

The Family Handbook



Parent/Student
Handbook
2017-2018

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FOREWORD

Regents School of Oxford opened its doors on September 5, 2000. That event represented the culmination of a great deal of prayer and hard work combined with a desire to establish a quality school founded upon a Christian worldview. The goal of the school's founders was to operate a school committed to academic and spiritual excellence, to instill in their children a love for learning, and to provide an orderly nurturing atmosphere in which these ideals can be achieved.

This handbook, *The Family Handbook*, is for Regents' faculty, staff, students, and parents. It has been prepared to facilitate the accomplishment of our common goals, and to set down some guidelines for the framework of the spirit and culture of our school. The policies and procedures explained in it regulate life at Regents.

The Family Handbook outlines information about the school day; answers questions about rules, guidelines, and policies; clarifies procedures; and gives other helpful information about the operation of the school. *The Family Handbook* introduces parents to some of the many possibilities for service at school.

It is required that all current and newly enrolled parents and students read and discuss *The Family Handbook* together in order to become familiar with its contents and the expectations of Regents School of Oxford. All parents and students are expected to submit to and to follow the policies and procedures outlined in this document. By accepting this Family Handbook, parents and students recognize that Regents is a body of believers committing to a unified standard of behavior in order to bring unity to our school and glory to God.

I. AN INTRODUCTION TO REGENTS SCHOOL OF OXFORD

Our Name

According to Webster's Dictionary, the definition of a "regent" is "one who rules or administers during the absence of a sovereign." In the creation record of Genesis, God made man in His image to have dominion over the earth. As believers in the Lord Jesus Christ, we understand that we are not the sovereign ones, but are waiting and remaining in active service until our Sovereign returns. We are the Lord's regents, and as such we are to be responsible caretakers and rulers over all that He has placed in our hands, including our intellectual and spiritual gifts and abilities. Thus, the school is for regents, and it is our prayer that the education provided by Regents School of Oxford ("Regents") will help prepare our children for the undertaking.

Statement of Faith

We believe that the Bible in its entirety is a divine revelation, and we submit to the authority of His Holy Scripture, acknowledging it to be inerrant and inspired by God and to carry the full weight of His authority.

We believe in one God: Father, Son, and Holy Spirit. He is the creator of all things, omnipotent, omniscient, and omnipresent.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right of the Father, in His personal return in power and glory.

The Father and the risen ascended Son have sent the Holy Spirit to dwell in the hearts of believers, effecting their regeneration and operating in their sanctification. This same Holy Spirit brings His people together to form a corporate community of believers. We believe in the spiritual unity of all believers in our Lord Jesus Christ. We believe that the triune God has established a visible church that is called to live in the power of the Holy Spirit, under the authoritative regulation of Holy Scripture, exercising discipline and administering the sacraments, and preaching the gospel of Christ.

We believe that salvation is by grace alone through faith alone, on the merit of Christ alone. This faith without its accompanying works is dead.

We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of eternal life; they that are lost to the resurrection of damnation.

Regents has been established on the foundation of beliefs expressed in these statements. The substance of these statements is considered primary doctrine of Regents. When other types of doctrine or issues arise, they will be referred to the family and local churches for final authority.

Vision Statement

We aim to prepare young men and women to think clearly and listen carefully with discernment and understanding; to reason persuasively and articulate precisely; to be able to evaluate their entire range of experience in the light of the Scriptures; and to do so with eagerness in joyful submission to God. It is our desire that students be able to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire that they be socially graceful and spiritually gracious; equipped with understanding and the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire that they have a heart for the lost and the courage to seek to dissuade those who are stumbling toward destruction; that they distinguish real religion from religion in form only and that they possess the former, knowing and loving the Lord Jesus Christ. All these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire that they clearly understand classical education, how it works in their classrooms and how their work fits into the whole; that they possess a lifelong hunger to learn and grow. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to encourage in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, as well as to be involved in and excited about the journey. We aim to help them follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

Mission Statement

Regents School of Oxford exists to...

The Mission of Regents School of Oxford, aspiring to be a leader in classical Christian education, is to disciple our students to love, serve and glorify God in order to become godly men and women through a classically driven, gospel centered school committed to:

- Rightly using the inherent tools of learning
- Cultivating a challenging and joyful environment that encourages them to think logically and communicate their conclusions persuasively
- Infusing Christian theology in all we do.

III. ADMISSIONS PROCEDURES AND ENROLLMENT/RE-ENROLLMENT

Admissions

Admissions Procedures

The admissions process for Regents includes the following: (1) application; (2) student evaluation and assessment; and (3) parent interview.

Admissions Policy

The purpose of Regents is to provide a distinctive classical and Christ-centered education. The goal of the Admissions process is to bring together a cohesive student body that can best grow spiritually, intellectually, and physically. Each applicant's academic potential, scholastic motivation, wholesome character, and extracurricular interests will be considered. We will prayerfully seek to discern what is best for the child, the parents, and the school. The school reserves the right to deny or defer admission to a child if his or her ability, behavior, or emotional development suggests that he or she would not be best served by our school. Because of the magnitude and importance of its task, the independence and integrity of the Admissions will be guarded.

To maintain the Christ-centered community at Regents, each parent must have a clear understanding of the biblical philosophy and functioning of Regents, and at least one of the parents must profess Christ, but preferably both. The key elements of Christianity, as expressed in our statement of faith, will be unapologetically taught through all grade levels. Parents who choose Regents are expected to willingly cooperate with the philosophies and policies of the school.

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

Re-enrollment

Re-enrollment at Regents is not automatic. Qualified returning students will be given priority in enrollment. Students are expected to earn their place in the school each year. Those students who continue to have academic difficulty, or who persist in a negative, uncooperative, or non-productive attitude may be denied re-enrollment. These decisions are made only after full discussion with the student's teacher. The school may decline to re-enroll a student based upon conduct by the student or his family that the school deems to be detrimental to its mission. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations. Re-enrollment agreements and tuition notices for returning students will be mailed in late February or early March. Because of financial commitments which must be made early in the planning for each school year, Regents must require each family of returning students to commit financially by the given date on the re-enrollment contract.

Consequently, a non-refundable deposit of \$200 per child will be required with the re-enrollment agreement, which is a registration fee. **This registration fee will increase after the deadline indicated on the contract.**

Immunizations

All new students and students entering specified grades must submit a health form completed by a physician. Each student's form must show that they are up-to-date with all required immunizations. Students without complete forms and current immunization records will not be permitted to attend class.

IV. School Culture

Regents is a Christian community which means that we strive to create a school culture that reflects our faith in Jesus Christ. In Matthew 22:37-40, Jesus teaches what we must do to be a true reflection of Him:

“Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself’ All the Law and the Prophets hang on these two commandments.”

All standards for behavior and student conduct at Regents are centered upon these two truths. We are striving to develop both the hearts and minds of our students; therefore we will use biblical standards for instruction and discipline. Recognizing that children are both prone to error and capable of glory, we will stand on Proverbs 20:11 which tells us that “even a child is known by his deeds”. It is our desire that through our standards and means of discipline each child will grow in their love for the Lord and for others and ultimately become known as a “regent” for Christ.

The table below outlines our school-wide goals that reflect the character traits we will strive to develop in the life of an RSO graduate.

Portrait of a Graduate

Portrait of a Graduate: (A Student Who)	School-wide Goals (The Student Will)
Loves God with all his heart, soul, and mind	<ul style="list-style-type: none"> - Seek to glorify God in all of life - Seek to know Christ and be transformed into His likeness - Pursue the person of God through all studies - Understand his place in God's narrative of history - Recognize, honor, and submit to God's authority - Understand and love God's Word - Practice spiritual disciplines
Loves others	<ul style="list-style-type: none"> - Encourage and edify others - Dignify and respect all people - Actively serve their churches and communities - Pursue servant-leadership in vocation, family, and community - Pursue peacemaking - Respect authority in thought, word, and deed
Loves learning	<ul style="list-style-type: none"> - Love wisdom and understanding - Embrace challenging subjects and topics - Read carefully and critically - Delight in the written and spoken word - Participate in the "Great Conversation" through familiarity with the "Great Books" - Pursue learning throughout his lifetime
Reasons logically and communicates persuasively	<ul style="list-style-type: none"> - Listen carefully and discerningly - Think clearly, precisely, and creatively - Be versed in the tradition of the liberal arts in order to think critically and clearly about all of life - View every subject as integrated in and through Christ - Learn and think independently - Write and speak articulately, eloquently, and effectively
Engages and influences culture with a Christ-centered worldview.	<ul style="list-style-type: none"> - Apply Christian worldview principles to everyday life - Understand that Christ is preeminent over all creation - Articulate and defend his faith persuasively and humbly to both his culture and other cultures - Critique and create culture for the sake of expanding Christ's kingdom
Embodies virtue	<ul style="list-style-type: none"> - Demonstrate genuine fruit of the Spirit - Live and speak in a manner seasoned with grace and humility - Understand virtue is a result of God's grace - Pursue appropriate decorum in speech, attitude, and demeanor - Manifest courageousness - Pursue physical fitness and discipline
Delights in beauty	<ul style="list-style-type: none"> - Love truth, goodness, and beauty- - Discern and love beauty as manifested in creation and the arts - Find pleasure and joy in the things of God - Possess aesthetic sensibilities leading to worship and delight in God's glory - Make aesthetic judgments about art that reflect a biblical worldview

Expectations for Behavior

Students are expected to practice godly behavior. They should address their elders and peers with courtesy and should seek to be helpful whenever possible. In school buildings and on sidewalks, they should minimize noise and avoid running and roughhousing. Classes are expected to walk in an orderly, straight line. When visitors are on campus, students should make an effort to make them feel welcome. Students are expected to use appropriate etiquette at all times. Standards for respectful behavior are defined as, but not limited to, the following:

- ❖ **Affirmative Responses:** Students should respond “yes”, “yes sir”, and “yes ma’am” instead of “yeah”, “yep”, and “uh huh.”
- ❖ **Eye Contact:** When engaged in conversation, students should maintain eye contact and speak clearly.
- ❖ **Greeting:** Students should acknowledge adults and fellow students in passing by offering or responding to a greeting.
- ❖ **Speaking Volume:** When indoors, students should speak only at moderate volumes; when in the halls, they should speak in conversational tones.
- ❖ **Interrupting:** Students should not interrupt others in conversations; if necessary, students may interrupt by saying, “Excuse me.”
- ❖ **Addressing Adults:** Students should address adults by their titles, and answer them using “sir” or “ma’am.”
- ❖ **Holding Doors:** Boys should hold the door for girls and ladies whenever they meet at an entry.
- ❖ **Sitting properly:** Students should sit correctly in their seats, not slouching or leaning back in a chair. Students should not prop their feet on furniture.
- ❖ **Offering Help:** Students should look for opportunities to be helpful, paying attention to others needing a hand. They should look for opportunities to volunteer.

In our conversation and behavior, we should aspire to Phil. 4:8; “Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.”

Code of Honor

Teachers and students in all grades should also use the acronym ADORE to help students quickly remember the standard for good behavior. ADORE stands for the following:

Admit wrongdoing
Diligence in all things
Obey right away all the way with a good attitude
Respect authority
Esteem others

Ministerium - Service Learning

Ministerium is defined as students ministering unto the widows, the orphans, and the poor among us. This program is a direct response to James 1:27 which states *“Religion that is pure and undefiled before God, the Father, is this: to visit orphans and widows in their affliction, and to keep oneself unstained from the world.”* The New Testament measures the Christian’s character by a person’s care for the orphan and the widow. God defends their rights and expects His people to do the same. As a school, our time is limited as to what goals can be met by the student body and its families. Therefore, Ministerium projects are to be selected with prayerful consideration, in obedience to the Spirit’s leading, rather than attending to what seems to be “right in our own minds.” A Ministerium representative will be appointed for each classroom to guide and assist the students with Ministerium projects. Each project should adhere to the following guidelines:

1. Does the project follow our biblical mandate to care for the widows, the orphans and the poor?
2. Is the project age-appropriate for the participating class?
3. Do the children understand how the project relates to the Scriptures?
4. All Ministerium projects must be approved by the Head of School or Academic Dean.
5. No funds or purchased goods of any kind may be donated as a Ministerium project.
6. Students are responsible for generating one service project per year and for following the projects through to completion.
7. Simple ideas that do not require an overwhelming time commitment are encouraged. Ministerium projects are not intended to be a burden for parents or teachers.

Discipline Policy

Our desire is for disciplinary issues to be resolved by Gospel conversations that engage the student’s heart and their need for Jesus. If we can resolve disciplinary issues by showing students their sin and/or their honest mistake(s), point them to their need for the blood of Christ, and ultimately to forgiving or asking forgiveness, then we have a healthy, simple, and God honoring system that moves them in the direction of maturity in Christ. Pink slips and demerits are simply tools that allow us to maintain purposeful order while assisting parents in the spiritual formation of their children’s identity in Christ.

It is important that faculty, parents, and students all understand that an office visit is not designed to administer blind justice so we can create order void of love. An office visit is first and foremost an opportunity for a RSO administrator to engage the heart of the student in light of the Gospel. An office visit does not necessarily require active disciplinary measures (i.e., detention, a purposeful writing assignment, suspension, a formal meeting with parents, etc.), however some situations and/or reoccurring issues may demand such action. We also greatly respect the fact that every student and every situation is different and will handle office visits accordingly.

The guidelines for discipline are as follows:

- All discipline will be based on biblical principles, i.e. restitution, asking forgiveness publicly or privately as the situation demands, timely and appropriate punishment, restoration of fellowship, no lingering attitudes, etc.
- The vast majority of discipline problems are to be dealt with at the classroom level.
- In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school policy concerning discipline.
- Love and forgiveness will be an integral part of the discipline of a student.

Lower School Communication Slips: Communication slips (often referred to as “pink slips”) are primarily a communication tool between the classroom teacher and the family. They are used to communicate a discipline or uniform issues (a pink form) or an academic concern (a yellow form).

If a communication slip is issued, the teacher will complete the pink or yellow copy of the slip including an explanation of the situation. The slip is then sent home for the parent to sign and return to the teacher. After 3 communication slips have been issued to a student, the student is required to meet with the Head of School.* Depending on the nature of the offense, the communication slip may be accompanied by a classroom consequence.

Situations meriting a communication slip may include, but are not limited to:

- Failure to have supplies for class: i.e. books, assignments, notes, etc.
- Disrupting class: i.e. interrupting students/teacher, talking, etc.
- Abusing school property: i.e. writing on desks, tearing up books, etc.
- Uniform violation
- Unauthorized cell phone/technology use
- Unauthorized use of food/beverage in class (including chewing gum)
- Disrespect of a staff member or another student* (see Office Visit below)
- Academic failure: including incomplete work, failing to turn in work on time, a low score on a test or project, etc.

*Due to the specific nature of each situation, teachers reserve the right to make any offense an office visit.

Upper School Demerit System: If a demerit is issued, a notification will be emailed to parents on the day the event occurred. This email will explain the nature of the offense and if it required an office visit. After any combination of three below offenses, students will be required to have an office visit.* Demerits will reset each quarter (For example, if a student has 2 demerits and the quarter ends, the student will start the next quarter with 0 demerits).

Offenses include:

- Unauthorized cell phone/technology use; i.e., including anything other than text communication, ear buds being used, etc.**
- Uniform violation
- Failure to bring supplies to class: i.e., books, assignments, notes, etc.
- Unauthorized use of food/beverage in class (including chewing gum)

- Disrupting class: i.e., interrupting students/teacher, talking, playing with pens, etc.
- In off-limits area of campus; i.e., adjacent properties, maintenance closets, storm shelters (this also applies to students being in classrooms/buildings without permission)
- On campus driving violation: i.e., students driving recklessly, speeding.**
- Tardiness (to school and class)
- Abusing school property: i.e., writing on desks, tearing up books, etc.
- Academic failure: i.e., failing to turn in work on time, etc.

*Due to the specific nature of each situation, teachers reserve the right to make any offense an office visit.

**These issues can result in the student losing the privilege for the semester/school year (driving and cell phone use).

Office Visits: There are seven basic behaviors that Regents will not tolerate on campus, online, or as a representative of the school, and hence, will result in immediate discipline. Those behaviors are:

- i) 1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
 - ii) 2. Dishonesty while at school, for things such as lying, cheating, and stealing.
 3. Rebellion/Lack of submission, i.e., outright disobedience in response to instructions, repeated disregard for correction or school standards.
 4. Fighting, i.e. striking in anger with the intention to harm another student.
 5. Verbal attacks, i.e. fighting with hurtful words, slander, or gossip.
 6. Obscene, vulgar, profane or unedifying language; particularly any irreverent use of the Lord's name.
 7. Any offenses according to state and federal law, i.e. alcohol, drugs or weapons on campus
- The Head of School, in conjunction with the student's parent or guardian, will determine the nature of the discipline. This may be restitution, janitorial work, parental visit with the child, or any other measures consistent with biblical guidelines that may be appropriate. The Head of School reserves the right to send the student home for the day if necessary. Corporal punishment will never be used as a means of school discipline.
 - If for any of the above, or other reasons, a student receives discipline, the following accounting will be observed within either semester of the school year:
 - a. Whenever a student is sent to the office for discipline, the student's father or primary guardian will be contacted by note, email, or phone call and informed of the plan of action. The parents' assistance and support in averting further problems will be sought.
 - b. The second office visit will be followed by a personal meeting with the student's parents and the Head of School and/or member of the

administrative staff. Again, the parents will be asked to work with the school to develop a plan of action.

- c. Should the student require a third office visit, a two-day unexcused suspension will be imposed on the student.
- d. If a fourth office visit is required, the student will be required to attend an expulsion hearing before the Board.

V. PARENT/TEACHER COMMUNICATION

A student's successful experience at Regents depends upon open communication between the family and the school. This requires persistent effort on both sides combined with mutual trust and respect. It is the school's desire that open communication will occur regularly between teachers and parents regarding all strengths and weaknesses in the classroom.

Conflict Resolution

To settle matters of disagreement or miscommunication, Regents holds to a biblical model of conflict resolution as seen in Matthew 18. When a problem or question relating to a child does arise, the first step is to discuss it in a conference with the parents and teacher. If this conversation does not resolve the problem, then a meeting with the parents, teacher and the Head of School should be scheduled. If conflict or confusion remains after these two meetings, then a final meeting with the parents, the teacher, the Head of School and the Board will be scheduled. At this time, the Board will make the final recommendation as to how the matter should be resolved. If you have other concerns that relate to curriculum, policies or procedures, please contact the Head of School.

Renweb and Parent Alert

Renweb is the primary means of electronic communication from the school to families. Parental permission is obtained through a Renweb form. Report Cards are sent through Renweb for Grades K-12. Grades 4-6 can view the grading marks in each subject area using the Renweb app. Grades, notice of demerits, and homework is communicated through Renweb for the Upper School.

In case of an emergency situation including inclement weather during the school day, parents will be alerted in a text message or voice message using Renweb's Parent Alert.

Written Communication (Early Education and Lower School)

All written communications sent home to parents will be sent on Monday or the first day of each week. Parents have the opportunity to learn what will be studied in each subject area through the *Week at a Glance*. Teachers will also use this to remind parents of important upcoming dates: test dates, quizzes, field trips etc. Parents need to consult this publication on a weekly basis. Graded papers will be returned on a weekly basis on a set day determined by the teacher.

Conferences

Parent-Teacher conferences are scheduled two times during the school year. These conferences are offered on the last day of the first and third nine week periods. Additional conferences may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences.

Classroom Visits

Regents considers the parents an integral part of the education process. Parents may wish to visit their child's class on occasion. If you wish to be involved in the class on a regular basis, please consult your child's teacher. Please bear in mind that frequent classroom interruptions can be a deterrent to a productive day. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom. Visits should be scheduled in advance with the teacher.

VI. THE SCHOOL DAY

Personal Belongings at School

Students should only bring to school those personal belongings that are necessary to the school day. Toys or other personal items should be left at home. These items are a distraction to the school day and are easily lost or broken if brought to school.

“No School” and Emergency Announcements

In the event of bad weather, school closings or delayed openings will be announced using Renweb’s Parent Alert and the Facebook page. A school-wide Parent Alert (text or voice message) will be sent and Facebook will be updated as soon as this information is available. Decisions will be made specific to Regents School of Oxford. Since many families live outside Lafayette County, Regents will not necessarily follow the city or county school district decisions.

Messages/Deliveries

Only in case of emergency will classes be interrupted to deliver messages from home. In such cases parents may call the office to have the message delivered to their child. In the event that a parent needs to deliver an item to the student, the parent should take the item to the office.

Chapel

Every Wednesday a 30-minute chapel assembly is held for 1st-12th grades. Early Education holds chapel every other Wednesday at 8:45. Students are expected to wear their chapel attire on these days (see the Dress Code). Chapel is intended to be an opportunity for the school family to meet together for announcements, singing, Scripture recitation, and the study of God’s Word.

Parents, family members, and guests are always welcomed and encouraged to attend any and all chapel services. A schedule for class recitations will be sent home and posted on the website at the beginning of each school year. Weather permitting, Grades 1-12 chapel services will be held outdoors during the months of August, September, October, April, and May. During the cooler months, chapel will be held in the gymnasium. Students need to dress appropriately for the weather on outdoor chapel days. Early Education chapels are held in their building.

Lunch

The daily lunch period for Grades 1-5 is 11:15-11:45 in the gym. Grades 6-12 eat lunch from 11:50-12:15. Catered meals are available each day and can be ordered a week ahead through a weekly school-wide email. Lunch orders can be cancelled by contacting the school before 9:30 on any day. Milk and water may also be purchased from the school. Parents can pay in advance for a milk card or students may pay \$.75

for a carton at lunch.

The drink machine in the gym is not available to Lower School students during lunch and recess times.

Homework

The purpose of homework is to equip students with the necessary tools for learning, involve parents in the learning process, establish the disciplines and habits that foster responsibility, and reinforce the concepts presented by the curriculum during the school day. It is not meant as busy work; therefore, teachers should only assign homework when necessary.

Homework includes all assignments related to specific subjects, spelling, corrections of past papers, research papers, book reports, reading and any special projects assigned by the classroom teacher.

Parents are encouraged to help their students, however, the parent should never do the homework for their student.

With each student and at every grade level the time for homework will vary. The following guidelines are *suggested* limits by grade level that should allow for completion of homework by most, but not all students:

K/1 st Grades	15 minutes for math worksheet and math memorization; 15 minutes of reading with parents
2 nd Grade	20 minutes for assignments and math memorization; 15 minutes of reading with parents
3 rd Grade	30 minutes for assignments and math memorization; 15 minutes of reading with parents
4 th Grade reading	40 minutes for assignments; 15 minutes for assigned reading
5 th Grade	70 minutes for assignments and assigned reading
6 th Grade	80 minutes for assignments and assigned reading
7 th /8 th Grades	approximately 1.5 hours for assignments and reading
9 th Grade and up	approximately 2 hours for assignments and reading

The objective is for students to complete the assignments within these guidelines,

however students are not restricted to these time limits. They are offered to assist parents in controlling the maximum amount of time spent on homework. **Parents whose students are having difficulty completing the assignments within these guidelines should let the classroom teacher know so that parents and teachers can work together to find the appropriate assignments for each student.**

In order to promote family worship and church attendance, it is the policy of Regents to *minimize* homework assignments on Wednesday and Sundays.

Physical Education, Recess, and Outdoor Activities

Involvement in outdoor activities is an integral part of education at Regents for all students. We are training the body, as well as the mind, soul, and spirit. All students will participate in a variety of outdoor programs including recess and Physical Education.

Students who are not able to participate in outdoor activities must present a dated note to their teacher signed by the parent or guardian, indicating the specific reasons for not participating. Exceptions may be made depending on the nature of the illness and weather conditions. If there are medical reasons for restricting a student's involvement in outdoor activities, it is necessary to have a doctor's statement indicating the reason.

Regents students are expected to display team spirit, loyalty, and good sportsmanship at all times. Good sportsmanship means that students:

- Never hiss, boo, or make disparaging remarks about the opposing players, referees, teammates, coaches, or fans.
- Play hard, making every effort to win, but never playing outside the rules.
- Never attempt to injure opponents.
- Acknowledge good play, whether by our player or the opposing player.
- Never boast in winning ("showboating"), nor make excuses in losing.
- Accept responsibility for personal mistakes.
- Practice safety and follow the instructions of the coach/teacher.

Extra-Curricular and Afterschool Activities

To enrich the lives of our students, RSO offers many extracurricular activities and competitive sports. Parental involvement will be sought to help organize successful enrichment activities as part of the school and parent partnership.

- Student participation in these activities is optional.
- All school standards and codes of conduct apply during school-sponsored activities.
- Most activities are fee-based: students are charged fees for participation to cover program expenses.
- Students staying afterschool for extracurricular activities must report to the carpool area or the designated practice pick-up area at 3:00. Adults leading the activity must pick up students from the carpool area or designated location.
- Siblings of involved students are not allowed to stay afterschool unsupervised.

The school will not be liable or responsible for siblings during extracurricular activities.

- Some extracurricular activities meet off campus. Parents are responsible for providing transportation to these events.
- Students will not be allowed to change clothes for off campus events unsupervised. Parents may allow students to reenter the building to change after they have been picked up.
- Accommodations for transportation should be made before school and communicated clearly to the student. Carpool tags are required for students to leave campus with an adult other than their parents.
- No Upper School extracurricular activities or practices may be held during Mid-term exams or Final exams.

VII. POLICIES AND PROCEDURES

Attendance

Students are expected to be present at school every day school is in session. RSO has a shorter school day, school year, and ample holidays—absences are highly discouraged.

Arrival and Tardiness

The school is open and supervised from 7:30 a.m. The school day begins promptly at 8:00 a.m. Students who arrive in the classroom after 8:00 a.m. are considered tardy. If a student arrives after 8:15 a.m. the parent should sign the student in at the office with a simple explanation. Tardies for students in Grades 7-12 are kept hourly and available to parents on Renweb.

Absences

Students who arrive after 8:30 a.m. or leave before 12:00 noon will be considered absent. If a student is absent, then a written excuse (either handwritten or emailed) must be given to the office. ***Students who miss ten days of school per semester (twenty per year) will be in jeopardy of repeating their current grade.***

Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact the teacher by note, phone, or email if they want to pick up work assignments. Upon returning to school, students must bring a note explaining their absence to the office or a parent can send an email. When extended absences are voluntary (vs. emergency or illness), we request that the student(s) work ahead. This eliminates a significant amount of makeup work and helps the student keep up with the pace of the class.

Excused Absences: Absences resulting from illness, family emergency, or family vacations will be excused when a written excuse (either handwritten or emailed) is turned in to the office. A doctor's excuse is necessary for absences due to scheduled appointments.

Unexcused Absences: Absences are deemed unexcused when written excuses (either handwritten or emailed) are not turned in to the office. Absences without parental consent are unexcused.

Students must make up all major tests and assignments that are missed. Students will be given one day for every day missed to complete assignments. Grades may be reduced by one letter grade for unexcused absences. This does not apply to previously announced assignments

Leaving School

Students cannot leave school without parental permission. Students must always check in and out at the office when not arriving or leaving at normal arrival and dismissal times. A parent or guardian must sign students out whenever they leave campus. Students must be picked up in the office area. Parents must contact the school in writing through a note or email if a student is allowed to leave campus using his or her own car during school hours.

Truancy

Deliberate absence without parental knowledge and permission will result in at least a one day suspension. All work due on the day or time of the unauthorized absence must be turned in the day the student returns to school. All quizzes or tests missed must be taken the day the student returns and the grade will be reduced by one letter grade.

Illness and Permission to Leave School

Students needing to leave school prior to the end of the school day due to illness may use the office phone to call home to call their parents

Medicine Authorization

Medication which may be required by a student during school activities must be supplied by a parent and brought to school in the original container, properly labeled with the name of the student and identification of medication, dosage, and the time to be administered by an appointed staff member. If possible, medications should be taken before and after school.

Policies on Illness

The school defines illness as any of the following symptoms. These symptoms include but are not limited to:

- A fever over 99.9 F; a student must be fever free without taking Motrin, Tylenol or other fever reducing medications for 24 hours before returning to school.
- Signs of possible severe illness such as uncontrollable coughing, difficulty breathing, wheezing, persistent crying, or lethargy
- Green/yellow/brown mucus coming out of the nose or mouth; student will need 24 hours of antibiotic treatment before returning to school.
- Vomiting or uncontrollable diarrhea or stomach flu of any kind; student may not return to school until he/she has gone 24 hours without vomiting or diarrhea.
- Any type of rash or questionable bumps or red spots which appear contagious; students can return to school with a doctor's written permission.
- Redness and drainage from the eyes; student must receive 24 hours of antibiotic drops for conjunctivitis or pink eye before returning to school.
- Lice; student may return to school once the lice have been treated and no live lice are present in the student's scalp.

Please do not send your child to school if he/she exhibits any of these symptoms. We ask that you keep your child at home until symptoms are no longer present.

If a child becomes ill at school, he or she will be sent to the office or an assigned room until a parent or authorized adult can pick them up from school.

Should a student contract chicken pox, influenza, lice, or another contagious illness, timely notification to the school is requested so that other students who may have been exposed may be contacted and spread of illness can be minimized. Note: if a case of lice is reported in a class, the office staff may conduct a check of students in the effected class.

Students that are missing class due to illness should not attend other school events on campus.

Behavior/Discipline

Please see Section IV on School Culture

Grading Policies

On quarterly report cards, students will be evaluated in two overarching categories: Habits of the Mind and Habits of the Soul. Habits of the Mind will include all academic subjects. Habits of the Soul will include character traits that we desire to develop in the students. Grades will be determined in the following manner:

In PreK through Grade 3, students will be evaluated for Habits of the Mind using skills based assessment rather than percentage grades. Teachers will give broad assessments on a student's skill level in each academic area using the following scale:

Grades PreK-3

E - Exemplary, Appropriate Mastery of the Habit

Student has mastered the material in a way that is worthy of being imitated.

S - Satisfactory, Moving towards Mastery

Student is successfully progressing through the material.

N - Needs Improvement

Student is making some, but less than satisfactory, progress with the material.

U - Unsatisfactory, Not Progressing at an Appropriate Rate

Student is not making progress with the material.

NC - Not covered this Nine Weeks

In Grades 4-6, students begin transitioning to more traditional grades. The following

scales will be used when appropriate:

<u>Grades 4-5</u>		<u>Grade 6</u>	
E+	100-96	A+	100-96
E	95-94	A	95-94
E-	93-90	A-	93-90
S+	89-86	B+	89-86
S	85-84	B	85-84
S-	83-80	B-	83-80
N+	79-76	C+	79-76
N	75-74	C	75-74
N-	73-70	C-	73-70
U	69-0	F	69-0

In Grades 7-12, the following scale will be used to award percentage grades in all academic areas:

<u>Grades 7-12</u>	
A+	99-100
A	96-98
A-	93-95
B+	90-92
B	85-89
B-	81-84
C+	77-80
C	73-76
C-	70-72
F	0-69

*Note that any percentage below a C- is a failing grade at Regents.

Progress Reporting

In order to maintain good communication between teachers, students, and parents, graded papers will be returned in a timely manner. Parents are expected to review these grades and contact teachers immediately with any concerns. Teachers in Grades 4-12 will consistently input student grades in Renweb. Lower grades (PreK-3rd)

maintain an emphasis on development of skills rather than grades on papers.

Parents in Grades K-12 will receive the report card at the end of the quarter via email. Report cards for PreK will be hand delivered to the parent. Note: Report cards may be withheld if the student or family has outstanding fees.

Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing grade or an unsatisfactory conduct grade for the quarter. Progress Reports will be sent home at the midterm of each quarter if a student has a failing grade for the 2017/2018 school year on the following days:

- Quarter 1: September 13, Wednesday
- Quarter 2: November 8, Wednesday
- Quarter 3: February 7, Wednesday
- Quarter 4: April 18, Wednesday

Probation Policy

Students who do not remain in satisfactory academic or behavioral standing will be placed on probation during the next progress-reporting period or, in the case of behavioral standing, the remainder of the current progress-reporting period. During that time, parents will need to communicate with the teacher on at least a weekly basis to address the improvement needed in the particular area(s). If at the end of the progress-reporting period sufficient progress has not been made, then parent, teacher and the Head of School will meet to discuss the student's future.

The following may take place:

- Student is asked to withdraw immediately, or
- Student is given a second probation period of two to four weeks; then, if no progress is evident, the student will be asked to withdraw. In either case tuition will not be refunded.

Promotion Policy

The following minimal criteria are guidelines for student promotion:

- Year-end, all-subject average of "S-" (PreK-Grade 5) or "C" (Grades 6-12)
- Conduct average rating of "3" or better
- Teacher's recommendation based upon projected success in the next grade

If all criteria are met, the student is promoted to the next grade. If some, but not all criteria are met, the teacher will make the recommendation/decision on whether a student should be retained. If parents disagree with the teacher decision, then the Head of School will review the case and determine the necessary retention, remediation, or promotion to the next grade. Parents may make a final appeal on this decision to the Board. The Board, as always, will be the final authority.

The Habits of the Soul

As we strive to develop the Habits of the Mind, Regents also desires to grow the heart of the child. For this reason, we have developed a list of character attributes that we feel reflect the nature of Christ. These traits are defined below as the Habits of the Soul. Although we do not desire to judge the soul of a child, Scripture does clearly state that behavior reflects what is in our heart.

Students in PreK-Grade 5 are evaluated on the report card for the following standards:

- Respects Authority
- Respects & Serves Others
- Takes Initiative
- Active in the Learning Process
- Makes Good Decisions
- Embodies Humility
- Exhibits Integrity
- Forgives Others
- Listens & Follows Directions
- Takes Responsibility

These attributes will be evaluated each term on the report card using the following scale:

Behavior/Character:

- 4- Exhibits behavior in a manner that exceeds expectation.
- 3- Exhibits behavior in a developmentally appropriate manner.
- 2- Struggles to exhibit behavior in a developmentally appropriate manner.
- 1- Fails to exhibit behavior in a developmentally appropriate manner.

Dress Code and Uniform Policy and Procedures

Uniform regulations have been adopted by the school in accordance with the school's guiding principles that call for a tasteful and **modest** lifestyle. Students should be clean, well-groomed, and conservatively dressed on campus and at school functions.

- We require that all students obtain their uniform from the approved supply source in order to ensure a consistent quality and appearance.
- Chapel day is on Wednesday; students are expected to wear the chapel uniform.
- PE days are specified by class:
 - PreK-Grade 6 students will wear PE uniforms all day.
 - Grades 7-12 students will wear PE uniforms for physical education

classes only, changing into their standard uniform for academic classes.

In the event that a student is not wearing the appropriate uniform:

- PreK-Grade 6: the parent may be verbally notified the first time. For each successive incident, the child will be issued a Communication Slip (i.e. a Pink Slip). Depending on the level of the infraction, the parent may be called to bring the appropriate article of clothing before the child is re-admitted to class
- Grades 7-12: The student will be issued a demerit. Depending on the level of the infraction, the parent may be called to bring the appropriate article of clothing before the student is readmitted to class.
- If lack of submission to the dress code becomes a habitual problem, then it will warrant an office visit with disciplinary action.

Food, Chewing Gum, and Drinks

Students may not chew gum in class. Other food and drink may be consumed only at lunch, or at an appropriate snack time designated by the teacher, not during class. Students may purchase drinks from the kitchen.

Money at School

Students should not bring large amounts of money to school. Parents may consult the teacher when exceptions need to be made regarding school projects or excursions.

Technology Policy

- General:
 - Cell phones should not be visible or in use during the school day without teacher permission. If the student needs to call home during school hours, he needs to use a school phone.
 - No ear buds or headphones on campus
 - Upper school students may not have their phones out in the Lower School building before or during school hours or Lower School dismissal.
- If a student is found using a personal phone from 8:00am-3:00pm the following consequences will occur:
 - 1st offense: phone confiscated and picked up in office at end of the day
 - 2nd offense: phone confiscated and picked up at the office by the student's parent at the end of the day
 - 3rd offense: student suspended from school for one day
- Early Ed/Lower School:
 - As a general rule individual students will not be allowed to use phones or tablets in the classroom.
 - Students may use them at the teacher's discretion in the classroom for a *classroom* activity.
 - No electronic devices may not be used at recess, lunch, or dismissal.
 - If a student has a phone, it needs to remain off and in their backpack during the school day.
- Upper School
 - Students may only use phones for communication purposes in their lockers during breaks between classes. They may not use them to take pictures, play games, etc.

- All phones, apple watches, tablets, or laptops must remain in their lockers unless permission is granted by teacher for a classroom activity.

Expenditure Reimbursement

Donations of supplies and equipment are gratefully appreciated. Parents who desire to be reimbursed for expenses must obtain written approval from the Head of School prior to expending the funds.

Emergency Drills and Events

Emergency drills will take place periodically.

- Fire Drill- To signal a fire drill, the school bell will ring a long, extended ring
- Tornado Drill - To signal a tornado drill, the school bell will ring 3 short rings.
- Lockdown Drill- To signal a lockdown drill, the command “lockdown” will be given.

In the event of severe weather during school hours, administration will closely monitor all weather warnings and take appropriate action. Students who drive themselves will not be allowed to leave campus if a severe weather warning is in effect.

Homeroom Parents

At the start of the school year, a Homeroom Parent will be appointed with input from the teacher, RPA, and Administration to serve in each classroom. Homeroom Parents serve as ambassadors between the RPA, the school Administration, the teachers and families in each class. The Grammar School Homeroom Parent Chair, as a member of the RPA Executive Committee, will meet regularly with all homeroom parents to provide support and guidance throughout the school year. All Homeroom Parents are encouraged to attend RPA meetings to remain informed about all events and activities that are taking place at the school. Responsibilities of Homeroom Parents are as follows:

- Support the teacher in prayer and in meeting classroom needs.
- Organize and recruit volunteers for class parties.
- Assist with special RSO events and class field trips.
- Assist with individual class fundraising. Remember that all class fundraising projects must be approved by the Development Committee of the RSO Board.
- Communicate with other parents in the classroom.
- Function as Christ-centered ambassadors in the classroom.
- Encourage parents with issues to discuss them directly with the teacher. Work toward Biblical, God-honoring communication. Be approachable and available to answer questions for classroom parents.
- Encourage and lead in a humble manner.

(1)

Bullying Policy

“Bullying” means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a

student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear or damage to the student's or staff member's property

“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

Students who fit this profile will be subject to the following:

- 1st offense - Office visit
- 2nd offense - Suspension
- 3rd offense - Expulsion

The Head of School has the prerogative to expel a student upon a first offense he deems severe enough to merit the punishment. Immediate expulsion would require a board vote, affirming the Head of School's decision.

Birthdays/In-class Entertainment Guidelines

Recognizing the fact that teachers and students will want to have, from time to time, a party or other form of entertainment in the classroom, these guidelines present standards that should provide consistency in the allowance of entertainment. All on-campus activities must be teacher selected.

Birthday Parties:

- Parents are asked to notify the teacher if they wish to bring cupcakes or cookies to the student's class during the snack/lunch time on the student's birthday.
- Invitations to private birthday parties may only be distributed at school if all the children from the same student's class are invited. Invitations to “girl-only” or “boy-only” parties may be distributed if all children of that gender from the student's grade are invited.

Holiday Parties:

- Holiday parties should not exceed 45 minutes in length, unless it is coupled with lunch, in which case only 45 minutes of class time may be used.
- Holidays can be recognized in the following ways:
 - Halloween: No celebrations of this event due to controversial nature. Out of respect for parental standards, teachers will neither discourage nor encourage traditions such as trick-or-treating.
 - Thanksgiving: Teachers should include a major educational emphasize on the historical and biblical purpose of this holiday. Fall parties may be held.
 - Christmas: Class parties may be held. This is time when we focus on the fact that we are a Christian school and make our major emphasis on Christ's

- birth and His mission. Teachers (and class decorations) will neither discourage nor encourage traditions such as Santa Claus, Elf on the Shelf, etc. in order to respect parental standards.
- St. Valentine's Day: Class parties are permitted in Lower School. Care should be taken to emphasize the Christian nature of St. Valentine
 - Easter: Classes should have a special emphasis on the work of Christ through his life, death, burial and resurrection. Out of respect for parental standards, teachers should neither discourage nor encourage traditions such as hiding eggs and the Easter Bunny.

Lost and Found

Articles found on campus should be turned in to the office. Please check the office periodically for any missing items. Remember to clearly mark all school supplies, personal belongings, lunch boxes, backpacks, etc. Because students wear identical uniforms, it is advised to individually label ALL articles of clothing, including but not limited to, shirts, pants, jackets, vests, sweaters, socks, and shoes. All items in lost and found will be discarded on the last day of each semester.

Textbooks and Supplies

Textbooks and resource books are issued at the beginning of the school year and at other times during the year. Students are required to replace or pay for any permanent textbooks, library books, and supplies given them if they are damaged or lost. The student's report card may be withheld if there are any outstanding fees.

Student Service Philosophy

Students at Regents are responsible, with other members of the school community, for maintaining and protecting the campus environment. They are expected to lend a hand in a cooperative manner toward the physical upkeep of the school. The students' pride in the school, personal satisfaction, and responsibility for a job well done are the ultimate goals of student service at Regents.

Regents Parent Association

Formation

The Regents Parent Association ("RPA") was established in 2011. The RPA is the community of Regents parents working together to promote the mission of Regents School of Oxford while supporting the various needs of the staff, students and families.

Purpose

1. Promote ideals of the school.
2. Foster a sense of community.
3. Encourage the building of lasting relationships between parents.
4. Facilitate parent involvement.

5. Assist teachers in enriching the learning experience.
6. Assist the Administration of RSO in activities and special events.
7. Coordinate and disseminate information about events sponsored by RPA.
8. Assist the school and community with fundraising for specific school-wide needs.

Membership

All parents or guardians of children attending RSO are members of RPA.

Membership Responsibilities

- A. All members are encouraged to serve in school activities and events by volunteering in a purposeful way that matches God-given gifts and talents. As stated in 1 Peter 4:10 “Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.”
- B. Members are encouraged to serve on RPA committees.
- C. RPA members are encouraged to work together in love and humility. All members’ manner should be consistent with that described in 1 Peter 5:5 “... clothe yourselves with humility toward one another, for God is opposed to the proud, but gives grace to the humble.” And also, in Philippians 2:3, “Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself.”
- D. All members are encouraged to attend RPA meetings.

Executive Committee

- A. The Executive Committee shall be comprised of the following:
 1. RPA Chair
 2. RPA Chair-Elect
 3. Treasurer
 4. Treasurer-Elect
 5. Secretary
 6. Grammar School Homeroom Parent Chair
 7. School of Logic Representative
 8. School of Rhetoric Representative
 9. New Family Host Chair
 10. Parent Education Chair

11. Fund Development Chair

12. Ministerium Chair

- B. Eligibility requirements necessary to serve in a position represented on the Executive Committee
 - 1. Must have completed one full year as a parent at RSO before serving on the RPA Executive Committee.
 - 2. Must be financially in good standing with RSO.
 - 3. Must read two approved books on Christian Classical Education as approved by Parent Education Chair.
 - 4. Must have an eligible child (as determined by Administration) enrolled in RSO.
- C. The term of office for all executive members is one year.

VIII. Field Trips

Field trips are an important part of our educational program; they not only enrich our curriculum but also involve parents in the teaching and learning process beyond our campus. Students, parents and teachers are expected to conduct themselves in a manner that brings credit to the school and glory to God.

Guidelines: Field Trips must be requested and approved by the Administrative Committee before the beginning of each semester before they can be scheduled on the school calendar. Field trips generally need to be taken before May 1st, to protect students from missing other subject area classes during the last weeks of school.

Authorization: Parents will also be asked to sign a Parental Authorization Release Form at the beginning of the year to be placed in each student's file. Teachers will also send home a Permission Slip containing important information regarding the trip that will need to be signed and returned before the trip. Any student lacking the proper parental authorization will not be allowed to attend the field trip.

Transportation:

- Transportation typically is provided by parents in private cars
- Car assignments for parents and students will be made by the office
- Parents wishing to travel apart from the group will be responsible for paying their own gas expenses
- All parents and students must respect and follow all state laws such as seatbelt/booster seat use and speed limits.
- If transportation other than private cars is to be used on the trip, then parents must be notified in advance of the intended transportation and route so that they can make appropriate decisions for their child's personal safety.

Cost: Any fees associated with the trip, must be paid in full before the child is allowed to attend a field trip.

Uniform: Students must wear the indicated school uniform on all field trips. Teachers will notify parents regarding appropriate attire during "free" time on the trip. In the event of swimming or water activities, one-piece swimsuits are required for girls and modest board shorts are required for boys.

Parental Involvement and Supervision: Parental involvement and supervision are needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers, facilitators, etc. to provide these experiences in the safest, most affordable, and enriching manner possible. Nonetheless, the teacher is the final authority on all decisions regarding trip planning and discipline.

The school does not generally cover the cost of the drivers' and chaperones' admissions and other costs. Parents should plan to pay out-of-pocket for all expenses including gas expenditures. When possible the school will include gas money in the cost of the field trip.

The role of the parent chaperone is critical to the success of the field trip. Parent

chaperones have the primary responsibility for the children assigned to them by the teacher. They should assist the teacher to ensure that students are chaperoned at all times during the trip. If disciplinary issues arise, the teacher should be notified immediately.

Siblings: Siblings and guests are not allowed to attend field trips.

Student Behavior: Students are held to a high standard of behavior on field trips. They are expected to listen attentively to presentations, speak, and act respectfully to each other and to adults. Students will obey and follow the instructions of the teacher, parent chaperones and tour leaders promptly and without question.

Failure of a student to conform to the behavior expected will result in disciplinary action during the trip and/or upon the student's return to school following the trip. Teachers will give instruction to parents and students as to the expected standard of behavior on the trip. **All SCHOOL POLICIES AND PROCEDURES APPLY DURING A SCHOOL TRIP.**

Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip. This is extremely important because individuals who become separated from the group pose a threat to their own safety, as well as cause the rest of the group to miss scheduled events. ***These trips are organized as a class activity and should never be viewed as an individual or family outing.***

Electronics: Students are allowed to bring electronic devices such as mp3 players, video games, and DVD players. In order to build relationships with other students, the school asks that students limit the time that students are "plugged in" during school trips. The following guidelines should be followed in regards to electronic devices:

1. Students should only use personal cell phones to stay in contact with parents. Personal calls and texting during a trip are prohibited.
2. Electronic devices should only be used during travel time and not be used in the hotel rooms.
3. All games and videos viewed by a group must be approved by the teacher.
4. All music should be played through speakers-not headphones-so that adults can be sure that it is appropriate for a school trips. No lyrics with profanity or vulgar language are allowed.

Accommodations: When staying at a hotel or other lodging facility, students are prohibited from visiting each other's rooms, except when a teacher or parent is present to give permission and supervise the visit. Students are expected to respect each other's property and to regard the luggage of others as private. All students must stay in the designated accommodations for the class. Sleeping arrangements shall be made through the school so that there is adult supervision of students at all times. In case of questions regarding sleeping arrangements, the teacher will make the final decision. Parents and students are expected to share rooms to limit costs. If a private room is requested, then the parent will need to pay for the additional expenses.

X. AFFILIATIONS

Regents School of Oxford is a member of and accredited by the Association of Classical and Christian Schools (ACCS).

Regents School of Oxford is also a member of the Association of Christian Schools International (ACSI).