



Regina Luminis Academy
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Parent - Student Handbook
2019-2020

“Prepare for life with seriousness and diligence. Always remember that only if one builds, as Saint Paul says, on the foundation that is Jesus Christ, will one be able to construct something really great and lasting.

With the liveliness that is characteristic of your age, with the generous enthusiasm of your young hearts, walk towards Christ. He alone is the solution to all your problems. He alone is the way, the truth, and the life; He alone is the real salvation of the world; He alone is the hope of mankind.”

Pope John Paul II
Speech to Children, Guadalajara, Mexico

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The Philosophy of Regina Luminis Academy

The Declaration on Christian Education (Gravissimum Educationis) of the Second Vatican Council teaches that parents are the primary educators of their children, and that "their role as educators is so decisive that scarcely anything can compensate for their failure in it." Furthermore, we find this same thinking expressed in Pope John Paul II's Apostolic Exhortation on the family, Familiaris Consortio, in which he states 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." Thus, acknowledging these truths, Regina Luminis Academy aids parents in the formation and education of their children by providing an atmosphere that maintains and fosters the Christian spiritual, intellectual, moral and physical formation that the students receive at home. The school exists primarily to form the intellect of the student, and, in so doing, aids parents in those tasks of education that they are not able to completely fulfill on their own.

In order to live a life "for the greater glory of God," human persons are called by Christ to go forth into the world and to become "as it were 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 graduate 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 philosophy and theology that is the intellectual heritage of every Christian, Regina Luminis Academy seeks to carry on the living tradition of authentic Catholic classical education. Grounded in the seven liberal arts of the Trivium and Quadrivium, the Academy teaches its students how to think like the great thinkers that produced our civilization. Education must not simply seek to impart knowledge of the various disciplines, but more importantly, it should give students the tools whereby they can live a full life, gaining knowledge on their own. These tools will include the ability to reason from premise to conclusion, to distinguish, to articulate well, and to persuade. These educational methods, which have produced the outstanding men and women who have fashioned our world in the first and second Christian millennia, surely will continue to produce students who are capable of excellence in all arenas of life, fully armed to meet the challenges of the third millennium.

Regina Luminis Mission Statement

Regina Luminis Academy is a private, independent school founded, with the help of God's grace, to assist parents in the education and formation of their children by providing a classical liberal arts education faithful to the authentic Magisterium of the Roman Catholic Church.

It is the mission of the Academy to promote and nurture the spiritual, intellectual, and physical growth and talents of its students through the time-tested classical liberal arts course of study. Students study and learn in a wholesome and rigorous environment.

In partnership with their families, students 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. The Catholic faculty integrates authentic Magisterial teaching, Scripture and Tradition of the Catholic Church, throughout the curriculum. In partnership with their families, students are taught to be effective Catholic citizens and leaders.

The Curriculum

The aim of the Regina Luminis Academy curriculum is to educate the “whole person” by cultivating within the student the Theological Virtues of faith, hope, and charity; the Moral Virtues of prudence, justice, fortitude, and temperance; and the Intellectual Virtues of knowledge, understanding, wisdom, right judgment, and love of beauty.

Regina Luminis Academy presents to the student a unified view of knowledge by means of an integrated curriculum. The integration of subjects in the curriculum means that a relationship between one subject and another, and between all the subjects and the educational aims of the Academy is established, so that an ordered and unified view of knowledge is made possible for the student.

The Academy’s curriculum is integrated horizontally by the study of history, with the Incarnation as the pivotal and central event of that history. The various subjects are studied within the context of one given historical time-period emphasizing western civilization. The flow of this study brings the student through the course of human history: the classical world, early Christianity, medieval Europe, and the modern world.

The curriculum is integrated vertically by the study of Catholic truth. The study of the Catholic Faith can be said to be the “supreme integrating principle” of the Academy’s curriculum because it is reflected in the treatment of every subject. It becomes the frame of reference for viewing, interpreting, and evaluating every subject studied. The Catholic Faith, through its presence, influence, and illumination, gives order, unity, and intelligibility to the entire curriculum. Fundamentally, all human history leads toward the incarnation and is subsequently to be interpreted in light of the Incarnation. In this way, the horizontal progress of history is to be understood as one with the transcendent truth that Christ is the end, aim, and telos of the human condition. For example, the aforementioned integration is achieved when ancient pre-Christian cultures such as Greek civilization are studied to indicate how God worked in non-Christian societies to prepare an intellectual framework for subsequent Catholic theological reflection. Many theological concepts such as substance, accident, and *homoousios* have their origin in the Greek intellectual tradition. Consequently, the horizontal historical perspective is merged with the vertical transcendent perspective to produce a harmonious whole.

The Aim of Liberal Arts Education

The term “*liberal arts*” is frequently used to describe the curricula of schools and colleges, but it is a term that often lends itself to misunderstanding. Liberal arts education, or simply liberal education, does not refer to the liberal-conservative political divide. In the case of liberal arts education, the word *liberal* is used in its original Latin meaning of *free*. The liberal arts curriculum is designed to produce a student who is truly freed from the erroneous opinions of others and the political agendas of the day in order to seek and embrace the truth.

“In every subject...the aim of liberal arts education is to give the student the principles of the subject studied in such a way that he will be able to make right judgments about that area of reality. That is why this kind of education is called ‘liberal’ education. Liberal means ‘free’; a liberally educated man is a free man because he is able to direct his own life and is not dependent upon the judgments or understanding of others.”

--Laura M. Berquist, Designing Your Own Classical Curriculum

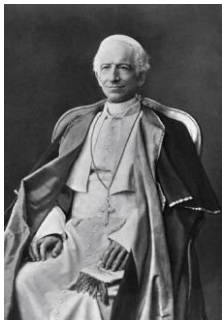
The Classical Curriculum

A Classical education embraces excellence in human achievement and holds this before students, as a model. It is an education in excellence. Such exposure to excellence gives witness to goodness, beauty and truth, and, thereby, to God, and awakens in the student the deepest sensibilities to all that is noble and good. The classics of literature, art, and music endure and remain to inspire and to educate those who study and absorb their lessons. The classics document humanity’s search for the truth; this search finds its complete fulfillment in the Incarnation of the Son of God.

The classical liberal arts curriculum at Regina Luminis Academy incorporates the three stages of the Trivium: grammar, logic and rhetoric. Grammar is presented first, in kindergarten through the fourth grade. The grammar stage involves imitation, memorization and practice, for which the young student is well suited. It emphasizes factual knowledge largely acquired through sensory experience. In the grammar stage, the child learns the structure, vocabulary and rules of language, leading to habits of clear and logical thinking.

Next is the logic stage, presented in fifth through eighth grade. In this phase the child is taught more by principles than by memorization, although the latter is always important. The student begins to think analytically in the language studied and learns the interrelations that exist among the principles of the various disciplines, leading to a good understanding of those principles. The study of formal logic is also included.

The final stage is rhetoric, or the art of persuasive speaking and writing, presented in the ninth through twelfth grades. This part of the Trivium gives the students the opportunity to develop speeches for various audiences and learn well the art of written and oral speech. Penmanship is continually emphasized as are the many diverse forms of writing, i.e. essays, outlines, lecture notes, letters and creative writing. Students begin to develop a voice to convey their views of the subjects learned. Declamation, the study of the art of speaking, is emphasized as well and covers important areas such as articulation, breathing, volume and intonation.



*“It is necessary not only that religious instruction be given to the young...
but also that every subject be permeated with Christian piety.”*

--Pope Leo XIII

The formative function of education is to develop, discipline, and direct the capacities of the human person. This is achieved when the mind assimilates, with and through subject matter, definite ideas, attitudes, methods, habits, and principles. In handling subjects, this formative function of knowledge is the aim.

The Subjects of the Curriculum

1. Religion: The religion curriculum presents the beauty, logic, and saving truth of the Catholic Faith by the study of the following: Holy Scripture and Catholic doctrine; the seven Sacraments and the history of the Church; the primacy of St. Peter and the role of the Magisterium; papal encyclicals and the Fathers of the Church; the teaching of the Church Councils; and the lives of the Saints. In addition, the celebration of the Holy Eucharist, the Sacrament of Penance, and prayer will be integrated into the life of the school. Catechesis of the Good Shepherd, a Montessori program that explores the Catholic Faith, is an essential component of the K-2 religion program.

2. History: History is studied “at its deepest level as salvation history” (Saint John Paul II). The student is led through the course of human history from the ancient civilizations, to the classical world, to early Christianity through the flowering of Christian civilization to the modern world. American and Pennsylvania history are studied along with the history of Western civilization and the development of world cultures. The centrality of Christ as Lord of history is the foundation for the history curriculum.

3. English Language Arts: Phonics is the basis for the elementary reading and writing instruction. Grammar and syntax are mastered through memorization and practice, along with exposure to classic and quality literature as early as possible. Critical and aesthetic reading of literature, literary analysis, vocabulary, rules of grammar, composition, and research skills are the emphases. The Classics determine the scope and content of the literature program at all levels. Extensive reading and written expression form the basis of the curriculum. Composition and handwriting are developed and emphasized throughout the curriculum.

4. Languages: Latin merits a special place in a Catholic curriculum given its rich heritage in Western civilization and its privileged place in the life of the Church. Latin study leads the student to an understanding of the logic of language, and Latin roots are the basis of some 60% of English vocabulary. The study of Latin forms an integral aspect at every age level of the curriculum. Formal training in Latin grammar is emphasized in fourth through eighth grade.

5. Mathematics: The realm of mathematics is primarily in the mind, it strengthens the ability of the student to handle abstraction. The Academy’s approach to mathematical instruction is cumulative and incremental, so that no skill is taught in isolation. Pre-algebra is offered in the seventh grade, Algebra I in the eighth grade, and higher levels in high school.

6. Science: The science curriculum helps the student develop an appreciation of the order and beauty of creation and introduces the student to the scientific disciplines. Through classroom instruction and experimental investigation, they will discover the interconnection of all branches of

science and will develop the ability to link their growing knowledge of the physical world to other components of the school curriculum. Students come to understand their environment as a unique creation amid the vast universe and the need for stewardship of the earth, which has been entrusted, to them by their Creator.

7. The Fine Arts: The art and culture of Western civilization has flourished under the patronage of the Catholic Church because it views beauty as the “attractive radiance of the truth” of Divine Revelation. The study of the Fine Arts is integrated throughout the Academy’s curriculum as a complementary and vital part of the student’s education. Students also receive separate instruction in both music and art. They are exposed to the masterpieces in art, music, and architecture that comprise Catholic culture through the centuries. The student learns the classical criteria for beauty and how beauty in art is at the same time an expression of Divine beauty and a vehicle to lead the mind and heart to God. The music program includes training the students to sight-read. The students will also sing pieces from the great treasury of Catholic music, including Gregorian chant.

8. Physical Activity: The need to develop and discipline the body is important, especially during adolescence. Physical activity is integrated into the schedule daily after lunch and during the weekly gym class. Activities emphasize physical fitness and teamwork while building and developing leadership abilities.

High School Specific Curriculum and Graduation Requirements

The high school course of study is college preparatory. As a small liberal arts school, there are few electives. To be awarded a diploma from RLA, a student must obtain a passing grade in these courses. Additionally, a student may have no more than one study hall period in a school year in lieu of a course.

4 History Courses

4 English Courses

4 Theology Courses (may be waived at Head of School’s discretion.)

3 Math Courses

3 Science Courses

2 Latin Courses – After the completion of 2 high school Latin courses, the student may elect a modern language (May be waived at the Head of School’s discretion.)

1 PE Course

Fine Arts to include Music and other offerings in each school year (may be waived at Head of School’s discretion for transfer students.)

For 12th grade, only, students may take one or more community college courses as an elective for credit, subject to the following:

1. Full course information must be given to RLA and the course must be approved, including submission of work, submission of grades, transfer of credits and verification of coursework completion.

2. Parent pays for the course.
3. Course must be on days and times that fit in the RLA schedule. Student may not miss any RLA courses to go to the community college.
4. Parent is responsible for the college enrollment process.
5. Parent is responsible for transportation to and from the community college.

For 11th and 12th grade only, a student may also take an online class as an elective for credit, subject to RLA Head of School's approval. The fee for the course is paid by the parent.

Study Habits and Homework

To study means to apply one's entire self to the search for truth and to be formed by the truth in one's intellect and will. Study is hard work and, yet, as one acquires good study habits, he comes to experience the unique joy and satisfaction that only 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. Instructors are informed to aim at a ten minute per grade time limit. For example, fourth grade students can expect 40 minutes of homework. For students in the lower grades, there will be no weekend homework. For grades 7 and 8, weekend assignments will be kept to a minimum. High school age students can expect to have some weekend homework assignments. If students finish their assigned work early, they are encouraged to read literature assignments throughout the school day.

On weeknights when parents are required to be at the school (Back-to-School Night, etc.) no homework will be assigned for grades 1-6. Grades 7-8 and high school will have homework as usual.

On weeknights when students may possibly be at RLA evening activities, there will be homework as usual. Students who attend the event will be asked to sign in and will have permission to turn in that night's homework a day late.

At school students are expected to foster an atmosphere of respect and academic excellence. Students are to come to class prepared and all homework assignments are to be completed on time. Incomplete or insufficient preparation causes a serious interruption to the learning process and the teacher will take the necessary steps to address the situation immediately. When a student misses homework for reasons beyond his control, such as in the case of a family obligation or emergency, the parents are asked to provide a note to the teacher explaining the situation.

Expectations Regarding Homework

Homework must be done at home, or during Study Hall the day before it is due. **Homework may not be done during Study Hall the day it is due. If the Study Hall faculty supervisor discovers homework is being done the day it's due, the student will miss recess for one day and will serve detention.**

Homework must be handed in on-time and accomplished in a neat manner, with clear answers given to all questions. The homework will be written carefully and legibly.

For each day homework or other assignments are late – unless the Head of School /the teacher excuses the lateness -- the student will receive a demerit and so miss one day of recess.

Parents Supporting Student Efforts

While the student needs private study time in a setting free of distraction, parents must be actively and appropriately involved in their child's schoolwork. 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.**

Since education is largely a self-motivated activity by which one not only learns important material but also learns how to learn, it is necessary that the student cultivate responsible, efficient and productive study habits.

The responsible student will...

- Bring notebook, paper, pen, pencil, and all necessary material to class;
- Pay attention in class, listen well, take copious notes, and participate;
- Ask questions when he does not understand;
- Plan his work and use daily private study time productively;
- Make sure he writes down and understands assignments before leaving class;
- Strive to do his best, never satisfied with "just getting by;"
- Pray for success.

The Grading Scale

Evaluation of the student's academic performance is reported at the end of each quarter using the grading scale below.

GRADE	PERCENTAGE
A +	98 - 100
A	93 - 97
A -	90 - 92
B +	87 - 89
B	83 - 86
B -	80 - 82
C +	77 - 79
C	73 - 76
C -	70 - 72
D +	68 - 69
D	65-67
F	64 and below

For Grades 1 & 2, for Art in grades 1-8, and for P.E. across all grades, the grading scale is:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Kindergarten has its own separate grading system.

Academic Monitoring, Report Cards and Parent Conferences

Parents should monitor their child's schoolwork and academic progress. Students will be sent home with assignment books. Grades 1 & 2 will have their books monitored by the teacher. Grades 3 & 4 will receive some teacher assistance. All other grades are expected to keep track of assignments on their own. **All assignments are posted daily on the whiteboards in classrooms. The assignments are also posted on RenWeb via Parentsweb.** The review of assignments, projects, tests, etc. is vital for the parent to keep informed. **Students are responsible for bringing home to parents all schoolwork, especially graded material.** Progress Reports are issued at mid-quarter to help keep parents abreast of progress prior to the student receiving an official grade for the quarter. Report Cards are issued at the end of each quarter.

Twice during the year parent conferences are held, and the purpose is to discuss the student's academic progress. Parents may request a meeting with teachers when they wish to discuss academic or behavioral concerns. The student may be asked to participate.

The Formation of Christian Character

“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



Together with educating the student's intellect, Regina Luminis Academy assists parents in the crucial task of training the will. It is important to recall that the root of a person's moral failure is in the will, not the intellect, for it is by use of the will that a person chooses his actions. Therefore, any education that fails to form the student's will, fails the student.

When the will is trained so that the person makes choices based upon solid Christian principles, rather than upon mere impulse, emotion, passions, and the like, this person has developed a truly Christian character. This is our goal. Character is defined as the combination of distinctive qualities belonging to an individual, in particular, the acquisition of moral strength through training and self-discipline. Character is demonstrated when a person does the right things for the right reasons. By forming a Christian character, students take confident possession of themselves, building their lives on the rock-solid foundation of truth and principle, rather than on the perilously shifting sands of relativism and opinion.

The development of character is affected by the individual's temperament, which, if allowed to have its way and left untrained in the formative years, results in weak character. Such temperament shows itself as inconsistency, impulsiveness, obstinacy, self-will, and the absence of rational discernment and self-control. Indeed, the work of the student is the work of mastering and governing the self. As Saint John Paul II says, self-mastery is the sign of maturity.

Obviously, the battle for self-conquest is the battle of a lifetime. As Catholics we are thankful for the grace of the Sacraments, especially the Holy Eucharist and Penance, that can convert the weaknesses of our character toward the good. Indeed, the regular reception of these Sacraments instills in the student a holy discipline: the habit of self-examination, the truthful admission of wrong, and the promise of amendment of life. It is in this way that the young person is adorned with the virtues.

At the Academy, the student will be encouraged to develop the qualities of integrity, diligence, steadfastness, reliability, perseverance, reverence, and self-sacrifice. Central to this development is the witness of the Head of School, faculty, and parents who assist at the Academy. Every activity at the Academy is an occasion to instill the above qualities, but in a special way the teaching of religion and the RLA community's sharing of the Sacraments and the feasts of the liturgical year are the best resources to secure the virtues we desire for our students.

All students represent Regina Luminis Academy 24 hours a day. Any student whose behavior causes disgrace to themselves and Regina Luminis Academy whether on or off campus is subject to sanctions imposed on him/her by the school administration.

***“Exercise self-discipline, for you are God’s athlete;
the prize is immortality and eternal life.”
--St. Ignatius of Antioch***

Student Discipline

The word *discipline* comes from the Latin word which means *to learn*. The disciples are those who learn from and follow Christ, the Teacher. The training of the mind, like the training of the body, requires self-discipline. A disciplined student is a responsible and successful student. It is fundamental to the philosophy of Regina Luminis Academy that the atmosphere in school be disciplined, quiet, and orderly, that is, conducive to learning. Student cooperation and self-control are expected in order to uphold the dignity of the academic setting and the spiritual nature of the Academy. Students conduct themselves at all times in a manner that reflects favorably upon themselves as Christian ladies and gentlemen.

In order for our children to develop a truly Christian character, discipline at home and at school must be compatible, consistent, and unified. As parents and those who stand in place of parents (*in loco parentis*) during the school day, we know that love, indeed, is at the heart of all discipline and that correction is an essential part of the firmness of love. Our vocation as parents and as teachers requires that we teach our children to observe all that God has commanded, i.e. the Ten Commandments and the Laws of the Church. We do this both by word and example. The enthusiastic support of parents for the rules of the Academy is essential for the effective education of their children.

Discipline, obedience, and authority are the three pillars upon which all learning rests.

Conduct and Deportment

The student exhibits the following behavior and attitudes:

- Gives cheerful and immediate obedience to authority;
- Knows, understands, appreciates and abides by the rules of the Academy;
- Exercises self-control and restraint;

- Maintains a modest, neat, and well-groomed appearance in accord with the dress code;
- Appreciates and acknowledges the skill and talents of others; and does not demean the inadequacies or shortcomings of others.
- Maintains a standard of personal excellence, putting forth his very best effort in all he does, directing his actions to the honor and glory of God;
- Prays and worships with a devout attitude;
- Addresses all adults with respect, (e.g. Dr. or Mr. Smith, Mrs. Jones, or, in the event the name is not known, “Yes, Sir”; “No, Ma’am”);
- Raises his hand to speak, not interrupting others;
- Uses proper English, not slang, when speaking in school; never uses inappropriate language;
- Gives assistance to other students when needed and 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, quietly and respectfully accepting the consequences thereof

Student Agreement of General Principles

Every student of the Academy commits himself to the Academy’s general principles of decorum by signing the agreement below annually.

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

- *To behave in such a manner that shows respect for myself and others;*
- *To be responsible for my own belongings and respectful of the belonging of others;*
- *To be a serious participant in the community of learners at the Academy;*
- *To be respectful and obedient to those who have legitimate authority over me; and*
- *To conduct myself at all times as a proper lady or gentleman.”*

Harassment Policies

Harassment is defined as to disturb or irritate someone with annoyances, insults, taunts, threats, or demands in order to gain a desired end or create worry and/or mental suffering.

Harassment in any form is unacceptable conduct and will not be tolerated at Regina Luminis Academy. Any pervasive, unwelcome action, physical, verbal or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community is prohibited.

Harassment because of a person's sex, race, age, national origin, religion, or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated, and appropriate sanctions will be imposed on individuals found to have violated this policy.

Bullying

Bullying is defined as repeated and systematic harassment or attacks on another, perpetrated by a student or group of students, in the school, on school grounds, in school vehicles, to or from school, or at school sponsored activities or sanctioned events and that has the effect of:

- Physically harming a student or students, or damaging a student's property or
- Knowingly placing a student or students in reasonable fear of physical harm to the student(s) or damage to the student's property or
- Placing severe mental or emotional distress upon the student or students.

All members of the Regina Luminis Academy community have the right to protection against bullying behaviors and the right to file a complaint if they believe they have been

a victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

Any student victim or bystander, parent or other adult may initiate a complaint by speaking to the Head of School or the Dean of Discipline. Reports of bullying are taken very seriously and shall be dealt with quickly and effectively.

If a student is found guilty of bullying behavior the consequences shall depend on the results of the investigation, the age of the child, and the severity of the incident. Consequences may include but are not limited to a parent conference, demerits, detention, suspension, expulsion, or referral to a local law enforcement agency.

Sexual Harassment Policy

Sexual harassment is defined as unwanted or uninvited sexually orientated words or actions that hurt or humiliate someone and/or behavior which causes a person to feel uncomfortable or offended. Sexual harassment may be physical, verbal, and/or non-verbal and is illegal in school and workplaces because it violates federal and state laws. Most importantly of all, such conduct violates God's law of love for neighbor as God loves each one of us.

Sexual harassment can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors. Examples include but are not limited to:

- Grabbing, touching, patting
- Unwanted flirtations or advances
- Repeated pressure or requests for sexual activities
- A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language
- Unwelcome notes and other communications that are sexually suggestive

If the unwanted behavior in question does not fit into the above categories but is the inappropriate sexualization of an otherwise nonsexual relationship, it will be considered as sexual harassment.

Procedure for Reporting

1. Violations involving a student shall be reported immediately to the Head of School or Dean of Discipline for investigation.
2. Violations involving an employee shall be reported immediately to the Head of School or Dean of Discipline.
3. Sanctions for violations of this policy may be progressive in nature and include: Conference with Head of School or Dean of Discipline; Referral to professional counseling; Demerits and/or suspension; Expulsion/termination; Referral to the criminal justice system for possible sexual violation.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. Appropriate action will be taken when warranted, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Any person who alleges sexual harassment by any staff member or student may complain directly to the Head of School or Dean of Discipline. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or participation in educational programs. Given the nature of the type of accusations, Regina Luminis Academy also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with Regina Luminis Academy's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a staff member in the academy shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the academy shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the

student discipline code.

All members of the Regina Luminis Academy family should understand that this policy applies to each and every student, employee (full-time, part-time and temporary) and volunteer. Violations of this policy will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including expulsion for students, and up to and including disciplinary action by the RLA Board of Directors for staff.

Student Conduct Outside of the Academy

Regina Luminis Academy reserves the right to judge actions of students which bring disgrace to the academy. These rights cover behavior during dances and proms, extracurricular activities, times when school is not in session, times when a student represents the school or is readily identified as attending Regina Luminis Academy. Students using the internet or any other means to defame or threaten the school, faculty, or other individuals will be liable for serious disciplinary action including dismissal.

Whenever necessary to protect the rights of all students and academy employees, the Regina Luminis Academy Board of Directors will involve the appropriate law enforcement agencies. Therefore, students who threaten, disrupt, assault, harass, fight or do any act to harm the educational climate of the academy and violate the law are subject to charges. The criminal charges are not limited to, but may include, disorderly conduct, simple or aggravated assault, harassing/stalking, institutional vandalism, criminal mischief.

The Student Dress Code

Every article of student clothing, and all personal belongings, must be labeled with your child's name.

One's appearance is the first statement one makes about one's identity. It speaks volumes. As the body reflects the soul, so one's dress reflects one's attitudes towards oneself and towards others. Regina Luminis Academy students dress modestly and in good taste. Students are always neat, clean, and well-groomed while at school and at all school-related functions. It is important that students keep in mind that they serve as ambassadors of Regina Luminis Academy in the larger community. Every student is expected to follow the dress code outlined below, including the proper wearing of the uniform. The dress code will be strictly enforced. We ask that parents help us in this regard. Each morning at homeroom, there will be a uniform check.

The entire uniform of Regina Luminis Academy, except shoes and belts, are to be purchased through Flynn & O'Hara School Uniform Company (1-800-441-4122 or online at www.flynnohara.com). On regular school days, every student K-12 is to wear the appropriate uniform as described below. Gym clothes are to be worn on gym day throughout the day.

Kindergarten has the choice of either gym uniforms or regular uniforms for everyday wear.

Students in Pre-K (only) do not need to wear a uniform but may wear their ordinary clothing to school.

Students may bring athletic shoes to change into during recess.

Teachers may give students permission to remove blazers/sweaters in their classrooms.

Note: No student may wear sneakers of any kind, even if they are made of leather and are dark brown or black. Students may wear sneakers only on gym days.

No boots of any kind may be worn during classes. In cold or inclement weather boots worn to school must be taken off and stored in the homeroom lockers. Regular shoes must be worn throughout the day.

Fall/Spring Uniforms

Girls Grades K-6

Uniform jumper

Peter Pan collared blouse, short-sleeved

Navy blue cardigan sweater, if needed

Blue or white knee socks.

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No high heels or open toes or sneakers of any kind

Girls Grades 7-12

Uniform skirt (skirt-length rule—not shorter than one inch above the knee.)

(Skirts available in regular, long and extra-long)

Banded-bottom, short-sleeved RLA polo shirt

Blue or white knee socks

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No high heels or open toes or sneakers of any kind.

Boys Grades K-6

Navy blue pants (navy knee-length shorts also permitted)

Banded-bottom, short-sleeved RLA polo shirt (do not tuck in)

Grades 4-6 option: White RLA polo, not banded-bottom, but must be tucked in with dark belt

Dark dress socks

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No sneakers of any kind

Boys Grades 7-12

Khaki pants (khaki knee-length shorts also permitted)

White RLA polo, not banded-bottom, tucked in with dark belt

Dark or tan dress socks

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No sneakers of any kind

Gym—All Grades

Blue or black gym shorts (no shorter than 2” above the knee)

(must be solid, but may have racing stripes)

RLA short-sleeved T-shirt, or plain white T-shirt.

Winter Uniforms

Girls Grades K-6

Uniform jumper

Peter Pan collared blouse, long-sleeved (short-sleeved if classrooms are too warm)

Navy blue cardigan sweater (unless classrooms are too warm)

Blue or black tights

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No high heels or open toes or sneakers of any kind

Girls Grades 7-12

Uniform skirt (skirt-length rule—no shorter than one inch above the knee).

White oxford long-sleeved shirt (option if classroom too warm: banded-bottom, short-sleeved RLA polo shirt)

Navy pullover sweater (unless classroom too warm)

Blue or black tights

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No high heels or open toes or sneakers of any kind

Boys Grades K-6

Navy blue pants

White oxford long-sleeved shirt (spring polos allowed if classrooms are too warm)

Navy sweater vest (unless classrooms are too warm) or navy v-neck pullover sweater.

Uniform tie for Mass

Dark dress socks

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No sneakers of any kind

Boys Grades 7-12

General Standards of Dress and Grooming

- Girls’ hair shall be neat and combed. Extreme hairstyles and coloring are not permitted.
- Boys’ hair shall be neatly trimmed, above the collar, ear, and eyebrows. Extreme hairstyles and coloring are not permitted.
- **For young ladies in high school only: Very light-colored lip gloss and a thin application of mascara is permitted. Clear or very lightly-colored nail polish is permitted.**
- Fingernails shall be clean and of modest length.
- Students must wear RLA navy blue sweaters when not in gym uniforms.
- **Girls may wear stud earrings in the traditional place on the earlobe. Dangling earrings are not permitted.**
- **Students are not to wear multiple bangle bracelets or rubber wrist bands to school.**
- **Boys are not permitted to wear earrings and/or visible jewelry. (Of course, a miraculous medal or scapular, etc. may be worn under the shirt). A watch and a ring are also permitted. Bracelets or rubber wrist bands are not permitted.**
- Socks or hose are to be worn at all times and pulled up.
- Sneakers on gym days only (but athletic shoes may be put on during recess)
- Boys must wear a belt with pants that have belt loops, when not wearing banded bottom shirts.
- Blouses and shirts must be tucked in at all times, when not wearing banded bottom shirts.

Khaki pants

White oxford long-sleeved shirt tucked in with dark belt (option if classrooms are too warm: short sleeved oxford shirt)

Uniform tie, grades 7 & 8.

Tie of choice, plain, striped or dotted, not bow tie: High school only.

Navy blazer

Dark or tan dress socks

Dark-colored shoes or tan “Sperry” shoes, either loafers or tie-front. No sneakers of any kind

Gym—All Grades

Blue sweat pants

RLA navy sweat shirt

- Girl's dresses and skirts must be no more than 1" above knee while standing. Two inches below fingertips.
- All gym shorts must be no shorter than 2 inches above the knee. (Students should try on gym shorts before buying.)
- Shirts with visible artwork or color may not be worn under uniform shirts.
- Standards of modesty, cleanliness, and neatness also apply to clothing worn on dress-down days.

The Academic Environment and the Common Good

Absence and Lateness Policy

It is essential for all students to attend class each and every day, striving always to be on time to school and to every class. Repeated or chronic absence from school and repeated lateness mean a student misses the coursework, thereby putting the student at a distinct disadvantage academically.

The Academy asks that students do not miss class for family vacations or for medical or dental appointments, etc. that could be made after school hours.

When a child is ill or an emergency necessitates absence, parents should call or email the Academy before 9:00 a.m. on each day of absence and leave a message including the student's name and reason for absence. Upon return to school, the student must bring a note from the parent to the office stating the date(s) of and reason for absence and the note must include the parent's signature. Absences will be recorded by the office.

If changes need to be made regarding how a student will be picked up at the close of a given school day, please try to call the school office no later than noon to explain the change.

When a student misses school, **he or she is responsible to make up all class work and assignments.** 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 or she was absent, but ultimately this is the teacher's decision.

Every homeroom classroom has storage cubbies, within which students may keep their coats and book bags. There is no presumption of privacy regarding what is stored in RLA's cubbies, and locks to secure the cubby doors may not be utilized at any time. The Head of School or a faculty member may open and inspect a student's cubby if sufficient reason warrants this.

Suspension:

When a student is suspended, they are expected to complete their homework and hand it in. They are expected to have their assignments (reports, projects, science observations) completed and turned in within one day of their return to regular school attendance. Their homework grade will be whatever their work earns, but no extension will be permitted to them if they do not have all of their homework (reading and writing assignments) completed and turned in within one day of return to school.

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. Nothing so contributes to this atmosphere as quiet. Shouting, screaming, and horseplay are never permitted inside the school building. When the bell rings or when it is time for class to begin all talking should cease immediately, so the student may be completely attentive.

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 will receive a zero for the assignment and will be punished appropriately by his parents. A second offense will normally result in dismissal from the Academy.

Plagiarism

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

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.

Electronic Equipment:

Student use of iPods, mp3 players, personal game players, cell phones, cameras, iPads, laptop computers, and any other electronic equipment is not permitted in the academic setting and should not be brought to school without the prior permission of the Head of School, given for a specific academic purpose. This permission must be requested in writing. Students are never to record audio or video of anything or anyone at the academy without express permission of the Head of School and of the person being recorded. **A student who, for good reason, needs to have a cell phone with him must keep it turned off and stored with his/her Homeroom teacher.****Food and Drink**

Snacks and lunch will be eaten in the lunchroom, and students must clean up after they eat or drink anything. Except for special reasons and then only with the Head of School’s permission, food and drink will not be consumed in the classrooms nor during class itself. Unless special permission is granted by the Head of School, neither food nor drink may ever be consumed during Forum.

Water may be brought to school but should not be consumed during Forum or during any class.

Snacks brought for student birthdays and other events must first be approved by the classroom teacher at least one day in advance. All students in a class must be included. Snacks must be neat and easy to clean up.

Respect for School Property

Students are expected to be considerate in their use of school property. Parents are financially responsible for their child's actions.

If any book, desk, or item of school property is found written on or defaced, the student responsible will either clean and restore the item or replace the item at the parents' expense.

Safety

The safety of our students is a priority. Students are not permitted to bring dangerous objects such as matches, penknives, etc. to school. Any language or behavior that can endanger another person will result in immediate contact with parents, and appropriate action will be taken to safeguard the student body and all school personnel. Students are not permitted to leave school property without permission.

Field Trips

All field trips must be approved by the Head of School. Permission slips must be submitted for each child in order for that child to participate in a school field trip.

Discipline Procedures

RLA employs a demerit and detention system and categorizes offenses as minor, intermediate, and major. All teachers are free to issue demerits to any student in grades 5 - 12. Disciplinary procedures pertain to RLA students when in attendance at the academy or at academy sponsored events.

Major offenses to student discipline that may result in suspension or expulsion from school will involve consultation between the Head of School and the RLA Board. Please note that it is impossible to indicate in advance all possible infractions and disciplinary responses.

Teachers must enter the demerit into the student's file within the school's online record system in a timely manner, with a brief note as to the nature of the offense. It is possible that this entry might not occur on the precise date of the incident, as there may be a period of fact-finding before giving the demerit.

In the case of Pre- Kindergarten through Grade 4, all discipline will be handled by the classroom teacher. When disciplining students in grades Pre-K-9, no child may be left alone, either outside the classroom or in any other area of the school. All staff who find poor behavior in Pre-K-4 students should report to the homeroom teacher for discipline.

It must be noted that, for anything to be an infraction, it must be deliberate.

Demerits

(Given only to students in grades 5 and up)

The following section concerning demerits will be read at Forum the first week of each semester. Therefore, no “warning” will be given before demerits are assigned.

For every demerit a student earns, he or she will sit detention during recess, during which some service project will be undertaken.

Minor offenses:

- Extreme or distracting hairstyles or colors, or boys’ hair too long—Make contact with parent to correct.
- Wearing of too-dark or garish lipstick or eye makeup—Send student to restroom to wash face and advise parent.
- Wearing of brightly-colored nail polish—Send to office to remove and contact parent.
- Wearing of jewelry that is not allowed—Have student remove. Contact parent if situation persists.
- Skirts or gym shorts too short—Contact parent.
- Use of electronics on premises—First infraction, confiscate for one day and give demerit. Second infraction, confiscate for one week and give two demerits. Third infraction - Give four demerits and RLA phones the parent and requests that item not be sent to school again.
- If student has legitimate need to carry a cell phone, then the phone must be checked into the Homeroom teacher’s safekeeping every morning and checked out every afternoon before the student leaves for home.
- Talking in class while the instructor is speaking or interrupting the speech of a student called upon by the instructor
- Getting up from one’s seat without permission
- Student outburst meant to distract from the lesson
- Improper wearing of the uniform or missing pieces of the uniform (examples: shirt untucked, tie worn without top button being buttoned, skirt hiked up, no belt)
- General disobedience.
- Minor property damage. Student must fix or make restitution, if possible.
- Other misbehavior of similar seriousness

Intermediate Offenses (Five demerits)

- Not in uniform.
- Talking or otherwise failing to follow directives during a fire drill or severe storm drill

- Intentional and blatantly disruptive behavior in the hallways, restrooms, or cafeteria
- General failure to act like a gentleman or lady while in public or when visitors are present at school or during an RLA event (examples include when at Mass, on a field trip, when a priest is giving a talk to students, etc.)
- Violation of student driving/parking rules
- More serious property damage. Student must fix or make restitution if possible.
- Deliberate and hurtful demeaning of others.
- Possession of dangerous objects/weapons—Also, confiscate and give to parent.
- Cutting classes.

Offenses subsequent to initial notice to parents warrant a parent conference and may indicate a more serious problem.

Major Offenses (Fifteen demerits)

- Gross disrespect for authority; deliberate insubordination
- Persistent refusal to follow teacher’s instructions especially in context involving student safety
- Serious gossip or calumny, immoral or vulgar language
- Cheating, theft, or dishonesty
- Skipping school or leaving school grounds without permission
- Major, deliberate destruction of property. Student must make restitution or fix, if possible.
- Fighting
- Possession of any controlled substances.
- Possession of truly dangerous weapons. Confiscate and give to parent.
- Any serious conduct that would offend against the Catholic nature of the Academy

Major offenses warrant immediate contact with the parents by the Headmaster followed by immediate corrective action, and perhaps suspension, and/or expulsion, depending on the nature and circumstances of the offense. As indicated above, issues of suspension or expulsion will involve consultation between the Headmaster and the Board.

Regina Luminis Academy prohibits corporal punishment.

Manner of Serving Detentions

Detention occurs during recess period and is served under the supervision of a Faculty member. Detention will consist of service performed for the school.

Miscellaneous Policies

Arrival, Dismissal, and Transportation

Early arrival and drop off is permitted, but must be arranged ahead of time with the RLA Office Manager.

Ordinarily, students should not arrive before 8:10 a.m. but must arrive by 8:25 and report to their homeroom to unload books and coats. Morning prayer and Forum begin at 8:30 each day; classes begin at 8:55 and dismissal is at 3:05 p.m., except for half-day kindergarten, which is at 11:50. Parents are asked to be prompt in picking up their children at dismissal time. There will be a \$25 late fee assessed when students are not picked up on time. We will not charge for emergencies, but please call the office to let us know you will be late.

Parents must make the office aware of any transportation changes no later than by noon that day. Please call or email the office with all transportation changes before the day, if possible. Never assume we know your plans. We never rely on the word of a student, only what parents tells us. Calling the bus company or the bus driver is not a substitute for letting us know. Also, never cancel a bus, as you may not know if there are other RLA students who also need that bus to get home. If we see that all students are not taking a particular bus, we do notify the bus company. Per school district rules, students may only ride home on the buses to which they have been assigned.

All students who are transported by vehicle both before and after school, are dropped off or picked up at the cafeteria doors in the main parking lot. Parents should wait in line with the other cars and buses and not come into the building.

All student drivers must sign in immediately upon their arrival at the academy.

No student may drive to school unless he or she has signed a waiver for the current academic year. Please obtain one from the office.

Waiver:

As a student driver I promise:

- To drive slowly and carefully at all times in the RLA parking lot
- To park in the designated area
- Never to leave school premises during regular school hours
- To sign in at the office upon arrival at and departure from school
- Never to be in my car during regular school hours
- To lock and secure my car lest younger children climb into my car.

Early Dismissal or Partial Absence

When an early dismissal or absence for part of the day is necessary, a note must be turned in to the office upon arrival. The note should contain the student's name, the date and time of the dismissal from class, 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. The student must inform the teachers of the early dismissal that day. The parent must come into the office to sign the student out; the student must sign-in upon return.

Academic Probation

If a student is consistently NOT working up to his potential, he may need to be placed on academic probation as a strong incentive to improve. Probation would be instituted after the Head of School consults with the faculty, parents, and student. The conditions and duration of the probation would be determined at this time. Agreed upon probation requirements will be documented and placed in the student file. If, at the end of the probationary period, improvement has not been satisfactory, the student shall be asked to withdraw from the Academy in order to find a school where he may be successful.

Chain of Command

Respect for persons and concern for the common good require that the principle of subsidiarity be observed in the life of a community. This principle, enshrined in Catholic social teaching, requires that decisions and issues be handled at the lowest, most appropriate level in order to safeguard the rights and responsibilities of the human person. The Board of Directors establishes the mission and philosophy of the school, creates policy and ensures that it is properly carried out, and is responsible for the financial funding of the Academy. The Head of School is responsible for the day-to-day operation of the Academy and for implementing the policies established by the Board.

Questions or issues, which, from time to time, may arise in the life of a school, should first be addressed to the faculty member concerned. Normally, issues are resolved at this level. If unresolved, the issue should be brought to the attention of the Head of School for final resolution.

Inclement Weather Procedure

In the event of inclement weather, RLA will almost always follow the lead of the Tredyffrin/Easttown Area School District. The TE Superintendent usually doesn't announce a decision until 5AM the morning of the weather event. Thus, if T/E schools are closed or delayed in opening, RLA will almost certainly do the same. If there is a different determination, RLA Head of School will quickly alert staff and families (we have an emergency alert system set up through RenWeb). We will also follow closely what the near-by school districts of West Chester, Norristown, Methacton, and others, decide in these cases, inasmuch as so many of our teachers and parents drive in from these neighboring districts.

You will want to have handy the web site of your own school district and their closing/delay codes to see if you still have bus service that day. If RLA has a delay, and your school district does not, please do not allow your children to take the bus to school. Staff at RLA, on a delayed opening morning, may not be at school when your child arrives, and may be unable to open the school earlier.

If RLA is open at the regularly scheduled time, but your district has a delay, you may put your children on the delayed bus, but please notify the office of what time the children will arrive at school by calling 610-269-3905.

Closings and delayed openings will be communicated to parents:

- Via email or text message.
- Clearly stated on the front page of the RLA website at www.reginaluminisacademy.com
- Announced over KYW radio. Check the KYW web site at <https://kywnewsradio.radio.com/schoolclosings>

The RLA code is 1364. Alternatively listen to KYW radio at 1060 AM.

Medical Record and Health Policies

A copy of up-to-date immunizations is required by the State to be kept on file for every student. In addition, the Academy requires that every family provide emergency health and contact information. This information must be updated as soon as any changes occur.

1. **Medication:** For the safety of all concerned and in accordance with state guidelines, students may not carry or keep medicines with them at school. Any student who is required to take prescription medication while in school must keep the medication in the Head of School's office. A written permission from the parent and instructions from the physician as to its administration must accompany the medication. The student will sign the medication log for each dose. All medicines must be clearly labeled with the student's name. RLA Parent/Doctor Request for Administration of Medication Form must be filled out and kept on file in the office.
2. **Communicable Diseases:** Any member of the Academy who is diagnosed with any communicable disease or illness (e.g. influenza, strep throat) that may be harmful or contagious to others will be expected to remain home until the condition is no longer a hazard. The Academy asks that parents notify the Academy if they believe that their child's attendance at school may have contaminated other students. The Academy reserves the right to send home any children who appear to be spreading a contagious disease. Parents are expected to make arrangements to pick up sick children from the Academy within one hour of their becoming ill. Each case will be handled individually.
3. **Potty-training:** All students must be potty-trained before being admitted to RLA.
4. **Young ladies** are asked to provide their own feminine supplies. In the event of an emergency, girls should see the office manager for what they need. A small supply is kept on hand.

Telephone Calls

Student use of office telephones is, of necessity, limited only to real emergencies. Schoolwork left at home does not constitute an emergency.

Phone messages for students cannot be delivered to students in class. The answering machine will be on during part of the school day. Every effort will be made to relay non-emergency, important messages (e.g. transportation changes) to students before dismissal, but this cannot be guaranteed.

Students may not use the office copiers, computers, or printers for any reason.

Textbooks and Personal Effects

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. Books must be cared for properly and may not be left unattended. Except for "consumables," no writing is permitted in books and any lost or damaged books must be paid for. In addition, all personal effects (sweaters, coats, lunch boxes, book bags, etc.) should be labeled with the student's name.**

Common sense dictates that students not bring large sums of money or valuable objects to school. Long experience has shown that often when a student thinks something has been "stolen," he has simply misplaced the item.

Visitors

Any visitors to the Academy must enter through the front doors and must sign in, wear a security badge, and report to the Office Manager's desk. No visitor will be permitted to enter classes without the prior permission of the Head of School and the classroom teacher's permission. This applies to all parents, as well as to student alumni and siblings of students.

Volunteer Service

"Regina Luminis Academy was founded by parents and its success depends upon the support of the parents..." states the Academy's Mission. Thank you for expressing your understanding of how important the support of your child's education is through your charitable service. The Academy has many needs such as teaching assistants, library organization, feast day celebrations, transportation as needed, fund-raising, etc. The service given by parents and families is truly a gift from God and teaches the valuable lesson of Christian service and caring.

Volunteers may bring minor children with them to RLA when volunteering, even when teaching in a classroom, provided the child stays with the parent at all times and is not disruptive.

ACKNOWLEDGEMENTS

We are grateful to the National Association of Private Catholic and Independent Schools (NAPCIS), Kolbe Academy, Holy Family Academy, and Regina Angelorum Academy for the resources they provided in the development of this handbook.

Regina Luminis Academy may, of necessity, from time to time, amend and alter this Handbook.

The interpretation of this handbook is the responsibility and right of the administration.

Regina Luminis Academy does not discriminate on the basis of race, color, national or ethnic origin in its policies of admissions, scholarships, or employment of personnel

“Warn my children

to avoid the precipices of pride and haughtiness and to walk in the pleasant meadows of modesty;
not to be dazzled by the sight of gold; not to lament that they do not possess what they erroneously
admire in others; not to think more of themselves for gaudy trappings,
nor less for the want of them; neither to deform the beauty that nature has given them by neglect,
nor to try to heighten it by artifice; to put virtue in the first place, learning in the second;
and in their studies to esteem most whatever may teach them piety towards God,
charity to all, and Christian humility themselves.

These, I consider the real and genuine fruits of learning, and I would maintain
that those who give themselves to study with such intent will easily attain their end and become perfect.”

**--Saint Thomas More
to his children's tutors**

