

# *Regina Coeli Academy*

*Faith in the Future*



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# The Mission and Philosophy of Regina Coeli Academy

## Mission

It is the mission of Regina Coeli Academy to promote and nurture the intellectual growth and talents of elementary school children through the time-tested classical liberal arts course of study.

Students study and learn in a wholesome and rigorous academic environment. The Catholic faculty integrates the Magisterial teaching, Scripture and Tradition of the Catholic Church throughout the curriculum.

In partnership with their families, children are taught to be effective Catholic citizens and leaders. They are taught to *know, love* and *serve* God and neighbor, aware of their ultimate purpose in life – eternal happiness with God in Heaven.

## Philosophy

The *Declaration on Christian Education (Gravissimum Educationis)* of the Second Vatican Council teaches that parents are the primary educators of their children. Pope John Paul II reiterated this sentiment in his Apostolic Exhortation on the family, *Familiaris Consortio*, in which he stated that "the right and duty of parents to give education is essential...it is original and primary with regard to the educational role of others...it is irreplaceable and inalienable and therefore incapable of being entirely delegated to others or usurped by others."

Recognizing these truths, Regina Coeli Academy aims to assist parents in the formation and education of their children. It does so by providing an atmosphere that fosters Christian spiritual, intellectual, moral, and physical formation.

In order to live a life "for the greater glory of God," man is called by Christ to go forth into the world and to become "the saving leaven of the human family" (*Declaration on Christian Education*). Called by God to bring peace, justice, and truth into the society in which he lives, thus fashioning a world more in tune with the dignity of the human person, the Christian learner must be educated in excellence. The study of that which is excellent in human attainments will bear witness to truth, and thus to God. Authentic classical education, or liberal education, informs students with the most excellent intellectual accomplishments in the order of nature – the liberal arts, sciences, and fine arts – and thus disposes them to the crowning intellectual accomplishments of those steeped in grace, namely sacred doctrine.

In keeping with the theology and philosophy that is the intellectual heritage of every Christian, Regina Coeli Academy seeks to carry on the living tradition of Catholic classical education. Grounded in the seven liberal arts of the Trivium and Quadrivium, the Academy strives to give students the tools to live a full life, gaining knowledge on their own. These tools include the ability to reason from premise to conclusion, to distinguish, to articulate, and to persuade. These educational methods, which have produced outstanding men and women who have fashioned our world in the first and second Christian millennia, will continue to form young people who are capable of excellence and leadership in all arenas of life, fully armed to meet the challenges of the third millennium

# Academic Policies

## Study Habits and Homework

To study is to apply oneself to the search for truth and to be formed by the truth in one's intellect and will. Study is hard work, yet, as students acquire good study habits, they come to experience the unique joy and satisfaction that study can bring.

Study is an integral part of the academic process, both at home and at school. While at home, students are expected to assimilate the material they are learning and to complete all due assignments. Since most of the learning process is done at school under the direction of the teacher, a conscious effort will be made on the part of the faculty to limit homework to that which is necessary to reinforce the material taught and attain appropriate student progress.

While the student needs private study time in a setting free of distraction, parents must be actively and appropriately involved in their child's school work. This could include: daily discussions about what the student is learning, monitoring study time, checking assignments for completion, reviewing written work, quizzing student on memory work, reading and discussing books the student is reading, offering encouragement to persevere through difficult material, and expressing trust in the student's God-given ability. In no case should a parent ever do the student's work.

## Grading Scale

Regina Coeli Academy follows the 7-point grading score, which is as follows:

<b>A+</b>	98-100	<b>B+</b>	90-92	<b>C+</b>	82-84	<b>D+</b>	74-76
<b>A</b>	95-97	<b>B</b>	87-89	<b>C</b>	79-81	<b>D</b>	70-73
<b>A-</b>	93-94	<b>B-</b>	85-86	<b>C-</b>	77-78	<b>F</b>	69 & Below

For transfer students in their first year at the Academy, Latin, Greek, and Grammar are scored as a Pass/Fail Grade, unless both parents and teachers agree to record the letter/number grade obtained.

Certain classes, such as Art, Music, and Gym operate on a slightly different grading scale:

<b>E</b>	Excellent
<b>G</b>	Good
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement

## Academic Expectations

Students are expected to do the following:

- 1) Come to class prepared, with all homework assignments completed.
  - a) If homework is not completed due to absence:
    - i) Students must make up the missed assignment(s) and have as many days as they were absent to complete the missed work.
  - b) If homework is not completed due to reasons beyond a student's control:

- i) Students **must** bring in a note from their parents explaining the situation. No accommodations for missed homework are made without a parent note.
  - c) If homework is not completed for any other reason:
    - i) Teachers reserve the right to give a failing mark (typically a “0”) and require the student to make up the work.
    - ii) Teachers also reserve the right to have the student make up the work at school during times of recess, or after school, in detention.
  - d) Any work not made up by the deadline set by the teacher will result in a failing grade for the assignment, which is reflected on report cards.
  - e) Students not fully prepared might not be allowed to participate in classroom instruction.
- 2) Hand in neat, legible work. Work that is not neat or legible will not be accepted.

### **Academic Monitoring, Report Cards, Deficiency Notices, and Parent Conferences**

Students are required to show parents all schoolwork, especially graded material. Parents are expected to monitor their child’s schoolwork and academic progress, including a review of assignments, projects, and tests. Students in Grades 1-8 receive a folder containing graded work from their homeroom teachers each Friday. Parents are expected to review the contents, sign each item, and return the folder to the homeroom teacher with the student the following Monday.

Report Cards are issued at the end of each trimester. After issuance of the first trimester report card, a conference with the homeroom teacher is mandatory for all parents; the subsequent conferences will be left to the discretion of the faculty and parents. The purpose is to discuss the student’s academic progress as well as general formation. The student may be asked to participate.

Montessori students do not receive report cards each trimester. The Kindergarten students in Montessori will receive a final report card at the end of the Academic Year.

Deficiency notices are sent home as necessary mid-trimester. These are to help serve a warning that the student is in danger of failing a particular subject. Upon receipt of a deficiency notice, parents, students, and teachers should come up with a plan to work to the potential of the student in the particular class. Failing grades at the end of the academic year could prevent a student from being promoted to the subsequent grade, with report cards withheld as necessary. Upon recommendation of teachers, the student may be placed on academic probation, outlined below.

A student is placed on **Academic Probation** when he consistently fails to live up to his academic potential. Probation is assigned after consultation between headmaster, faculty, family, and student. If, at the end of the probationary period, improvement has not been satisfactory, the student may be asked to withdraw from the Academy.

### **Cheating and Dishonesty:**

Cheating, lying, and stealing are violations of the general principles of the Academy and undermine the basic trust upon which the academic community is built. A student who has cheated on any assignment or test will receive a zero for the assignment or test and will be punished appropriately by his parents. A second offense will normally result in expulsion from the Academy.

**Plagiarism:** Plagiarism presents the work of another as one’s own and is a form of cheating. Failure to cite the source(s) of quoted, paraphrased or summarized material, whether published or not, is plagiarism.

# Formation and School Policies at Regina Coeli Academy

*Hence the true Christian, product of Christian education, is the supernatural man who thinks, judges, and acts constantly and consistently in accordance with right reason illumined by the supernatural light of the example and teaching of Christ; in other words . . . the true and finished man of character. Pope Pius XI*

The education that Regina Coeli Academy provides to children has, at its center, the formation of future Catholic men and women, mature in Faith, prepared to be leaders. By cultivating an atmosphere of respect, the Academy creates a nurturing environment where children can learn and grow as individuals and as members of a community. At the Academy, the student will be encouraged to develop the qualities of leadership, service, integrity, diligence, perseverance, and self-sacrifice.

## **Student Discipline**

In order for our children to develop a truly Christian character, discipline at home and at school must be similar, consistent, and unified. It is fundamental to the philosophy of Regina Coeli Academy that the atmosphere in school be respectful and orderly. Student cooperation and self-control are expected in order to uphold the dignity of the academic setting and the spiritual nature of the Academy.

The student of Regina Coeli Academy exhibits the following behavior and attitudes:

- Knows, understands, and abides by the rules of the Academy
- Maintains a modest, neat, and well-groomed appearance in accord with the dress code
- Acknowledges the skill and talents of others
- Addresses adults with respect, (e.g. Mr. Smith, or, in the event the name is not known, “Sir”; “Ma’am”)
- Stands to greet the headmaster, priest, or visitor whom the teacher introduces
- Greets the headmaster, faculty, parents, and visitors properly when meeting them in the hall
- Uses proper English, not slang, when speaking in school
- Gives assistance to other students when appropriate
- Is punctual in attendance and assignments
- Cares for his own possessions and those of others, keeping the building neat and clean
- Apologizes for inappropriate behavior

## **Student Agreement of General Principles**

Every student of the Academy commits himself to the Academy’s general principles of responsibility and decorum by signing the agreement prior to admission. The agreement also indicates acceptance of the terms of this handbook.

“If accepted as a student of Regina Coeli Academy I agree to the following:

- to behave in a manner that is respectful to God, others, and myself,
- to be responsible for my own belongings and respectful of the belongings of others,
- to be a serious participant in the community of learners at the Academy, and
- to be respectful and obedient to those who have legitimate authority over me.”

## **The Student Uniform**

One's appearance is the first statement one makes about one's identity. Regina Coeli Academy students dress modestly and in good taste. Students are always neat, clean, and well-groomed at school and at all school-related functions. It is important that students keep in mind that they are ambassadors of Regina Coeli Academy to the greater community.

**The entire uniform of Regina Coeli Academy, except shoes and belts, can to be purchased through Flynn & O'Hara School Uniform Company.** Flynn & O'Hara can be contacted at 1-800-441-4122 or online at [www.flynnohara.com](http://www.flynnohara.com).

On regular school days, every student is expected to wear the appropriate uniform as described below. Gym clothes are to be worn on gym day throughout the day.

The times for the Spring/Fall Uniform are designated in the School Calendar. The Headmaster will send communication home to parents and remind students when the Winter Uniform is required for special events during the Spring/Fall Uniform time. Some of those dates are included in the School Calendar, and others will be communicated as the need arises.

### **Montessori Pre-K and Kindergarten (gym uniform)**

navy RCA sweatshirt and sweatpants  
(navy RCA shorts, weather permitting)  
short sleeve gray RCA t-shirt

athletic shoes  
white socks

### **Girls Grades 1-8**

#### **Spring/Fall Uniform**

blue plaid jumper (1-4)/skirt (5-8)  
blue short-sleeved polo shirt

#### **Formal Uniform (required)**

##### Grades 1-4

blue plaid jumper  
blue long- or short-sleeved blouse  
navy button-up RCA sweater

##### Grades 5-6

blue plaid skirt  
blue long- or short-sleeved polo shirt  
navy RCA V-neck pullover sweater **or** sweater vest

##### Grades 7-8

blue plaid skirt  
white oxford shirt  
blue blazer

### **Boys Grades 1-8**

#### **Spring/Fall Uniform (required)**

navy twill walking shorts and black belt  
blue short-sleeved polo shirt

#### **Formal Uniform (required)**

##### Grades 1-6

gray pants and black belt  
blue long- or short-sleeved polo shirt  
navy RCA V-neck pullover sweater **or** sweater vest

##### Grades 7-8

gray pants and black belt  
white oxford shirt with school tie  
blue blazer

## Girls and Boys Grades 1-8

Shoes: blue, black, or brown oxfords, loafers, or saddle shoes

Socks: navy blue or black crew socks for boys, navy blue knee socks or tights for girls

### Gym Uniform:

navy RCA sweatshirt and sweatpants  
(navy RCA shorts, weather permitting)  
short sleeve gray RCA t-shirt

athletic shoes  
white socks

**All personal effects (sweaters, coats, lunch boxes, book bags, etc.) should be labeled with the student's name.**

## General Standards of Dress and Grooming

- Girls' hair shall be neat and combed. Extreme hairstyles and coloring are not permitted.
- Boys' hair shall be neat and combed. It should be trimmed, above the collar, ear, and eyebrows. Extreme hairstyles are not permitted.
- Makeup is not permitted.
- Fingernails shall be clean and of modest length. Only clear nail polish may be worn. Students will remove any other polish in the office.
- Girls may wear single stud earrings in the traditional place on the earlobe. Necklaces, rings, and bracelets are limited to one item.
- Boys are not permitted to wear earrings or visible jewelry.
- Socks or tights are to be worn at all times with the School Uniform.
- No athletic shoes, sandals, clogs, boots are permitted. Plain-colored athletic shoes may be worn on gym days.
- Boys must wear a belt with pants that have belt loops.
- Blouses and shirts must be tucked in at all times.
- Girls' jumpers and kilts must touch the kneecap when standing.
- Students should not come to school in clothing with holes or frayed hems.
- Students should be wearing *current* Regina Coeli uniforms, not previous iterations.

## Dress Down Day Guidelines:

- Shorts should come to 3 inches above the knee.
- Skirts and dresses should touch the kneecap when standing.
- Leggings may be worn under skirts and dresses but should not be worn in place of pants.
- Pants should not be skin-tight.
- **No** yoga pants, pajama pants or non-RCA sweatpants are to be worn.
- T-shirts should be plain.
- Shirts should have sleeves.
- Students should wear closed shoes.

**Uniform Violations:** Students who fail to meet the uniform policy will be given a verbal reminder by a teacher or other staff member, with the parents contacted. If the student returns to school with further uniform violations, he or she will be issued a uniform violation slip that must be signed by a parent and returned to the student's homeroom teacher. Three uniform violation slips warrants a Friday afternoon detention.

## **The Academic Environment and the Common Good**

**Shouting and Horseplay:** In the words of St. Augustine: "Peace is the tranquility of order." A peaceful atmosphere where tranquil order ensues is essential for learning. Shouting, screaming, and horseplay are never permitted inside the building. In order to foster tranquility, the children are asked to maintain silence in the hallways while switching classrooms and during class time.

**Lunch and Recess:** Specific rules for lunch and recess will be sent home at the beginning of the academic year.

**Inappropriate Language:** Blasphemy, profanity, obscenity, vulgarity, and the like in word, writing, gesture or action is unacceptable in Christian society. Use of such language demeans the speaker and the community.

**Proper Stewardship:** The students should learn that they are responsible stewards of God's creation, which includes the school facilities and all materials given to the students for their learning. All books, with the exception of those purchased by the students, are loaned to the student by the Academy for use during the year.

- All books must be covered and labeled with the student's name.
- No writing is permitted in books, except consumable workbooks.
- Textbooks or other school books (library, hymn books) that are destroyed or damaged will be replaced by the student. If it is deemed that a student has damaged or destroyed a book beyond normal use, an invoice will be sent home with the student.
- Defaced school property (including desks, furniture, equipment) will be replaced at the parents' expense within thirty (30) days, and proper disciplinary action will be taken, which can include the child fixing the damaged property.
- Parents are financially responsible for their child's actions.

**Cell Phones:** Cell phones are not permitted in the school. Cell phones brought to school without written permission, or used against the guidelines in this handbook, will be confiscated and handed over to the parent.

- A student must receive written permission from the headmaster to have a cell phone at school. This can be obtained by having the parent ask, in writing, for their child to have the use of a cell phone.
- While on school property, cell phones are not to be used.
- Cell phones should remain off and in the student's school bag during the school day.
- Those with written permission from the headmaster for cell phones may **not** use their cell phones during any afterschool activities.

**Social Media:** In the ever-changing world of social media, it is important for students to learn responsible use of social media. The responsibility for teaching appropriate social media use belongs to the parents. The Academy will do its best to equip parents to understand social media and the latest trends. With that understanding:

- Students **may not** use social media while on school campus, or during any school-related activity.
- Any social media post that directly or indirectly references Regina Coeli Academy or any of its personnel or students falls under the guidelines of this handbook, and appropriate disciplinary action will be taken by the Administration.

**Food and Drink:** Students should bring a snack from home and a lunch that does not require heating, with an appropriate beverage. Snacks for children in Pre-K and Kindergarten or students with special needs will be regulated by the teacher in agreement with parents and the headmaster. Teachers reserve the right to allow **water bottles** in their classroom, subject to classroom rules. No other beverages should be consumed in the classroom.

**Field Trips:** All field trips must be approved by the Board of Directors of Regina Coeli Academy.

- The Academy will inform parents of a field trip in a timely manner. A student must have the permission slip for a field trip signed and returned by the deadline on the form. If the Academy does not have the signed permission slip, the student will not be permitted to attend the field trip. If that occurs, the Academy will have work for the student to do, or, in certain cases, call the parents to pick up the student.

## **Discipline Procedures**

The normal sequence of correction for *minor offenses* (e.g. deliberate disrespect, tardiness, disregarding direct instructions from an adult, disobeying classroom rules, violation of dress code, being irresponsible, unauthorized eating in classrooms/hall, & any other offenses which the Headmaster may reasonably deem to fall within in this category) is the following:

1. First offense: verbal admonition to the student, with morning snack detention at the discretion of the teacher.
2. Second offense: 1<sup>st</sup> - 4<sup>th</sup> Grade: phone call to parents **or** snack detention.  
5<sup>th</sup> - 8<sup>th</sup> Grade: demerit issued to child **and/or** service work to be performed.

At this level, the matter should be remedied quickly and effectively, with an apology to the teacher immediately forthcoming from the student.

3. Third offense: a parent conference will be held with the Headmaster.

Nine (9) demerits for a 5<sup>th</sup> - 8<sup>th</sup> Grade students warrant a **Friday afternoon** detention. These detentions are scheduled for the week following the offense. It is the parent's responsibility to make all necessary arrangements to ensure the student's presence at detention. Failure to attend may result in suspension. A pattern of chronic misbehavior is incompatible with attendance at the Academy.

The normal sequence of correction for *serious offenses* (e.g. repeated minor offenses, repeated detentions, lying, chronic attitude of disrespect, cheating, plagiarism, fighting, bullying, intimidation, harassment, inappropriate conversations, language, threats, or endangerment of self or others, defacing of property, etc.) is immediate contact with parents followed by corrective action, suspension, and/or expulsion.

Final evaluations and disciplinary decisions rest solely with the Administration of Regina Coeli Academy. Regina Coeli Academy prohibits corporal punishment.

**Safety:** The safety of our students is a priority. Students are not permitted to bring dangerous objects such as matches, penknives, etc. to school. Students are not permitted to leave school property without permission.

### **Miscellaneous Policies**

**Attendance Requirements:** Attendance is mandated by State law. Attendance and active participation are expected and are important for scholastic progress. The Academy discourages students from missing class for family vacations or for medical or dental appointments that can be made after school hours.

**Absence:** When a child is ill or an emergency necessitates an absence, parents are to call the office before 8:30 AM on each day of absence, giving the student's name and reason for absence. Upon return the student must bring a note from the parent stating the date(s) and reason for absence. Absence of three or more consecutive days requires a physician's return to school form. The student is responsible to make up all class work and assignments missed due to absence. Normally, upon return to school after illness, the student has the same number of days to make up work and turn in assignments as the days he/she was absent.

**Class Schedule:** Students may arrive no earlier than 7:40 AM. Upon arrival, students report to their designated lines in the parking lot or gym. At 7:55, the monitor directs the Pledge of Allegiance and Morning Offering, and the students are led to their homeroom. Morning prayer and student forum begin at 8:05 AM unless there is a modified schedule; classes begin at 8:30, and dismissal for first through eighth grade is at 3:00 PM; for half-day pre-kindergarten at 11:50 AM. Parents are asked to be prompt in picking up their children at dismissal time.

**Tardiness:** Students **must be at school by 8:00 AM**, at which time they are to be in their homeroom. Any student arriving after 8:00 AM is considered tardy. In the event tardiness is unavoidable, the parent must call the office and state the reason for being late. Any more than four (4) avoidable late arrivals will be considered a **minor offense**, since it is a disruption to the order of the classroom.

**\*\*Parents are to drop the children off at the door, whereupon they are signed in by the front office and their homeroom teacher.**

**Early Dismissal or Partial Absence:** An email or note is required for early dismissal or absence giving the student's name, the date, and time of the dismissal, the reason for the dismissal, and the parent's signature. The note must also include the name of the person picking up the student if it is someone other than the parents or pre-arranged car-pool driver.

**\*\*Parents are to arrange a time to pick up their children with the main office.**

**Changes to Dismissal:** Changes in the dismissal procedure **must be submitted in writing** (by note or email) to the office **before 12:00 PM**. If the note is not received, the office will send your children home by the normal means of transportation, whether that be car or bus. Any person authorized to pick up a child on the “Family Contact Form, besides the parents, must show an ID to the teacher in car line or to the office.

**Regina Coeli Academy Weekly Schedule:**

<b>MON-THU:</b>	<b>7:55</b>	<b>First Bell</b>	<b>FRI:</b>	<b>7:55</b>	<b>First Bell</b>
	<b>8:00-8:10</b>	<b>Homeroom</b>		<b>8:00-8:10</b>	<b>Homeroom</b>
	<b>8:10-8:30</b>	<b>Forum (MON, WED, THU) - Mass (TUE) 8:00</b>		<b>8:10-8:45</b>	<b>1<sup>st</sup> Period</b>
	<b>8:30-9:15</b>	<b>1<sup>st</sup> Period</b>		<b>8:45-9:25</b>	<b>2<sup>nd</sup> Period</b>
	<b>9:15-10:00</b>	<b>2<sup>nd</sup> Period</b>			
	<i>*9:40</i>	<i>Snack &amp; Recess 5<sup>th</sup>-8<sup>th</sup> Grade</i>		<b>9:30</b>	<b>Mass</b>
	<b>10:00-10:15</b>	<i>Snack &amp; Recess 1<sup>st</sup>-4<sup>th</sup> Grade</i>		<b>10:20-10:35</b>	<b>Snack &amp; Recess</b>
	<b>10:20-11:05</b>	<b>3<sup>rd</sup> Period</b>			<i>5<sup>th</sup>-8<sup>th</sup> Grade Virtues</i>
	<b>11:05-11:50</b>	<b>4<sup>th</sup> Period</b>		<b>10:40-11:25</b>	<b>3<sup>rd</sup> Period</b>
	<b>11:50-12:30</b>	<b>Lunch &amp; Recess (1<sup>st</sup>-4<sup>th</sup> Grade)</b>		<b>11:25-11:50</b>	<i>1<sup>st</sup>-4<sup>th</sup> Virtues</i>
		<b>5<sup>th</sup> Period (5<sup>th</sup>-8<sup>th</sup> Grade)</b>			
	<b>12:35-1:20</b>	<b>Lunch &amp; Recess (5<sup>th</sup>-8<sup>th</sup> Grade)</b>			
		<b>5<sup>th</sup> Period (1<sup>st</sup>-4<sup>th</sup> Grade)</b>			
	<b>1:20-2:05</b>	<b>6<sup>th</sup> Period</b>			
	<b>2:05-2:45</b>	<b>7<sup>th</sup> Period</b>			
	<b>2:50-2:55</b>	<b>Homeroom</b>			
	<b>3:00</b>	<b>Dismissal</b>			

**Continue with normal schedule**

**Report Cards:** Report cards may be held by the office for a variety of reasons, including late tuition payments or substandard academic performance. The report cards will be released to parents after the conditions set by the headmaster are met.

**Chain of Command:** All personnel, students, and families are requested to follow the proper channels when raising questions and airing concerns. Respect for others and concern for the common good require that the principle of subsidiarity be observed in the life of a community. Questions or issues should first be addressed to the faculty member concerned. If unresolved, the issue should be brought to the attention of the Headmaster for final resolution. Any matter that does not concern a faculty member but rather school policy or administration should be directed to the Headmaster.

**Emergency School Closings:** The KYW emergency school closing code for Regina Coeli Academy is 408. Please tune to KYW 1060 AM for school closing information or go online at [www.kyw1060.com](http://www.kyw1060.com). **One can also call the KYW News Radio School Closing Line at 1-900-990-1060 for \$0.95.** An email will be sent for any changes due to inclement weather. Parents are reminded that they may decide to keep children at home due to inclement weather, regardless of the Academy’s decision. Parents may also request to take a child home early for the same reason.

**Medical Records and Health Policies:** A copy of up-to-date immunizations is required by the State to be kept on file for every student. This is handled directly with the families by the Abington School District Nurses. In addition, the Academy requires that every family complete an emergency information card at the start of the school year. This information must be updated as soon as any change occurs.

**Medication:** For the safety of all concerned, students may not carry or personally keep medicines at school. Any student who is required to take prescription medication while in school must bring to the office a written note from the physician and permission from the parent. All medication must be kept in the administrator's office. The student will sign the medication log for each dose. All medicines must be clearly labeled with the student's name and must remain in the original container. Faculty and Staff cannot administer over-the-counter medicine, unless provided with **both** a doctor's note and written permission from the parents.

**Telephone Calls, Computers, Photocopiers, and Microwaves:** Student use of office telephones is limited to emergencies. *Schoolwork left at home does not constitute an emergency.* Phone messages for students will not be delivered to students in class. Every effort will be made to relay non-emergency but important messages (e.g. transportation changes) to students before dismissal, but this cannot be guaranteed. **Students do not have access to computers, photocopy machines, and microwaves at the school.**

**Visitors:** Visitors to the Academy must enter the school building through the Main Entrance on Marian Road and then report directly to the school office, where they will be issued a visitor's badge upon presentation of a valid ID. The visitor must wear the badge at all times while on school grounds. No visitor is permitted to enter classes or other rooms without the permission of the headmaster. Parental visitation, so long as it is not disruptive to the learning environment and is cleared by the office, is encouraged. No visitor may use the student bathrooms.

**\*\*\* Regina Coeli Academy is limiting non-essential visitors during the 2020-2021 school year due to COVID-19.**

**Harassment and Abuse and Its Reporting:** Regina Coeli Academy prohibits all forms of harassment at the school. Regina Coeli Academy reports physical abuse according to State law.

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We are grateful to the National Association of Private Catholic and Independent Schools (NAPCIS), Holy Family Academy, Walsingham Academy, and Ancillae-Assumpta Academy for the resources they provided in the development of this Handbook.

#### DISCLAIMER

The Administration reserves the right at any time to revise, modify, delete, or add to any and all policies, procedures, and work rules stated in this Handbook or in any other document. These policies and procedures establish guidelines only. The interpretation of this Handbook is the responsibility and right of the Administration. Regina Coeli Academy does not discriminate on the basis of race, color, or national or ethnic origin in its policies of admissions, scholarships, or employment of personnel.