and bomb threats. In the event of a crisis, staff will follow procedures to maintain the health and safety of the children. Every room in the school is equipped with an emergency bag containing crisis intervention plans for fire, severe weather, shelter-in-place, and lockdown. The emergency bag includes materials needed in the event of an emergency for all children, including those with special needs. Parents will be contacted through FACTS Student Information System and be given instructions on how to reunite with their children. Emergency plans and procedures are reviewed throughout the year after each practice drill.

Emergency Drills

Students, teachers, and other employees shall participate in periodic drills of emergency procedures. The drills that are practiced are: fire, severe weather, shelter-in-place, and lockdown. When the alarm is sounded, everyone in the building must respond and follow the direction of teachers or emergency officials quickly and in an orderly manner or be subject to disciplinary action.

Emergency School Closing/Delayed Opening Information

School closings or delayed openings are announced by the school communication system. St. Regis Catholic School follows Birmingham Public Schools for any weather-related situation causing closures.

SCHOOL ORGANIZATIONS

Advancement Council

Mission

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

Definition

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

Basic responsibilities include:

- Affirming the mission of the school
- Understanding the scope of advancement to include the following seven approaches: Identify, Inform, Invite, Involve, Implement, Invest, Improve
- Working with the Pastor, Administration, and Director of Advancement to increase awareness of St. Regis Catholic School as a leader in quality education through a comprehensive marketing plan
- Working with the Pastor, Administration, and Director of Advancement to increase enrollment and retention at St. Regis Catholic School
- Attracting financial support for St. Regis Catholic School from alumni, parents, parishioners, and the local community

Regis Parent Association (RPA)

The Regis Parent Association (RPA) provides a forum for St. Regis parents to work collaboratively with our administration to support the goals of the school.

Voluntary services, social activities, and “friendraising” are presented throughout the year to facilitate this purpose and to create a community atmosphere.

Booster Club

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



ST. REGIS
CATHOLIC SCHOOL
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Preschool Handbook

INTRODUCTION

At St. Regis Catholic School, we believe that early education is the cornerstone on which we can build a lifelong love of learning. We feel that each child is a gift from God and comes to us with unique talents and skills. Our goal is to foster each child's development and give them the opportunities needed to grow. As a parent, you are your child's primary educator and as a school, we are here to support and work in partnership with you. This handbook shares our program's philosophy and policies and to assist in answering questions. If you have any additional questions or concerns, please reach out to your child's teacher or our administration.

Preschool Mission Statement

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

Our mission at St. Regis Catholic Preschool is to offer a nurturing Catholic environment that encourages the social and spiritual growth of each child. We will provide opportunities for exploration and creativity that will develop the physical, emotional, and cognitive skills of each individual child.

Preschool Philosophy

St. Regis Catholic Preschool believes in a hands-on curriculum based on a whole child approach where play and academics are intertwined. Our focus is our faith and learning about the world around us through developmentally appropriate activities. Our programs will provide time and support to nurture and develop each child's learning experience needed for his/her social, emotional, spiritual, creative, physical, and cognitive skills. We strive to lay the foundation for a love of learning and a positive attitude towards school.

Our teachers are professional, educated, and highly qualified to create a safe and ideal environment for the good of the whole child. We feel parents are a very important part of our preschool program's success. We welcome and encourage communication between home and school.

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

Philosophy

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

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

School History

St. Regis Catholic School is proud to celebrate over 60 years of excellent education. Several years prior to the establishment of St. Regis Parish and construction of the church, St. Regis School and chapel were founded as a mission of Holy Name Parish of Birmingham.

Construction of the school was completed in August 1959, and masses were held in the school classrooms. The first Mass was celebrated on September 13, 1959.

Our school was established by the Sisters of the Immaculate Heart of Mary in 1959. At the same time, a “parish-in-formation” was set up on the site, which became an official parish in 1962 and named after the 17th century French Jesuit priest St. John Francis Regis. To this day the school continues as a parish-sponsored school. We are very proud of our Catholic heritage and academic excellence. We are fully accredited by the Michigan Association of Non-Public Schools.

Saint John Francis Regis

St. John Francis Regis, the great “father of the poor” was a Jesuit evangelist and preacher. He was born in Font-Couverte, France in 1597, the son of a rich merchant. John studied at Beziers and was ordained in 1631. The rest of his life was spent preaching and establishing charitable institutions, confraternities, and missions in southern France. St. Regis was not only a profound preacher, but the founder of orphanages and an advocate for improving prison conditions. He also established a lace factory as a form of skilled labor for women. John-Francis worked intensely with the neglected until, suffering from exhaustion, he died at the age of 43. He also performed many miracles. He was canonized in 1737. His Feast Day is June 16th. He is the patron saint of lacemakers, medical social works, and children who are born outside of marriage and family.

ST. REGIS CORE VALUES

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

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

Open Mindedness: St. Regis Catholic School faculty and staff are dedicated to implementing systemic best practices in all areas of learning. We realize that we learn from one another and that we all have varied gifts to share.

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

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

All Religion teachers are certified Catechists in grades Preschool, Developmental Kindergarten, and Kindergarten through Grade 8.

PROGRAM INFORMATION

Daily Schedule

The Preschool program begins at 8:00, half-day students are dismissed at 11:30, full day students at 3:15. Aftercare is offered for preschool students through the YMCA. Late arrivals and early dismissals must go through the school office.

Discipline and Behavior

At St. Regis Catholic Preschool, we are dedicated to developing the whole child. This includes discipline, and as partners in your child's education, we expect cooperation from you in maintaining your child's appropriate behavior in our preschool setting. Our general classroom rules are: We are respectful, responsible, and safe.

We help our children learn these rules by modeling appropriate behavior. We use redirection, have open discussions with the teacher and/or other children involved, provide scripts and behaviors for the children to follow, give verbal reminders, or offer a short recovery time where the children can calm their bodies and work towards conflict resolution.

These positive methods are to encourage self-control and regulation, self-direction, self-esteem, and cooperation. The staff at St. Regis will support the children through problem solving and conflict resolution and we will reinforce positive behavior and follow the teachings of Jesus.

We will never use physical, mental, or emotional forms of punishment. We will not deprive any child of meals, snacks, rest, or necessary bathroom use or confine a child in an enclosed area as a form of discipline.

Following classroom rules is essential for creating a safe and positive learning environment. These rules help everyone know what to expect and how to treat one another. By respecting classroom rules, preschoolers contribute to a successful learning environment.

Evaluations are made of children's behavior. Should problem behaviors persist, a team conference will be held with parents to determine the next course of action.

If the child is not able to follow classroom rules, the child's schedule may be altered to give them time for growth or they may be withdrawn from the program.

Bathroom Policy

To best support our students and maintain a safe, healthy, and developmentally appropriate learning environment, children enrolled in the Preschool program must be fully potty trained. They must be able to use the bathroom independently. This includes the ability to:

- Communicate the need to go to the bathroom in advance of an accident
- Pull down and pull up their own underwear and pants Go to the bathroom on their own
- Wear underwear. Children must wear underwear, ***no pullups allowed***.
- Seat themselves on the toilet and sit there comfortably, and
- Wipe themselves and wash their hands

St. Regis is not licensed to change clothes or assist with toileting.

Evaluation will be made regarding independent bathroom abilities. If your child is not deemed to be able to use the bathroom independently in a school setting, a parent meeting will be called. To foster a successful learning environment, the child's schedule may be altered to give them time for growth or they may be asked to leave the program.

If a student has 3 accidents within a 4-week period, your child will be withdrawn from the Preschool program.

Parent/Teacher Conferences

Parent/teacher conferences will be held twice a year (fall/spring). Conferences give an opportunity to go over your child's progress report and discuss their growth and development. Conferences may also be scheduled at any time throughout the year if you or your child's teacher feel one is necessary to discuss your child's progress.

Auxiliary Services

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

Counseling Services

St. Regis Catholic School provides a full-time school counselor available for our teachers, students, and families. Our school counselor:

- Collaborates with administration, teachers, and families utilizing resources, advocacy, and preventative services to provide support academically and emotionally, and personal/social development for all students
- Advocates for students and collaborate with the team to set up accommodation plans for individual students
- Conducts classroom observations to provide guidance and support services
- Works with Birmingham Public Schools to coordinate appropriate referrals and services for students
- Provides resources and implements referrals in community based on individual child's needs

Attendance

St. Regis Catholic Preschool follows the St. Regis Catholic School calendar as it pertains to half days, days off, and holidays. Please call or email both the school office and your child's homeroom teacher if your child will not be attending school due to illness, vacation, etc.

A note must be sent to school if the usual pick-up procedure changes. As mandated by licensing, we will ask for picture identification before releasing your child to adults other than yourself. Please be sure to have all possible alternative pick-up adults listed on your child's form and in our student information system.

Early Dismissal

Early dismissals disrupt the learning environment so it is expected that they will be used sparingly for special circumstances. A parent must sign the student in or out at the office for any late arrival or early dismissal.

Health Information

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

If you believe that your child may be ill, please keep him/her at home. Should your child display any of the of the following symptoms at school, we will be contacting your or your emergency contact to take them home:

- Temperature of 99F or higher
- Sore throat with fever or swollen glands
- Severe cough which disrupts the well-being of your child or others
- Vomiting or diarrhea
- Mucus or pus draining from the eye or nose
- Undiagnosed rash

Children MUST be symptom free for 24 hours before returning to school. This means they must be healthy with no fever, no vomiting or diarrhea, etc. for 24 hours.

All communicable diseases MUST be reported to the school, including but not limited to influenza, strep throat, pink eye, chicken pox, lice, and/or RSV. Please report any cases, even if your child has been diagnosed and treated on days when he/she does not attend.

Emergency Treatment Authorization

In the event of an emergency, parents have the right to authorize emergency treatment by a qualified and licensed physician of any condition, which, in the opinion of the physician, is deemed necessary and appropriate. This is in the event of a medical emergency. St. Regis does not employ a licensed physician on staff. This authority is granted only after a reasonable effort has been made to reach you or your emergency contacts.

A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health such as bleeding that won't stop, seizure that won't subside, broken limb, concussion, inability to breathe, heart attack, stroke, etc.

Parents authorize the person who presents the minor to sign the Acknowledgement of Receipt of Notice of Privacy Rights that may be presented by the physician or health care facility.

Allergy Policy

St. Regis Catholic School is an “allergy aware” building. We have many students with a variety of allergies including peanuts, tree nuts, dairy, and shellfish. We ask that all families be mindful of the safety of all our children.

Designated NUT FREE tables have been established in the lunchroom.

Birthday treats are not mandatory. There are many alternatives for celebrating your child’s birthday, i.e., treat bags, pencils, etc.

All children with an allergy must have an updated Allergy Action Plan in the school office. The office provides a copy for the individual classroom as needed. Medication can be kept in the classroom or in the school office.

Staff members are not required by law to administer epi-pens. All staff members are trained in case of emergency.

Medication

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

Any student who is required to take prescribed medication during regular school hours must comply with school regulations, as follows:

- A current Medical Action Plan must be on file in the child’s preschool classroom. This is for any student who may need medication during the day (insulin, EpiPen, ADHD medication, seizure medication, ibuprofen, Tylenol, etc.)
- The child’s school must have a completed Release to Dispense Medication form. The form must be signed by a doctor for prescription medication. A doctor’s signature is not required for over-the-counter medication. Student may possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or during school-sponsored activities. A written approval from a doctor and parent which allows the student to possess and use the inhaler is required.
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Two adults will be present when medication is released.

A log is kept in the office noting the date, child's name, medication, and signature of the adult dispensing the medication. No drug substance may be in a student's possession except asthma inhalers and emergency allergy EPI pens.

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

Health Appraisal and Immunizations

All new students and students in Preschool, Developmental Kindergarten, Kindergarten, and 7th grade must present a Health Appraisal form signed by their physician or pediatrician. This health appraisal must also include the immunization records.

Health appraisals, along with immunization schedule or waiver, must be turned in before the 1st day of school. Children without a health appraisal on file will not be permitted to attend school.

Each student must be immunized against certain diseases or must present a valid waiver. A medical waiver may be obtained from your child's physician or pediatrician. A non-medical waiver may be obtained from your county health department.

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

As a result, parents who choose not to immunize their child(ren) for non-medical reasons must obtain a waiver from their county health department. Non-medical waivers filled out by parents/guardians will not be accepted. All parents registering their children at St. Regis Catholic School are required to meet the mandates of the Michigan Department of Community Health and obtain the necessary immunizations for their children and to provide written proof of said immunizations. This policy applies to all children in grades preschool through Grade 8.

Children who have not received the required immunizations and do not have either a certified waiver from their county health department or a medical waiver signed by the child's pediatrician WILL BE EXCLUDED from school UNTIL parents/guardians provide proof that all required immunizations have been given, or until a certified waiver is submitted.

Universal Precautions

Staff will use universal precautions when handling potential exposure to infectious materials. All staff members at St. Regis Catholic School are certified annually in Blood Borne Pathogens training and bi-annually in Adult and Child CPR and First Aid.

Sanitizing Procedures

St. Regis Catholic Preschool follows the 3-step process for cleaning and sanitizing surfaces and equipment:

1. Wash surface with warm water and detergent
2. Rinse surface with clean water
3. Submerge, wipe, or spray surface or equipment with water/bleach solution
4. Allow surface or equipment to air dry

Handwashing Procedures

Handwashing is required for children and staff before meals, snacks, after toileting, or being exposed to bodily or potentially infectious materials, using the following procedure:

1. Wet hands
2. Scrub hands, wrists, between fingers, and under fingernails for 20 seconds or while singing the ABCs.
3. Rinse under running water
4. Dry with single use towel or hand dryer

Child Abuse/Neglect

All employees and volunteers (including Minors) of St. Regis Catholic School are mandated reporters. Under the Child Protection law, employees and volunteers must contact Children's Protective Services (CPS) when they suspect child abuse/neglect. The immediate verbal report must be made to Centralized Intake by calling 855-444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours of calling. DHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form or 616-977-1158 or email to DHS-CPS-CIGroup(Michigan.gov. Reporting the situation to administration or other staff person does

not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

When child abuse/neglect is suspected, the center employee or volunteer needs to make a call to CPS to determine if a report needs to be made. If a child starts disclosing information regarding abuse/neglect, the center employee or volunteer needs to contact CPS to determine what to do. When inquiring about suspicious injuries the center employee or volunteer can ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS.

For more information on reporting suspected child abuse and neglect, refer to the mandated report's website at <https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/childrens/mandated-reporters>.

General Information and Policies

Communication

E-News is an informative newsletter that is emailed weekly. Emails and text messages are sent through FACTS Student Information system.

Appropriate Contacts for Communication

On Matters Involving Instruction:

1. Classroom Teacher
2. Administration

On Matters Involving Student Support Services:

1. Classroom Teacher
2. School Counselor

On Matters Involving Athletics:

3. Athletic Director
4. Pastor

On Matters Involving Student Discipline:

1. Classroom Teacher
2. Administration

On Matters Involving School Grounds:

1. Administration

School Directory

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

Change of Address or Telephone Number

Families are required to keep their address, email, and phone number current on their family records in FACTS. Please notify the school office if you have any updates.

Custodial Policy

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

Volunteer Requirements

Adults must have submitted the AOD Volunteer and Church Personnel Criminal Background Check Authorization form, a certificate of attendance to Protecting God's Children, and a signed Code of Conduct form on file to participate as a chaperone for any school or student involved event. All chaperones must be approved by the parish business office within 48 hours prior to field trips. Verification of background checks and Protecting God's Children may take up to 2 weeks or more. Administration are the final authority in determining who is eligible to participate in a field trip. Please check <https://www.aod.org/safe-environments> for more information.

Visitors and Guests

Visitors are always welcome on campus but must sign in at the front office. Visitors will sign in and receive a visitor badge. The administration and those who are at the front desk shall have the right to deny visits that might infringe on the school's operation.

Staff Screening Plan

All preschool staff members must undergo a comprehensive background check and gain clearance prior to the first day of work with children. An individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. All preschool members must have a TB test.

In the fall of each year prior to students starting school, the director will provide an orientation to all St. Regis Catholic Preschool staff. Staff members are required to complete 16 hours of Professional Development per calendar year. Within 90 days (about 3 months) of hire, each staff member must complete Health and Safety Training for Licensed Childcare Providers Modules A, B, and C. Additionally, preschool staff members are re-certified annually in Blood Borne Pathogens training and bi-annually in Adult and Child CPR and First Aid.

Licensing Notebook

St. Regis is licensed by the State of Michigan. A licensing notebook is available to parents for review during regular school business hours. The licensing notebook contains all the licensing inspection, special investigation reports, and relative action plans for the last five years. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past three years are available on the departments' childcare website at www.michigan.gov/michildcare

Rest Time for Full Day

Rest is about an hour long every day for full-day students. All children are expected to lie quietly on their cots and are encouraged to sleep. A small blanket and stuffed animal are permitted to provide comfort.

Clothing –Uniform

Students in Preschool wear a uniform. Please refer to the uniform handbook for more information.

Snacks

Snacks are not provided by our preschool program. Students will bring in two snacks daily (AM/PM) unless he/she is in the half day program (AM only). We ask that snacks be healthy to provide our children with the fuel they need to learn. If there is an allergy, peanut/tree nut snacks will not be permitted in the classroom to maintain a safe environment for all children.

Lunch

Please provide a lunch and a water bottle for your child. Per requirements from state licensing, lunchboxes must be labeled with the child's first and last name and the date each day they are brought to school. You may write the date on the napkin, a sticker, with a dry erase marker on a luggage tag, or any other visible method. Unfortunately, we are unable to provide refrigeration.

Hot lunches are also available. Please refer to the hot lunch information provided by your child's teacher.

Birthdays

We celebrate all birthdays in our classrooms! Summer birthdays will be celebrated throughout the year when the preschool teacher sees fit. Birthday treats can be brought in if there is not a child with an allergy in the room. If there is a child with an allergy, a special birthday non-edible item can be shared with the class.

Lost & Found

Please label all items with student's name. An effort will be made to return lost articles to its owner. We encourage parents to remind their children to check our Lost & Found.

Unclaimed items from Lost & Found will be donated to a local charity at mid-year and at the end of the school year.

Emergency Procedures

All staff of St. Regis Catholic School have been trained in a school-wide crisis intervention plan that includes but is not limited to intruders and bomb threats. In the event of a crisis, staff will follow procedures to maintain the health and safety of the children. Every room in the school is equipped with an emergency bag containing crisis intervention plans for fire, severe weather, shelter-in-place or hold, and lockdown emergencies. The emergency bag includes materials needed in the event of an emergency. Parents will be contacted through FACTS Student Information System and be given instructions on how to reunite with their children. Emergency plans and procedures are reviewed throughout the year after each practice drill.

Emergency Drills

Students, teachers, and other employees participate in mandatory drills for emergency procedures. Drills follow state guidelines and include: lockdown, secure, evacuate, shelter and hold drills. When the alarm is sounded or an announcement is made, everyone in the building must respond and follow the direction of teachers or emergency officials quickly and in an orderly manner or be subject to disciplinary action.

Emergency School Closing/Delayed Opening Information

School closings or delayed openings are announced by the school communication system. St. Regis Catholic School follows Birmingham Public Schools for any weather-related situation causing closures.

ADMISSIONS AND ENROLLMENT

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

St. Regis Catholic School will accept students based on availability in Preschool through Grade 8, providing applicants meet the specified admissions criteria and pass our grade-level assessment. Parents/guardians must submit a completed application. The final decision for admittance is the responsibility of the administration of St. Regis Catholic School.

Children attending St. Regis Catholic Preschool must be the appropriate age to enter Preschool. Children must also be fully potty trained and be able to use the bathroom independently.

At St. Regis Catholic School, we strive to help our students be successful both spiritually and academically. To ensure St. Regis is the proper environment, each new student will be admitted to our program on a probationary basis for a period of not less than one semester (AOD School Policy 5002). If the student does not meet the school's expectations in conduct, citizenship, and/or academics, the student will be required to withdraw from the school.

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

Parents/guardians seeking to enroll their children in St. Regis Catholic School are expected to accept and support the philosophy, mission, and administrative and educational policies of the school. All parents sign the Handbook Agreement Form stating that they will abide by the policies outlined in this handbook. Parents who do not abide by school policies or instructional programs and/or who are disruptive in their actions to such could necessitate the removal of their child(ren) from the school.

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and

practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct, or the conduct of a family member, is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community. (AOD School Policy).

All families must complete all registration materials, including the Health Appraisal form and payment of fees for enrollment to be processed and fulfilled.

Age Requirements

St. Regis Catholic School adheres to the policies of the State of Michigan and the Archdiocese of Detroit Catholic Schools Office regarding the age of admissions:

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

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

Financial Information

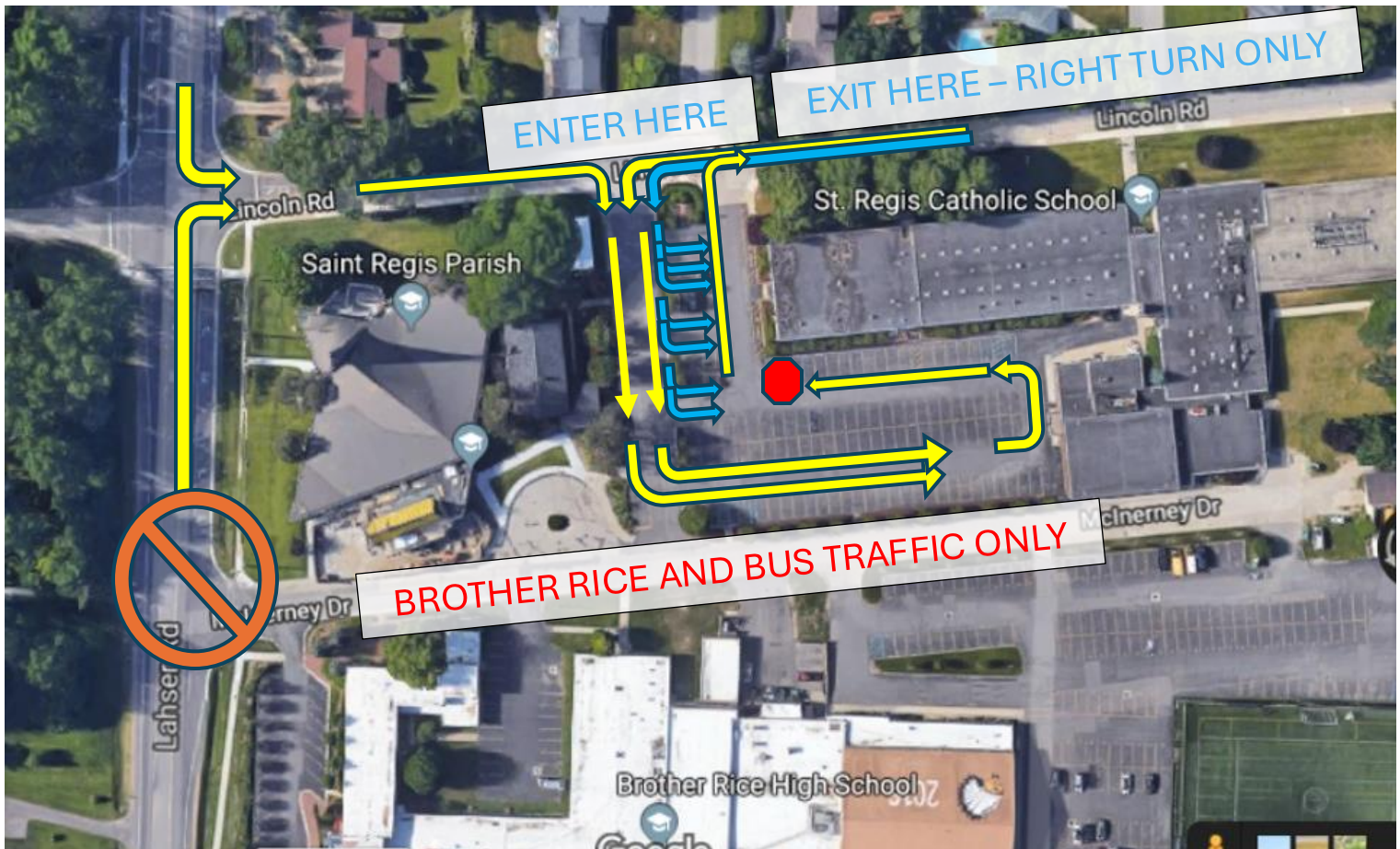
Please see the *Tuition and Financial Policies* document for tuition, withdrawal, and payment information.

ARRIVAL

Preschool parents may walk their child to the preschool doors where the teacher will greet them. Please park in any available parking spot or parking lot aisle in front of the preschool doors.

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

PRESCHOOL – GRADE 8 ARRIVAL



Blue Lines: Families with preschool student(s)
Yellow Lines: Families with DK-Grade 8 student(s)

DISMISSAL

The half-day program will be picked up at the preschool doors. The full-day program will be dismissed in the regular carline with the rest of the students. Please do not get out of your car to help your child in your vehicle. Teachers will assist in getting them in. Once your child is in the vehicle, please pull around and either park in an available parking spot or in the neighborhood to buckle them.

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

PRESCHOOL – GRADE 8 DISMISSAL

