



REGENT PREPARATORY SCHOOL
— OF OKLAHOMA —
A CLASSICAL CHRISTIAN EDUCATION

2013-2014
Grammar School
Student Handbook

TABLE OF CONTENTS

Welcome

Our Name.....	3
Our Motto.....	3
Our Mission.....	3
Our Method.....	3

Attendance

Arrival.....	4
Morning Devotions and Chapel.....	4
Play Time.....	4
Lunch.....	4
Dismissal.....	4
Automobile Safety.....	5
Absences: Excused, Unexcused.....	5
Appointments.....	5
Make-up Work.....	5
Illness and Permission to Leave School.....	6
"No School" Announcements.....	6
Tardiness.....	6

Standards and Procedures

Admission	6
Dress Code	6
Girls' Uniform Requirements.....	7
Boys' Uniform Requirements.....	7
Campus and Classroom Visits.....	8
Contacting Faculty Members.....	8
Candy, Gum, and Soft Drinks.....	8
Field Trips.....	8
Fire and Severe Weather	9
Gifts to Faculty.....	9
Library.....	9
Live Animals at School.....	10
Lost and Found.....	10
Medication	10
Money at School	10
Offices.....	10
Office Equipment.....	10
Textbooks and Supplies	10

Student Activities and Support

Birthdays	11
Class Moms.....	11
Communication.....	11

Special Events	11
Extracurricular Activities.....	11
Grandparents' Day.....	11
Parents' Council	11
Prayer	11
RamShop School Store	11
Semester Project.....	12
Student Service Philosophy	12

Financial Information

Tuition Schedule	12
Tuition Assistance/Scholarships	12
Medical Expenses	12

Decorum

Student Conduct Code.....	13
Courtesy.....	13
Classroom Behavior.....	14
Off-Campus Behavior.....	14
Foreign Articles.....	14
Disciplinary Measures.....	14

Academics

Curriculum	15
Homework.....	16
Test Policy.....	16
Grading System.....	17
Conferences.....	17
Academic Assistance	17
Tutoring.....	17
Academic Reports	17
Academic Probation.....	17
Promotion.....	17
Admissions Testing/Re-enrollment.....	17
Awards	17

Physical Education

Participation	18
Athletic Excuse	18
Health Release Certificate.....	18
Uniform Requirements.....	18
Athletics Policy/Sportsmanship.....	18

Annual Asbestos Notification	19
-------------------------------------------	-----------

Addendum

Statement..... 19

REGENT

PREPARATORY SCHOOL OF OKLAHOMA

WELCOME

Welcome to Regent Preparatory School of Oklahoma. We are excited about the new year. Please read the following information regarding school policies so that together we can have an effective learning experience.

OUR NAME

Webster's Dictionary defines a **regent** as "one who rules or administers during the absence of a sovereign." God made man in His image and gave him dominion over all of the earth. As believers in the Lord Jesus Christ, we are in active service until our Sovereign returns. We seek to be Christ-like and to be good stewards of all that He has entrusted to us. Stewardship includes educating our children by equipping their minds, sharpening their abilities, and developing their talents that they might also serve Him as regents.

OUR MOTTO

The Latin phrase **Fidelis Veritati** is our motto at Regent. It is translated "faithful to the truth." Psalm 117:2 states "The truth of the Lord endures forever." The timeless, unchanging truth of scripture is the foundation upon which a Regent education is built.

OUR MISSION

The mission of Regent Preparatory School of Oklahoma is to provide academically able students with a challenging educational experience designed to help them know, love, and practice that which is true, good, and excellent and to prepare them to live purposefully and intelligently in the service of God and man.

OUR METHOD

The School offers its students an education that is both classical and Christian. It is classical in that it draws deeply on the rich heritage of Western civilization and culture; it is Christian in that it recognizes the Bible as the final authority in matters of life and thought.

The School offers a rich humanities, arts, and social studies curriculum that merges the study of literature and the arts with the study of history and geography. Students will understand the present and gain perspective on the future through knowledge of the past. By studying those who have gone before, students are warned of evil and error and challenged to live virtuously and nobly. By evaluating the writings of outstanding thinkers from the past and present, they learn to think critically and biblically. And through exposure to literature and art, they are encouraged to express themselves creatively.

The School offers a mathematics and science curriculum that enables students to participate knowledgeably in the scientific and technological discussion of the modern world. From the early grades, the mathematics curriculum emphasizes real-life applications while simultaneously encouraging mastery of the concepts and skills that form the foundation of advanced study. The science curriculum provides students with a solid understanding of the world in which they live by offering direct, hands-on encounters with the wonders and laws of God's creation.

The School offers a physical education program that involves students in a variety of physical activities and sports designed to develop their physical fitness, athletic skills, and character. The School also offers many additional opportunities for learning in areas not covered by the traditional academic disciplines.

The School offers a nurturing community in which students are respected as unique individuals created in the image of God, each with special abilities and needs. Classes are small so that each student receives individual attention and has abundant opportunity to participate and lead. Students are taught by skilled and knowledgeable teachers who love children and are dedicated to helping them realize their highest potential—spiritual, intellectual, physical, social, and creative.

The School offers an environment in which its students can develop sound intellectual, spiritual, moral, and physical habits. The School believes that the best foundation for a responsible and joyful life is the early development of a disciplined lifestyle in the context of a relationship with Jesus Christ.

ATTENDANCE

ARRIVAL

Drop off begins at 7:55 a.m. Each student should be sitting at his desk ready to work at this time. **The student is considered tardy after 8:15 a.m.** A smooth beginning sets the tone for a student's effectiveness throughout that day. To assure student safety at morning carpool, students are not to be released from their cars until the teacher on morning duty is present.

MORNING DEVOTIONS AND CHAPEL

Monday through Thursday, the first twenty minutes of the day are spent in Bible readings, discussion, and prayer. The school systematically reads through the Bible every three years. The Bible reading schedule is sent home at the beginning of the month and is posted on the school website. Parents are strongly encouraged to read and discuss the Bible passages at home. Family devotional study plays a very important role in the spiritual development of each student.

The school holds a thirty-minute chapel each week for students in Enrichment III and above. Enrichment II students may occasionally be invited to attend. It is intended to be an opportunity for the School family to meet together for worshipful commitment to the Lord.

Students should:

- enter quietly and be seated promptly;
- maintain a reverent and respectful attitude, recognizing that this is a place of worship;
- realize that every speaker is entitled to courteous attention at all times;
- participate in singing, responsive reading, and prayer.

Parents, family members, and guests are always welcome at chapel. Due to the potential for distraction, siblings (ages 0-4) are not permitted to attend chapel. (Childcare is provided for siblings.) It is requested that students not leave their seats to join their parents once the speaker begins.

Students in Classes 6 and above also attend chapel service once each month that is designed for older ages. Information concerning these chapel services will be communicated in the Monday Memo.

PLAY TIME

Mid-morning, there is a 20-minute play period for Enrichment through Class 4. It gives the students an opportunity for short recreation under teacher supervision. Classes 5-6 are on a six-period schedule and will have several short breaks throughout the school day. These two classes usually have a morning physical education period along with some outdoor time during lunch.

LUNCH

Students in Class 3 and above bring their lunches to school or participate in the hot lunch program every day. Enrichment III through Class 2 students eat lunch at school on Tuesday and Thursday. Students in Classes 1 and 2 are required to bring their lunches. **Carbonated beverages, powdered mixes, glass containers, food containers with sharp edges, and candy are not allowed.** Students are expected to use good manners and appropriate voice levels at lunch. Students are not allowed to trade food or criticize the food being served or eaten. Each student is responsible for cleaning his lunch area. Please remember to include any utensils your child will need.

Family members and visitors are encouraged to join us for lunch. No special arrangements need to be made. The School requests that parents adhere to the same guidelines required of the students with regard to lunch contents.

If a parent wishes to bring lunch to a student, he should bring it before lunch and leave it in the designated area in the main hallway in order to limit distractions to the classroom. The student's name should be written on the lunch container.

If a child forgets his lunch, a parent may be called to bring lunch, or other children may share lunch with him. Repeated forgetfulness will be handled with other consequences.

DISMISSAL

- Enrichment II is dismissed at 12 noon each day.
- Enrichment III Monday/Wednesday/Friday is dismissed at 12 noon.
- Enrichment III Tuesday/Thursday is dismissed at 2:30 p.m.

- Classes 1 and 2 are dismissed at 12 noon on Monday, Wednesday, and Friday and at 2:30 p.m. on Tuesday and Thursday.
- Classes 3—8 are dismissed at 2:30 p.m. Monday through Friday.
- Classes 9 and above are dismissed at 3:15 p.m. Monday through Thursday and at 2:30 p.m. on Friday.

The School provides supervision of students for only fifteen minutes past the dismissal time. Should your child wish to remain on campus to play with friends, please use the designated safe area to park and let them out of the car. Parents are responsible for supervision during such times. Increased enrollment will require that added attention be given to the drop-off and pick-up procedures.

AUTOMOBILE SAFETY

- Follow the striping on the parking lot and be aware of children moving toward pick-up positions.
- Use designated pick-up and drop-off zones. Do not create your own.
- The crosswalks are available during busy traffic pick-up/drop-off lines.
- **DO NOT talk on cell phone while in line.**
- **DO NOT** leave your car or young children unattended.
- **NEVER** leave the engine running unless you are in your car.

When parking your vehicle, please do not block drop-off and pick-up areas.

ABSENCES

Recognizing the importance of family activities, the school encourages families to spend time together and to plan trips and special family getaways during the scheduled school holidays (Fall Recess, Thanksgiving, Christmas, Spring Recess, and summer). A student's absence during the school year causes additional strain on the child, the family, and the teacher. In an effort to define this issue further, absences are addressed in the following manner and are categorized as either excused or unexcused:

Excused:

Absences are considered excused in cases of illness, emergency, or marriages and deaths in the immediate family. Additionally, absences may be excused for special or educational circumstances upon written request to the Headmaster.

Unexcused:

All other absences, including those that extend a vacation or long weekend, are unexcused. In the case of an unexcused absence, tutorial help is not normally provided and it is a parent's responsibility to cover missed material.

A second extended, unexcused absence may result in an incomplete grade.
Misrepresentation in these matters undermines the School's ability to achieve its mission.

APPOINTMENTS

Leaving for appointments during the school day is discouraged. Appointments with doctors and dentists should be scheduled for after school hours whenever possible. Please do not schedule appointments during regular academic or physical education periods. **If an appointment during school hours cannot be avoided, the student should bring the teacher a note signed by a parent requesting permission for the student to be excused from class. Parents should not interrupt a class to retrieve a child. Office personnel will handle summoning a student to meet a parent.** All students should be signed out and back in at reception desk.

MAKE-UP WORK

When students in Classes 1 and above have an excused absence from school, they are not expected to complete all assignments before returning. Their teachers will consult individually with them when they return to develop a timeline for making up the work. Students may typically use as many days as they are absent to make up their work (absent two days, use two days to make up work). In the event of a long-term absence, parents may call the School early in the day to get assignments a student is missing and arrange to pick up any needed materials.

Students who schedule unexcused absences may request work one week in advance and should return to class having completed the work and ready to join the other students in their current studies. Parents may be asked to copy the needed materials for their child in the event the teacher is unable to accomplish this task in a timely fashion.

In Classes 4-6, a missed test or quiz as a result of an unexcused absence can be administered at the teacher's convenience during the first five days after the student's return. No credit will be lost in these cases. Any other assignments due during the absence are required within the prescribed number of days after the student's return. A letter grade will be subtracted from the grade for

each day the assignment is late beginning with the first full day after the prescribed days. For assignments given during the absence, the student will be given a reasonable period of time to complete them, determined by the teacher.

Absences are noted in each student's permanent record and absences resulting in poor academic achievement will be discussed with the student's parents and may result in additional action.

ILLNESS AND PERMISSION TO LEAVE

If a student is unable to attend school because of illness, a parent should leave a message at the School office or in the teacher's voicemail by 8:15 a.m. on the day on which the student will be absent.

Permission to leave school because of illness is granted by a teacher or the School nurse. Students who are ill should remain in the nurse's office until the parent arrives.

Please keep your child home until:

- 24 hours with fever under 100 degrees Fahrenheit with no fever reducing aids
- 24 hours with no vomiting
- 24 hours with no diarrhea

When a child returns to school after an illness, the parent should send a note or call the nurse or teacher explaining the nature of the illness.

Students arriving or leaving the campus during the school day must sign in or out at the reception desk.

"NO SCHOOL" ANNOUNCEMENTS

Typically, Regent will not conduct school if Tulsa Public Schools are closed for bad weather. However, circumstances do arise under which Regent's decision will not follow TPS. During hazardous weather conditions, school closing announcements can be heard on television channels 2, 6, 8, and Fox Channel 5, and on radio station KRMG (AM 740/FM 102.3). Parents may also check the Regent website for closing information.

TARDINESS

If a student is late for reasons beyond his control, a parent should send a note or escort student into school with a simple explanation. The student should check in at the office and receive a Notice of Late Arrival before going to class. If the student is late more than three times during a quarter, communication will take place with parent to rectify the problem. Please remember, students who are late detract from the learning environment for all students in the class. They also miss valuable time needed to transition effectively into their school day. Children are dependent upon the driver to get them to school on time. If tardiness persists, students will be asked to remain outside the classroom until Bible time is completed or an appropriate time is indicated by the teacher.

STANDARDS AND PROCEDURES

ADMISSION

Regent Preparatory School of Oklahoma admits students of any race, color, national or ethnic origin to all the 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 the administration of its educational policies, admissions policies, scholarships, loan programs, athletic programs, and other school-administered programs.

The School reserves the right to deny admission to a student if his ability, behavior, or emotional development indicates that he may not be best served by our school program. Testing for readiness for the student's entrance grade is required before acceptance.

DRESS CODE

Students are expected to be clean, well groomed, and neatly dressed in uniform whenever they are on campus and at school functions, unless special allowances have been announced. In accordance with the School's guiding principles, uniform regulations have been adopted which call for a tasteful and modest lifestyle.

- Non-regulation clothing may not be worn while in the classroom.*
- Hooded sweatshirts may not be worn in the classroom.
- Boys and girls must keep shirts tucked in.
- Girls' jumper or skirt hems should be no higher than three inches above the floor when kneeling.
- Girls may wear modest hair bows, headbands, or ribbons in any combination of the Regent school colors—red, navy, white, and gold—in styles similar to those sold by C & J Uniform (see school store).
- Students may wear watches that have alarm beepers. However, the beepers must be turned off at all times.

- Girls may wear a simple necklace, such as a pendant on a gold or silver chain (chokers are not permissible), a simple ring, a simple bracelet, and/or small stud earrings. Cloth, plastic, rubber, or leather jewelry is not allowed.
 - Boys may wear a simple gold or silver chain with a pendant but must keep the chain and pendant under their shirts. Cloth, plastic rubber, or leather jewelry is not allowed. No piercings or earrings permitted.
 - Nail polish and cosmetics are not permitted for students in Enrichment through Class 6.
 - Hair styles for both boys and girls should be in line with the objectives of being tasteful, modest, and well-groomed.
 - Due to safety concerns, shoes must be worn on campus at all times.
 - No logos, advertisements, or name brand identifications are allowed on uniform items, such as shirts, socks, or shoes.
 - Team logos and advertisements are not permitted on lunchboxes, backpacks, and other school items. Items with a small tag with a manufacturer's name are permissible.
 - As a general rule, outerwear will not be permitted in the classroom.
 - Minor infractions of the dress code will be handled with notes to parents or with other appropriate consequences. Students who are repeatedly in violation of the dress code will be sent home, or their parents will be called to bring the proper uniform to school. Detentions may also be assigned in these cases.
- *Occasional opportunities for “relaxed dress” may be announced throughout the school year; guidelines for these days specify no flip-flops, no short shorts, and no tank tops. Students' attire should remain tasteful and modest.

GIRLS' UNIFORM REQUIREMENTS

Enrichment

- White blouse with navy piping on collar and cuffs, long or short sleeve (C & J Uniforms)
- Navy jumper with brass buttons (C & J Uniforms)
- Navy bloomers or shorts (C & J Uniforms)
- Khaki pants* (optional) – elastic waistband preferred (C & J Uniforms only) – see temperature guideline below
- White socks (minimum 2” above shoe top); white tights; white cable knit knee socks during cold weather.
- White tennis shoes, saddle oxford tennis shoes, or leather saddle oxfords
- Navy or white cardigan sweater (v-neck, no pockets), with or without Regent crest, may be worn in classroom (from C & J Uniforms or other)

Classes 1-4

- White blouse with lace trim on collar— (C & J Uniforms)
- Navy and white hound's-tooth jumper—(C & J Uniforms)
- Khaki pants* (optional) – with brown belt or elastic waistband (C & J Uniforms only) – see temperature guideline below
- White socks (min. 2” above shoe top); white tights; white cable knit knee socks during cold weather.
- Black and white or navy and white saddle oxfords or saddle oxford tennis shoes, or white tennis shoes
- Navy or white cardigan sweater (v-neck, no pockets) with or without Regent crest (from C & J Uniforms or other of same style) may be worn in classroom

Classes 5-6

- White oxford shirt with button-down collar
- Navy and white hound's-tooth skirt (C & J Uniforms)
- Khaki pants* (optional) – with brown belt (C & J Uniforms only) – see temperature guideline below
- White socks (min. 2” above shoe top); or white tights; white cable knit knee socks during cold weather.
- Black and white or navy and white saddle oxfords or saddle oxford tennis shoes, or white tennis shoes
- Navy v-neck vest for chapel—Class 6 only (C & J Uniforms)
- Navy or white cardigan sweater (v-neck, no pockets) with or without Regent crest (optional) (C & J Uniforms or other of same style) may be worn in classroom
- Navy Regent sweatshirt or navy Regent fleece (optional) (no hooded sweatshirts or wind shirts in classroom)

* When the temperature is reported to be 25 degrees or below on KRMG.com, between 6:00 a.m. and 8:00 a.m., female students (E-II through Class 6) have the option of wearing a uniform khaki pant (C & J Uniform only).

BOYS' UNIFORM REQUIREMENTS

Enrichment

- White shirt—polo style, short or long sleeves
- Navy slacks or shorts – elastic waistband preferred.
- Dark socks with long pants

- White socks (minimum 2" above shoe top)
- Black leather athletic shoes. Shoes with velcro fasteners are preferred. Boys should wear shoes with laces only if they are adept at tying them. Deck shoes with leather laces are not recommended, as they come untied easily. High-top tennis shoes are not allowed.
- Navy Regent sweatshirt, navy Regent fleece, or navy crew neck sweater (C & J or other) (no hooded sweatshirts or windshirts in classroom)

Classes 1-6

- White oxford shirt with button-down collar, short or long sleeves
- Gray flannel pleated slacks or shorts (C & J Uniforms) or gray dress slacks (Lands' End under Regent approved school items)
- Navy blazer on Fridays for chapel (Class 6 only) (C & J Uniforms or other)
- School-approved neck-tie for chapel (Class 6 only) (C & J Uniforms or other)
- Navy crew neck or v-neck sweater, navy Regent sweatshirt, or navy Regent fleece (no hooded sweatshirts or wind shirts in classroom)
- Dark socks with long slacks
- White socks (minimum 2" above shoe top)
- Belt—black or brown leather
- Brown or black leather street shoes, brown or black leather deck shoes, or black leather athletic shoes with black laces, properly tied.
- Deck shoes with leather laces are not recommended, as they come untied easily. High-top tennis shoes are not allowed.
- Undershirts or t-shirts worn under uniform shirts must be plain white, without emblems, logos, writing, etc.

CAMPUS AND CLASSROOM VISITS

The School wants parents to feel welcome. They are valuable assets to Regent and to their children's education.

A parent who wishes to visit a child's classroom should call the office to check the schedule of available times. The School encourages parents to be involved in their child's education; however, frequent classroom interruptions can be a deterrent to a productive day. Please be aware of how your presence affects the classroom.

Parents and all other visitors to the campus must first sign in at the School office. If you have an appointment, the person who is expecting you will be notified or you will be escorted to a classroom. If you have no appointment, the office will attempt to accommodate your needs. All visitors are asked to respect the privacy of faculty and staff, as well as the general academic atmosphere. At no time is an unexpected visitor to interrupt a class in session.

CONTACTING FACULTY MEMBERS

Parents who would like to contact faculty may leave a message in the appropriate voicemail box. Faculty may also provide email or cell phone contact information. Teachers will attempt to return calls within twenty-four hours. To respect the privacy of faculty members, please refrain from calling their homes unless they have indicated otherwise.

CANDY, GUM, AND SOFT DRINKS

Consumption of candy, gum, and carbonated drinks by students is not allowed during the school day. Exceptions may be made for holiday celebrations at Christmas, Valentine's Day, and Easter.

FIELD TRIPS

Since not all learning takes place in the classroom, field trips are an important part of our educational program. Each class will participate in several local field trips each year. These excursions are supervised by faculty members and parent volunteers. During field trips, parents are asked to supervise the students and keep order. Please refrain from bringing siblings, as this can greatly increase the number of children and consequently diminish the learning experience for the students enrolled in the class. Also, it is important that chaperones not be distracted by siblings.

The class mother will inform parents about upcoming field trips and arrange transportation. Since faculty members cannot drive students in their cars, parents will provide transportation. An individual seat belt must be available for each student transported in a private car. Parents are asked not to serve food in cars unless a long, out-of-town trip is required, and then it should be a simple snack in order to respect each driver's property. Bottled water is recommended. Videos may not be played during field trips, and parents are asked to choose music carefully to respect the wishes of other parents in these matters.

Parents will be asked to sign a Parental Authorization Release Form at the beginning of the school year; the form will be kept in their child's file. Copies of these forms will accompany the teacher or driver on all field trips. On all trips, school uniforms will

be required unless other dress is prescribed. Parents of students with special medical needs (inhaler, medication, etc.) should consult with the teacher prior to the field trip to assure that the student's medical requirements are addressed. It may be necessary for the parent to accompany the child on the field trip to provide medical care.

Students are to represent the school favorably on all field trips, assuring our welcome return to places we visit. Fine behavior from our students will help to maintain these trips as part of our curriculum.

FIRE AND SEVERE WEATHER

Fire drills will be conducted regularly. They are essential for safety and order in case of an actual fire. The drill plan is posted in the office and in each room.

Occasionally the alarm system may malfunction. Students must always respond to an alarm as if it were an actual emergency. The safety of our students and faculty is a serious matter; therefore, tampering with the alarm system is considered a serious disciplinary matter.

When the School receives warning that a tornado may be nearby, "Code Gray" is announced on the intercom and additional warnings are issued verbally. Students should immediately take cover in designated areas away from glass.

GIFTS TO FACULTY

Please refrain from purchasing gifts for teachers. If you desire to express gratitude, please write a note, give flowers or food, or donate a book to the library in the teacher's honor. You may also contribute to the Faculty Encouragement Fund at the beginning of each school year. This fund is used to provide Christmas gifts and other occasional expressions of appreciation throughout the year. If a student wishes to express appreciation or affection for the teacher, consider gifts of food items made by the child. Flowers, notes, and other handmade items are also appropriate.

Teachers' birthdays may be celebrated during the final few minutes of the school day and should not involve treats distributed to students. Typically, class moms serve a special lunch to a teacher celebrating a birthday. A book may also be donated to the library in honor of the teacher.

Christmas gifts for teachers are handled by the Faculty Encouragement Committee. Students may make year-end gifts to express appreciation for the teacher's yearlong service, if they wish to do so.

LIBRARY

General Rules

- The library is open during school hours.
- Students may come to the library to read, study, or research.
- No food or drink is allowed in the library.
- No disruptive behavior is permitted.
- The atmosphere in the library must be peaceful and conducive to independent study.
- Students are responsible for all library materials they use or check out.
- Any student not following the library's rules will be asked to leave the library.
- Students should remember that classes are in session while they are visiting the library and they are to be quiet in the hallways.
- Younger siblings should be kept quiet in the hallways and in the library.

Procedures

The library is the center of academic life at Regent, a place for academic work, research, and recreational reading. All Regent students will visit the library each week to check out books. Students may also go to the library before school, during lunch, after school, and during class times with the permission of faculty. The library should have a quiet, academic atmosphere.

In addition to the library's main collection of books, there is a parenting resource section of books and videos.

Most books are checked out for a two-week period. The current issues of magazines may not circulate. For overnight use, some reference materials may be checked out at the end of the day and returned in the morning.

Lost Books or Magazines

Students are responsible for the library materials used and checked out. If items are lost, current replacement prices will be charged.

LIVE ANIMALS AT SCHOOL

Students must receive permission from a classroom teacher, science or nature studies teacher, or school nurse before bringing a live animal to school. All animals must be transported and displayed in an appropriate cage or container.

LOST AND FOUND

Small articles found on campus (jewelry, keys, personal items) should be turned in to the school receptionist. Clothing, water bottles, lunch bags, etc. should be taken to the location designated for lost and found. (Please do not leave these items on or around the reception desk.) Parents and students should check the lost and found items periodically for any missing items. Remember to clearly mark all clothing, book bags, and other personal articles. Items not claimed within a reasonable time period will be donated to charity or offered for sale during the annual consignment sale at the end of the school year.

MEDICATION

- If a student must take medication during the school day, the parent must make this request in writing. All medication brought to school must be delivered to the school nurse or other designated school employee and kept in a secure place. The medication must be properly labeled and in the original container.
- Prescription medication must be in a currently dated and labeled prescription bottle, with correct name of the patient, name of the physician, name of medication, and directions for administering. Prescription medication will be given according to physician orders.
- The school nurse should be informed of food allergies, sting reactions, asthmatic conditions, etc. and the appropriate medication should be supplied to the school for use in emergency situations.
- Non-prescription medicines should be provided by the parent and will be given according to package directions for age and dosage, unless accompanied by a note stating otherwise from student's physician.
- Students are not permitted to keep medication in their possession during school hours unless approved by the school nurse.
- A Medication Authorization form must be completed to accompany all medication and kept on file in the nurse's office.
- Immunizations are required as recommended by the Oklahoma State Department of Health and must be current prior to the first day of class.

MONEY AT SCHOOL

Grammar School students are asked not to bring money to school. Parents will be contacted by the appropriate faculty member when exceptions are made due to school projects or excursions.

OFFICES

Students should enter the reception area or the administrative offices to conduct business and leave promptly after their need is met. Only in special cases will a student be allowed to use a telephone in an office area.

The School receptionist will make an effort to transmit messages from parent to student only in cases of emergency. Due to the large volume of calls, it is not possible to provide this service for non-emergency calls. Messages regarding lunch delivery, changes in pick up, etc. are considered non-emergency.

A student should enter faculty areas only when accompanied by a staff or faculty member.

OFFICE EQUIPMENT

Parents are asked to use the School's telephones, copy machines, and computers for school business only. Students are not permitted to use the School's copy machines or office computers.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are issued at the beginning of the school year and at other times during the year as requested by the teacher. Students will be asked to replace or pay for any permanent textbooks, library books, and supplies if they are damaged or lost while in their possession. Fines are assessed for minor damage to school property.

All basic school supplies for Enrichment through Class 4 are provided by the school. Limited supplies are also provided to Classes 5 and 6, but some specific items must be purchased by parents. Beginning in Class 7, the responsibility for purchasing all notebooks, pencils, paper, etc. becomes the student's.

STUDENT ACTIVITIES AND SUPPORT

BIRTHDAYS

- Birthday party invitations must be handled by telephone or mail. Please do not send or bring invitations, presents, costumes, cakes, candy, or other party paraphernalia to school.
- If all the children in the class are not invited to your student's party, please instruct your child to be sensitive to those not invited by refraining from any type of discussion about the party.

CLASS MOMS

Each class will have a class mom. They will be responsible for the following duties:

- Planning for Christmas and Easter celebrations
- Planning a brief Valentine's Day celebration. (30 min.)
- Assisting teachers with organizing carpools for field trips.
- Coordinating occasional special lunch plans.
- Calling parents with volunteer needs.
- Making arrangements for the teacher's year-end gift and birthday lunch.

Note: Parents are responsible for notifying teachers, the school nurse, and the class mothers if their child has a food allergy.

COMMUNICATION

A student's successful experience at Regent depends upon open communication between the family and the School. This requires persistent effort on both sides combined with mutual trust and respect. When a problem or question arises, please pray about the issue and then attempt to discuss it with the appropriate faculty member. If a resolution is not reached, please feel free to appeal to the proper authority.

SPECIAL EVENTS

Families are welcome and encouraged to attend special events at school. Young students and their siblings should be accompanied by an adult who will supervise them throughout the event. Secondary School students do not require parental supervision.

EXTRACURRICULAR ACTIVITIES

To enrich the lives of the students, individuals with special expertise may be scheduled to offer classes at the School or other locations. Generally, these classes will be scheduled from 2:40 p.m. to 3:30 p.m. for Classes 1-6 and after 3:15 p.m. for high school students. Student participation is optional and the classes typically carry an additional fee. Parents of participating students may be asked to lend assistance or chaperone from time to time.

GRANDPARENTS' DAY

Grandparents' Day, held on the Friday before Thanksgiving, is a day on which we honor the grandparents and special friends of Regent families. The fall semester projects are on display and the students give recitations of poetry or scripture, enumerate historical speeches, and sing hymns or special songs. A reception follows the program.

PARENTS COUNCIL

The Regent Parents Council is responsible for promoting the Mission and Philosophy of Regent Preparatory School by providing organization and leadership for the parent volunteer committees. The Council's objective is to build community between parents and faculty so that Regent may be an extension of the family. The five general areas of parent involvement include: the Parent Social Committee, the Student Activities Committee, the Spiritual Activities Committee, the School Administration Committee, and the Athletics Committee. Each of these areas includes several specific committee opportunities.

PRAYER

Mothers and fathers of Regent students meet regularly to pray for the faculty, families, and students, as well as the needs of the School. These informal prayer groups also assist Regent families in times of bereavement and crisis. The Monday Memo communicates the meeting times, dates, and agendas.

RAMSHOP SCHOOL STORE

Numerous Regent items may be purchased from the RamShop. Many items sold in the store are for recreational use and are not appropriate for the classroom. Store personnel will assist parents with these distinctions. Please be aware that use of the Regent logo is not allowed on items other than those authorized in the store.

SEMESTER PROJECT

Each fall and spring we ask parents to assist students in Classes 1-4 (Class 4 in the fall only) in selecting a special project, skill, or interest that they wish to develop. Some examples of these projects are a rock collection, a spring garden, a study of the architecture of a specific historical period, sewing or needlework, documentation of physics experiments, memorization of passages of Scripture, and so on. Each child will be asked to submit his or her topic early in the semester. The purpose of the semester project is to highlight special interests and abilities of the students, to encourage self-motivated learning, to give students the opportunity to think in great depth, and to train them to seek a high level of excellence in their work, using the special talents God has given them. One of Regent's primary goals is to develop a love of learning that will last a lifetime.

You may wish to do the projects together since interests and aptitudes are often inherited and shared in families. It is our hope that lifelong interests will be developed and students will put forth their very best efforts. The projects are due on the date indicated on the School calendar.

STUDENT SERVICE PHILOSOPHY

Students at Regent are responsible, along with other members of the School community, for maintaining and protecting the campus environment. They are expected to lend a hand toward the physical upkeep of the School. They may also be asked to work with a teacher or staff member in a regularly assigned job such as library or teacher aide.

Students should attend to their assigned service promptly and agreeably. Effort will be made to ensure that the demands of all service jobs are roughly equal.

The goal of the student service program is to foster a cooperative spirit among students and to provide opportunities for personal satisfaction in a job well done. The entire School population will benefit from the maintenance of a clean and orderly environment, a savings in operating expenses, and the students' acceptance of responsibility for school programs and facilities.

FINANCIAL INFORMATION

TUITION SCHEDULE

Because of financial commitments that the School must keep, including the hiring of teachers, the School must require each student's family to commit financially in April of the current school year for the coming school year. To ensure a place in the following school year, a contract must be signed at re-enrollment time in January by the financially responsible party. A \$300 non-refundable deposit for each child is due with re-enrollment forms on January 31. The remaining tuition balance may be paid in four equal payments, the first due on or before April 1; remaining payments are due on or before June 1, August 1, and October 1. Each family that commits by making the first payment in April will be responsible for the full tuition of their child during the following school year. Occasionally, the Board authorizes alternate payment plans under special conditions. A letter may be submitted to the Board requesting special consideration. No refunds will be given. Tuition for the next year may be paid in four equal payments.

First payment due:	April 1 (for next school year)
Second payment due:	June 1
Third payment due:	August 1
Final payment due:	October 1

Tuition does not cover all costs that may be incurred by the family. Examples of additional costs are transportation to and from school, lunches, uniforms, various student activities, special field trips, and other miscellaneous expenses.

TUITION ASSISTANCE/SCHOLARSHIPS

Regent will extend tuition assistance to qualifying families. The School offers partial scholarships to families in good standing who demonstrate financial need. Each year financial need must be demonstrated, and the student's conduct and academic performance must remain in good standing.

Families requiring tuition aid may apply on-line to Facts Grant and Aid Assessment Service (factstuitionaid.com) in January for the following school year. Facts Grant and Aid suggests the scholarship amount to be awarded to each family. The Board of Directors typically awards tuition assistance in March.

MEDICAL EXPENSES

Medical expenses incurred by a student while at Regent are the responsibility of the student's parents or legal guardian.

DECORUM

STUDENT CONDUCT CODE

Please read this conduct code with your child.

- We obey our Lord, Jesus Christ.
- We cheerfully and promptly obey the authority under which we are placed. We do not argue or negotiate. We can appeal respectfully.
- We love and honor one another.
- We give encouragement to each other, and we praise each other for a job well done. We do not criticize others.
- We look for the good qualities in our classmates.
- We speak quietly and respectfully with one another.
- We do not tell secrets at school.
- We do not use inappropriate language.
- We do not try to build ourselves up by pointing out the shortcomings of others.
- We tell the truth.
- We do not spread rumors or gossip.
- We will not make excuses for our wrong actions, but will admit them.
- We do not hurt one another with unkind words or deeds.
- We avoid cliques, clubs, or games that exclude others.
- We do not accept teasing or fighting of any sort.
- We consider another's interests ahead of our own.
- We do not push to be the first in line or out the door.
- We treat one another with respect and patience.
- We respect and honor one another's property.
- We do not interrupt our classmates or our teachers.
- When others are sorry, we forgive them.
- When others are sad, we comfort them.
- When others are happy, we rejoice with them.
- When we have work to do, we do it without complaining.
- If we make a mess, we clean it up.
- We take good care of everything God has given us.
- We keep our bodies healthy with good food, rest, and exercise.
- We keep our minds pure by dwelling on what is good and by not watching programs that are violent or otherwise inappropriate.
- We nourish our spirit by reading the Bible.
- When we go on field trips, we act just as if we were in school by being polite and well-mannered, knowing we represent Regent.
- When we disobey or forget any of the rules of the Student Conduct Code, we accept the discipline and instructions of our teachers and administrators.

COURTESY

Courteous behavior and respect for others should characterize the Regent student at all times. The following are traditional and will be the standard for all members of the Regent family:

- Use of "please" and "thank you."
- Use of "yes, sir" and "yes, ma'am."
- Use of "Mr.," "Miss," or "Mrs."
- Use of "excuse me" or "I beg your pardon."
- Making an effort to make visitors on campus feel welcome.
- Addressing elders and peers by name and seeking to be helpful whenever possible.
- Rising when a guest enters a classroom and remaining standing until told "thank you," at which point seats may be taken.
Note: It is not necessary to rise during a test or certain other activities since doing so would create unnecessary distraction.
- Avoid running and pushing.

- Remaining quiet in the hallway.
- Holding doors open for others.
- Washing hands before lunch and using proper table manners while eating.

The same rules that govern individual behavior apply to assemblies or other group functions.

CLASSROOM BEHAVIOR

Classroom behavior should always contribute to an atmosphere of learning. Students should always be in class on time with appropriate materials.

The classroom must be kept orderly and clean throughout the school day. Books, notebooks, coats, jackets, and lunch bags should be stored in desks and designated areas. Only objects that pertain to instruction may be brought to school and stored in the classroom. Markers and erasers are to be kept at the marker boards, which are to be kept clean so that they may be used for schoolwork. Only authorized announcements may be communicated by way of the marker board.

OFF-CAMPUS BEHAVIOR

While students are not under School authority when they leave the Regent campus and are not engaged in a School-sponsored activity, all students should realize that their behavior will determine how others judge and esteem their school. Therefore, any behavior that could seriously damage the reputation of the School or which violates the law may result in the School taking disciplinary action against the student.

When engaged in a School-sponsored activity, such as an excursion, a field trip, or an athletic event, students are subject to the regulations of the School and are subject to disciplinary action for misbehavior.

FOREIGN ARTICLES

Students should neither bring to school nor have in their possession any object unrelated to their school activities. Such foreign articles, especially if disruptive to instruction, may be confiscated by any teacher. No weapon (toy or real) should ever be brought to school for any reason. (Toy weapons are only permitted as a part of special educational days, such as Oklahoma Day, Pioneer Day, and Civil War Day.)

Use of cell phones and other electronic devices is not permitted during the school day.

Students are prohibited from buying or selling on campus without the explicit permission of a School authority. No notices for buying, selling, or trading may be posted.

DISCIPLINARY MEASURES

Consistency and positive reinforcement are the primary means by which the faculty motivates good behavior. Listed below are some types of misconduct that must be dealt with by the teacher:

- Interference with the smooth running of the class and the learning process. Distractions will not be allowed.
- Action that may cause physical or emotional harm to the student or his property.
- Action that is in direct violation of established classroom rules or procedures.
- Failure to complete assigned work in a reasonable amount of time.
- Damage to school materials or property.

Most students will respond well and improve their behavior when asked to do so. The rare case of a student who does not respond may indicate inappropriate placement at Regent. Such a situation will be discussed with the student's parents.

For misconduct, the following disciplinary measures may be taken:

- Playtime Detention: A young student may be asked to complete assignments or forfeit playtime for minor infractions.
- Lunch Detention: Assigned for minor behavior or homework problems; student will eat lunch by himself.
- Written Assignment: A written assignment may be given in an academic area, especially if the misconduct has handicapped the student's learning in a class.
- Running Laps: A student may be asked to run laps for minor breaches of behavior standards.
- Work Detention: Assigned for more serious behavior offenses or for the accumulation of solitary lunch detentions. A student will be required to report to the supervised detention hall before or after school. The Dean of Students will assign detention work. Any missed detention will result in an additional assigned detention.
- Work on Campus: A student may be required to do certain manual labor on the School campus such as picking up trash or washing windows. For serious misconduct a student may be required to work several hours at the School after classes

or on the weekend. In such cases the parents will be notified at least one day in advance.

- **Disciplinary Probation:** A student may be placed on disciplinary probation for a serious breach of conduct or for persistent minor breaches. He is released from probation at the discretion of the Headmaster or Dean of students. A student on disciplinary probation may be denied the right to participate in school activities. Disciplinary probation is to be interpreted as a warning that any further breach of conduct is reason for dismissal.
- **Suspension:** For serious misconduct, a student may be suspended for one or more days. Suspension is the most serious warning and is intended to demonstrate that by his behavior a student is separating himself from the School community. During a suspension the student is not to be on campus, or in attendance at any School activity. An offense that would warrant a second suspension during the same school year may result in dismissal. During the suspension the student will not be allowed to receive grades for academic assignments. Suspension automatically entails a term of probation.
- **Dismissal:** For serious offenses against civil or moral law, for breaking School rules, or for failure to comply with the terms of probation, a student may be summarily dismissed.

All penalties except suspension or dismissal may be given by individual teachers or the Dean of Students. Suspension and dismissal are penalties that only the Headmaster may impose. For a serious disciplinary case, the Headmaster, Dean of Students, and the teacher should proceed in committee. The committee should consult all other teachers involved in the situation.

ACADEMICS

CURRICULUM

Regent is a classical Christian School with a traditional core curriculum.

Programs of Study for Classes 1 and 2

<u>Academic Discipline</u>	<u>Periods per week</u>
English	10
Mathematics	5
Science/Nature Studies	2
United States History/Geography	3
Music	1
Art	1
Physical Education	2

Programs of Study for Class 3

<u>Academic Discipline</u>	<u>Periods per week</u>
English	8
Mathematics	5
Nature Studies/Life Science	3
Oklahoma History/ Geography	3
Art	1
Music	1
Physical Education	5

Programs of Study for Class 4

<u>Academic Discipline</u>	<u>Periods per week</u>
English	8
Mathematics	5
Nature Studies/Earth Science	3
United States History/Geography	3
Latin	3
Art	1
Music	1
Physical Education	4
	15

Programs of Study for Class 5

<u>Academic Discipline</u>	<u>Periods per week</u>
English	7
Mathematics	5
Nature Studies/Physical Science	4
History/Geography	4
Old Testament, Ancient Civilizations, Egyptian history, Early Greek Empire	
Latin	3
Art	1
Music	1
Physical Education	4
Study Hall	1

Programs of Study for Class 6

<u>Academic Discipline</u>	<u>Periods per week</u>
English	7
Mathematics	5
Nature Studies/Life Science	4
History/Geography	4
The Greek Empire, The Life of Christ, The New Testament Period, The Byzantine Empire, The Roman Empire	
Latin	3
Art	1
Music	1
Physical Education	4
Study Hall	1

HOMework

Homework is intended to give students independent learning experiences and responsibility. It is a training process for helping each student become capable of independent work and consistent good effort. Daily homework assignments train students for good work patterns. We believe that to allow a student to fail to complete homework or to do sloppy work is to train the student to do less than his best work. Students may need assistance in planning, writing papers, and studying for tests.

Assignments must be on time and complete. The only acceptable excuses for incomplete homework are the student's illness or an emergency. These should be explained in a written note from the parent. If a student fails to bring in homework, he should complete it by the following day. Parents will be notified if their child is not completing his homework on time.

Homework assignments will generally be made Monday through Thursday for Classes 1-3 and Monday through Friday for Classes 4-6. The following are approximations of the amount of time students spend on homework each night.

Class 1	30 minutes
Class 2	40 minutes
Class 3	50 minutes
Class 4	60 minutes
Class 5	70 minutes
Class 6	80 minutes

These times are averages for the class; an individual student's times will vary according to the pace at which the student works. The estimated times do not include corrections, unfinished work from class, or daily reading from the required reading list. Parents should alert the class teacher if their student's homework time falls considerably above or below the usual expectations.

TEST POLICY

Quizzes, which cover material a student should know from having done his homework, do not count as tests. Enrichment II through Class 3 do not take formal tests. However, spelling and math assessments are given regularly to evaluate a student's progress.

GRADING SYSTEM

Academic Grades for Classes 1-3

Academic progress reports are given during parent conferences in October. (end of first quarter) and May (end of fourth quarter). Comment forms are mailed to parents in January and March. Work is evaluated as either acceptable or unacceptable by Regent standards. In all subjects, students are expected to master current work and concepts before continuing with further work. Students in Classes 4 and above have both quizzes and tests. A schedule of tests is available from the teacher (electronic calendar for high school students.)

Academic Grades for Classes 4-6

Grades are given four times during the school year, at the end of each quarter. Students' semester grades are recorded on the permanent record.

Grades in Physical Education

Pass/fail grades are given every quarter for participation in P.E. beginning in Class 4. The criteria used for grading are the student's general attitude toward the program, the degree of cooperation, promptness, proper appearance in class, and the degree of improvement. Grades are not given on the basis of the student's ability in a particular sport.

CONFERENCES

Conferences between the parents and faculty members are scheduled three times a year—before school starts in August, in October, and in May (optional). Conferences help teachers learn the needs of each child and give parents an opportunity to become better acquainted with the teacher.

ACADEMIC ASSISTANCE

Academic assistance is a valuable opportunity for students to receive extra help or to make up work they have missed. Tutorials do not necessarily indicate that a child is in serious academic trouble. Tutorials may be requested by either the teacher or the student.

TUTORING

The School may occasionally recommend or require individual tutoring outside of school for two reasons:

- To cover specific material missed due to late entry to Regent or because of a prolonged absence.
- To remediate specific skill deficiencies that have been identified.

Arrangements for tutoring should be made only after consultation with teachers and administrators.

ACADEMIC PROBATION

A student whose scholastic work is unsatisfactory based on the School's standards may be placed on academic probation. He enjoys all the privileges of the School, but continuation in the School after the close of the year for which probation applies is dependent upon achieving a satisfactory standing.

PROMOTION

To be promoted to the next class level, a student must demonstrate mastery in each subject area. Teachers will consult with administrative leadership to discuss each situation and to determine whether or not the student is to be promoted.

The Headmaster, after consultation with the faculty, may offer various extraordinary solutions, such as promoting the student conditionally or allowing him to repeat the year.

ADMISSIONS TESTING AND RE-ENROLLMENT

Admission testing and parent interviews for new applicants are scheduled in the spring. Enrolled Enrichment III students are tested in December for admission to Class 1.

Re-enrollment at Regent is not automatic. Students are expected to earn their place in the School each year. Those students who continue to have academic difficulty and do little about it 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 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. Dismissal, suspension, probation, or request for withdrawal may occur without specific charges.

AWARDS

Readers Are Leaders Award – Books are awarded to students in Classes 3-6 who exhibit exemplary reading initiative and mastery. Specific reading objectives for this award will be set by the faculty.

Character Quality Recognition – A certificate is presented to each student in Enrichment through Class 6 for a commendable character trait identified by his or her teacher.

PHYSICAL EDUCATION

PARTICIPATION

Involvement in athletic activities is an integral part of every student's education at Regent. We are training the body, as well as the mind, soul and spirit. The P.E. program is varied and provides team activities as well as individual sports and conditioning. All students in Classes 1 and above participate in a physical education program. Students are also encouraged to participate in interscholastic sports. In all sports, students are expected to follow the coaches' instructions and requirements promptly and precisely.

ATHLETIC EXCUSE

A student who is not able to participate in physical education class will need to present to his P.E. teacher a dated note signed by his parent or guardian, indicating the specific reasons for not participating. Those students who are excused from participating will either observe P.E. or act as score or timekeepers. Exceptions may be made depending upon the nature of the illness and weather conditions. If there are medical reasons for restricting a student's involvement in P.E., it is necessary to have a statement from his doctor.

HEALTH RELEASE CERTIFICATE

The Regent Medical Certificate is required for all students. The form completed and signed by the parent or guardian and a physician must be on file in the office before the student will be allowed to attend school. Health updates should be given to the nurse throughout the school year. New students entering any class must have a physical by a physician. An updated Medical Certificate may also be required annually for students with chronic medical conditions. The State of Oklahoma requires that booster immunization records be updated yearly.

Each student must have a Health Assessment Form completed every year.

A Parent Authorization Form is required for each student every year.

UNIFORM REQUIREMENTS

Classes 1-2 – No P. E. uniform is worn.

Classes 3-6 – Until such time as the School has locker rooms available for student use, changing into P. E. uniforms remains optional. Uniform requirements are listed below for those students who wish to change:

Warm weather

- Navy Regent shorts
- Gray Regent t-shirt
- White tennis shoes
- White crew socks

Cold weather

- Blue or gray sweatshirt (hoods are acceptable)
- Blue or gray sweatpants
- White tennis shoes
- White socks (min. 2" above shoe top)

ATHLETICS POLICY

Regent has an additional published grammar level athletics policy that should be read by each family and coach participating in the Regent program. Coaches, parents, and students will be expected to follow the guidelines within that policy.

SPORTSMANSHIP

Please read these principles of sportsmanship with your child. Whether as players or spectators, Regent students, staff, and parents are expected to display spirit, loyalty, and good sportsmanship at all times. We want other teams to see Christ through our respect, courtesy, kindness, goodness, joy and self-control. Good sportsmanship means that players and fans:

- Encourage teammates.

- Never argue with the teacher or coach.
- Keep a positive attitude.
- Never hiss at, boo, or make disparaging remarks about the opposing players, coaches, or fans. Similarly, never hiss at, boo, or vocally criticize the referees.
- Play hard, making every effort to win, but never play outside the rules.
- Never attempt to injure opponents.
- Acknowledge good play, whether by teammates or opponents.
- Never boast in winning, nor make excuses in losing.
- Accept responsibility for mistakes.

ANNUAL ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. Regent has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the Headmaster's office.

Regent Preparatory School is required to annually notify all parents, teachers, and other employees by posting this notice. Recent inspections indicated no asbestos present in our current facilities.

ADDENDUM

This book is not an exhaustive set of guidelines. It is general in nature and discretion will be used in determining if the intent of the guidelines has or has not been observed.