

REGENT PREPARATORY SCHOOL
— OF OKLAHOMA —

A CLASSICAL CHRISTIAN EDUCATION

Regent Preparatory School of Oklahoma

Policy Manual

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Policy Manual

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1.0 General Mission, Philosophy, and Purpose

Regent Preparatory School of Oklahoma is a non-profit organization, formed in December 1999, for the purpose of educating children. It is managed by a Board of Directors (hereafter referred to as the School Board) and the appointed Headmaster/Administrator(s). This policy manual is intended to provide guidelines for the operation of the School Board and the school. It includes general policies, operations, and guiding philosophies. As such, this document contains critical information for implementing management plans and operations essential to meeting and maintaining the school objectives.

1.1 School Name

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

1.2 School Motto

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

1.3 Mission Statement

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

1.4 Purpose and Method

Regent Preparatory School was established in 1999 as a private, Christian school committed to providing a classical and biblically-based education to young people in grades pre-K through third, with the goal of building the school grade by grade. Education at Regent is intended to be inherently different in philosophy and content than that offered in the public schools. Regent strives to operate as a servant to (partner with) the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Regent provides a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Scriptures as a foundation. Regent accomplishes this by utilizing excellent faculty, choosing high quality literature, and limiting the number of students in the classroom (PreK-K, 10; 1st-2nd, 15; 3rd and higher, 16)

In conjunction with the biblical emphasis, Regent strives to follow a classical education model and incorporates educational and child-training philosophies as described in the following works:

- A. *The Lost Tools of Learning* by Dorothy Sayers
- B. *Recovering the Lost Tools of Learning* by Douglas Wilson
- C. *Home Education* by Charlotte Mason
- D. *Endangered Minds* by Dr. Jane Nealy
- E. *The Well-Trained Mind* by Susan Wise Bauer and Jesse Bauer
- F. *The Seven Laws of Teaching* by John Milton Gregory
- G. *Shepherding a Child's Heart* by Ted Tripp
- H. *How Now Shall We Live* by Charles Colson and Nancy
- I. *For The Children's Sake* by Susan Schaeffer Macauley

Method

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

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

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

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

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

The School seeks to maintain an environment in which its students can develop sound intellectual, spiritual, moral, and physical habits. The School believes that the best foundation for a responsible and

joyful life is the early development of a disciplined lifestyle in the context of a relationship with Jesus Christ.

The Trivium

In the 1940's the British author, Dorothy Sayers, wrote an essay titled "The Lost Tools of Learning." In that essay, she calls for a return to the application of the seven liberal arts of ancient education, the first three being the "Trivium" - grammar, logic, and rhetoric. She also applies three stages of children's development to the Trivium. Specifically, she matches what she calls the "Poll-parrot" stage with grammar, the "Pert" stage with logic/dialectic, and "Poetic" stage with rhetoric (see chart below). Regent began its commitment to this method of instruction in 1999.

An excerpt from Doug Wilson's book, "Recovering the Lost Tools of Learning:"

"The structure of our curriculum is traditional with a strong emphasis on "the basics." We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A . In history, time is linear, not cyclic. Each subject has its own "grammar," which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject's particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well."

The following chart shows some of the strategies employed at the various grade levels. The stages can be applied to any subject being studied, but certainly language is the base application to the concepts outlined by the trivium.

<i>Beginning Grammar (Pre-Polly)</i>	<i>GRAMMAR (Poll-Parrot)</i>	<i>LOGIC (Pert)</i>	<i>RHETORIC (Poetic)</i>
Grades K-2	Grades 3-6	Grades 6-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>
<ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative 6. Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss) 	<ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds 6. Easily memorizes 7. Can assimilate another language well 	<ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? For most things 7. Thinks, acts as though more knowledgeable than adults 	<ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>
<ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 9. Lay conceptual understanding of letters, numbers, associated meanings 	<ol style="list-style-type: none"> 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Teach and assign research projects 6. Recitations, memorization 7. Drills, games 8. Oral/written presentations 	<ol style="list-style-type: none"> 1. Time lines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 	<ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g. working with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/written papers

Derived from *The Lost Tools of Learning* by Dorothy Sayers (compiled by Tom Garfield at Logos School in Moscow, Idaho)

1.5 Statement of Faith

The following is the foundation of beliefs on which Regent is based. The substance of these statements is that which will be considered primary doctrine at Regent. Secondary doctrine and issues springing from theological discussions will be referred back to the family and local churches for final authority. Faculty, staff, and families are required to subscribe to the following statements:

We believe that the scriptures are the very Word of God in their entirety and, therefore, are our authority in matters of faith and practice.

We believe in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.

We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.

We believe that Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.

We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.

We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of eternal punishment of separation from God for the lost.

We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith are born again into the family of God.

We believe that the family of God is the Church, which is the body of believers of which Christ is the head.

1.6 Primary and Secondary Doctrine

While the Statement of Faith comprises the school's primary doctrine, the many other theological matters that could be discussed are categorized as secondary doctrinal matters. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

1.7 Objectives and Standards

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, Regent strives to:

1. Teach all subjects in the curriculum as parts of an integrated whole with the Scripture at the center (II Timothy 3:16-17).
2. Provide a clear model of biblical Christian life through the school staff and board (Matthew 22:37- 40).
3. Encourage every student, under the guidance of his/her parent, to develop a personal relationship with God the Father through Jesus Christ (Matthew 28:18-20).
4. Emphasize grammar, logic, and rhetoric in all subjects. (Grammar is to be understood as the fundamental rules and data of each subject. Logic is to be understood as the ordered relationship of particulars in each subject. Rhetoric is to be understood as the means by which the grammar and logic of each subject may be expressed clearly.)
5. Encourage every student to develop a love for learning and to achieve maximum academic potential.
6. Provide an orderly and secure atmosphere conducive to maintaining these standards.

1.8 Vision Statements

Aesthetic

The apostle Paul instructs us to set our minds on that which is true, noble, just, pure, lovely; we are to meditate on those things which are of good report, virtuous, or praiseworthy. As a Christian and classical school, we have particular duties in this regard; our school parents have entrusted us with the responsibility to help train and discipline the minds of children. We understand that the loveliness and nobility enjoined by the apostle involve more than just "spiritual" truths, and that our duty as a school includes the discipline of aesthetic education.

We therefore affirm that the triune God contains within Himself all ultimate loveliness and beauty. As His creatures, therefore, we are to serve and worship Him in all that we do in the beauty of holiness. He has created us in His own image, and requires us to strive to imitate Him in all that we do, and this includes the duty of understanding our responsibilities of appreciating and creating objects of loveliness.

In the education we provide, we therefore deny all forms of aesthetic relativism. At the same time, we affirm our limitations as creatures. This means that in any work of art containing true beauty, only God knows exhaustively all that is beautiful about the work, while we see the beauty only partially. Because different human observers see different "partialities," this creates an illusion of subjectivity. Because our vision of the beautiful must necessarily be partial, we seek to instruct our students to make all aesthetic judgments in humility. At the same time, we want to train them on their responsibility to make grounded and informed aesthetic judgments, rejecting all forms of principled ugliness or aesthetic nihilism.

We seek to teach the importance of aesthetic standards in all activities associated with the school, striving for that form of excellence suitable to each activity. This obviously includes a strong emphasis throughout our curriculum on the fine arts - music, painting, sculpture, drama, and poetry - with the attendant responsibilities of the students including study, meditation, and memorization. But our emphasis on aesthetics also extends to more mundane matters -- the cleanliness and decoration of classrooms, student dress, athletic competition; handwriting, etc. In all this, we aim to teach our students the reasons for what we require, and not just impose the bare requirement. As a Christian school we want to particularly avoid all forms of pious or traditional kitsch -- aesthetic frauds, which can evoke a sentimental and superficial aesthetic response.

The standards we use in determining what we consider to be aesthetically valuable include, but are not limited to, conformity to the standards of Scripture, historical durability and the approval of many minds over generations, a balance of complexity and simplicity, dignity, metaphorical strength, harmony, subtlety, the power to evoke love of truth and goodness, an ability to work against standards while honoring and employing them, and avoidance of formulaic clichés and wisdom.

General

STUDENTS:

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

FACULTY/STAFF:

1. We aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Regent.
2. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects.
3. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed.
4. We desire to see them coach and nurture new staff and to serve as academic mentors to students.
5. We look to see them mature in Christ and grow in their knowledge of God.

PARENTS:

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

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify unity in the body of Christ.

1.9 Ethics

All teachers, staff members, and representatives of Regent are expected to conform to biblical standards of behavior at all times. While this statement has broad and varied applications and judgments inherent within it, all such individuals must submit themselves to the appropriate authority for a determination on specific matters of concern.

1.10 Loco Parentis (meaning “in place of the parents”)

At all levels, the Regent School Board, administration, teachers, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority (in loco parentis) from the parents.

Parents are the primary spiritual influence in the lives of their children as ordained by God. Regent is not the church and does not attempt to assume that role in the lives of its families. There are areas of primary doctrine upon which it is important for all Regent families to agree and these areas are included in the Regent Statement of Faith (signed by parents during the admissions process). Areas considered secondary doctrine are best left for parents to address within the home.

The Regent goals and vision statement represent the desired results, which we believe will come from our educational support of godly homes. We intend to fulfill these established goals through supporting parents who are already dedicated to such goals in their respective households.

The school’s implementation of its goals and vision statement is not intended to supplant the responsibility of parents before God for the nurture and education of their children.

The school will seek to fulfill its obligations with regard to this policy, and both its goals and vision statement, primarily through careful admission procedures, faithfulness to the stated educational mission, and through consistent biblical discipline.

2.1 Bylaws

ARTICLE I

Purpose and Distributions

SECTION 1.1. Purpose. This corporation is organized and shall operate exclusively for educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

More specifically, the corporation's purposes include: to provide academically able PreK-12th grade students with a challenging educational experience designed to help them know, love, and practice that which is true, good, and beautiful and to prepare them to live purposefully and intelligently in the service of God and man.

SECTION 1.2. Principal Office. The principal office for the transaction of the business of the corporation is hereby fixed and located at: 8621 S Memorial Drive, Tulsa, OK 74133.

The Board of Directors is hereby granted full power and authority to change said principal office from one location to another. Any such change shall be noted in the bylaws by the Secretary, opposite this section, or this section may be amended to state the new location.

SECTION 1.3. Other Offices. Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the corporation is qualified to do business or the business of the corporation may require.

ARTICLE II

Members

SECTION 2.1. The corporation shall have no voting members.

ARTICLE III Directors

SECTION 3.1. Powers. Subject to limitations of the Certificate of Incorporation, of the bylaws and of the laws of the State of Oklahoma as to action to be authorized or approved by the Board, and subject to the duties of directors as prescribed by the bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed and conducted by, the Board of Directors. Without prejudice to such general power, but subject to the same limitations, it is hereby expressly declared that the directors shall have the following powers; to wit,

First: To select and remove officers, agents and employees of the corporation, prescribe such powers and duties for them as may not be inconsistent with law, with the Certificate of Incorporation or the bylaws and fix their compensation.

Second: To designate any place within or without the State of Oklahoma for the holding of any Board' meeting or meetings; and to adopt, make and use a corporate seal.

Third: To authorize the receipt of contributions as provided in the Articles of Incorporation.

Fourth: To borrow money and incur indebtedness for the purposes of the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefore.

SECTION 3.2. Number, Election and Term of Office. The number of directors that shall constitute the whole Board shall be not less than five (5). Subject to the foregoing limitation, the Board at any meeting shall determine the number which shall constitute the Board and the number so determined shall remain fixed until changed at a subsequent meeting. The Board may designate classes of Directors whose terms shall expire at the next annual meeting ensuing or one or two years thereafter, and may designate which Directors shall be elected to each respective class. The directors shall be elected at each annual meeting of the Board; however, if any such annual meeting is not held or the directors are not elected thereat, the directors may be elected at any meeting of Board held for that purpose. All directors shall hold office until their respective successors are elected.

SECTION 3.3. Vacancies. Vacancies in the Board of Directors may be filled by a majority of the directors then in office, though less than a quorum, or by a sole remaining director, and each director so elected shall hold office until his successor is elected at an annual or a special meeting of the Board.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of the death, resignation or removal of any director, or if the authorized number of directors be increased, or if the Board fail, at any annual or special meeting of Board at which any director or directors are elected, to elect the full authorized number of directors to be voted for at that meeting.

No reduction of the number of directors shall have the effect of removing any director prior to the expiration of his term of office.

SECTION 3.4. Resignations. Any director may resign at any time by giving written notice of his resignation to the Board or Chairman of the Board or the President or the Secretary. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If the Board of Directors accepts the resignation of a director rendered to take effect at a future time, the Board shall have power to elect a successor to take office when the resignation is to become effective.

SECTION 3.5. Removal. The entire Board of Directors or any individual director may be removed from office with or without cause by vote of the Board at any annual or special meeting of Board. In case the entire Board or any one or more directors be so removed, new directors may be elected at the same meeting of Board.

SECTION 3.6. When Board May Declare Vacancies. The Board of Directors shall declare vacant the office of a director if he be declared of unsound mind by an order of court or convicted of a felony, or may do so within sixty (60) days after notice of his election if he does not accept such office in writing or does not attend a meeting of the Board of Directors.

SECTION 3.7. Place of Meeting. Regular meetings of the Board of Directors shall be held at any place within or without the State of Oklahoma which has been designated from time to time by resolution of the Board or by written consent of all Directors. In the absence of such designation, regular meetings shall be held at the principal office of the corporation. Special meetings of the Board may be held either at a place so designated or at the principal office.

SECTION 3.8. Regular Meetings. A regular annual meeting of the Board of Directors for the purpose of election of officers of the corporation and the transaction of any other business coming before such meeting shall be held each year immediately following the adjournment of the annual Board' meeting and no notice of such meeting to the elected directors shall be necessary in order to legally constitute the meeting, provided a majority of the whole Board shall be present. If a majority of the Board shall not be present, then such regular annual meeting may be held at such time as shall be fixed by the consent, in writing, of all of the directors. Other regular meetings of the Board may be held without notice at such time as shall from time to time be determined by the Board.

SECTION 3.9. Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the President or, if he is absent or unable to act, by any Vice-President or by any two directors. No business shall be considered at any special meeting other than the purposes mentioned in the notice given to each director of the meeting, except upon the unanimous consent of all directors.

SECTION 3.10. Notice of Special Meetings. Notice of the time, place and the purposes of all special meetings shall be given orally or in writing to each Director. In case such notice is mailed, it shall be deposited in the United States Mail in the place in which the principal office of the corporation is located at least three (3) days prior to the time of the holding of the meeting, charges prepaid, addressed to him at his last known address. In case such notice is delivered orally in person, it shall be so delivered at least twenty-four (24) hours prior to the time of the holding of the meeting.

SECTION 3.11. Waiver of Notice. Any actions taken or approved at any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present and if, either before or after the meeting, each of the directors not present signs a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records or made a part of the minutes of the meeting. If a director does not receive notice of a meeting, but attends and participates in the meeting, he shall be deemed to have waived notice of the meeting.

SECTION 3.12. Quorum. At all meetings of the Board, a quorum shall consist of a majority of the entire number of directors and the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board of

Directors except as may be otherwise specifically provided by statute or by the Articles of Incorporation or by these bylaws and except to adjourn as hereinafter provided.

SECTION 3.13. Adjournment. A quorum of the directors may adjourn any directors' meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum a majority of the directors present at any directors' meeting, either regular or special, may adjourn to a later date but may not transact any business until a quorum has been secured. At any adjourned meeting at which a required number of directors shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

SECTION 3.14. Notice of Adjournment. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place are fixed at the meeting adjourned.

SECTION 3.15. Fees and Compensation. Directors may not receive compensation for their services, provided that they may receive such reimbursement for expenses, as may be fixed or determined by resolution of the Board.

SECTION 3.16. Action without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if a record or memorandum thereof be made in writing and signed by all directors. Such record or memorandum shall have the same effect as a meeting of the Board of Directors and shall be filed with the Secretary of the corporation and made a part of the corporate records.

SECTION 3.17. Telephonic Meetings. Members of the Board of Directors may participate in a meeting of such Board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

ARTICLE IV

Executive Committee

SECTION 4.1. Election. The Board may if it deems necessary, acting by resolution adopted by a majority of the number of directors fixed by these bylaws, elect from their own members an Executive Committee composed of two or more voting Board members.

SECTION 4.2. Duties. The Executive Committee shall have and exercise all of the authority of the Board in the management of the corporation in the interval between meetings of the Board, subject to the control and direction of the Board, except to the extent, if any, such authority shall be limited by the resolution appointing the Executive Committee and except the power to adopt, amend or repeal the bylaws and where action of the Board of Directors is required by law. It shall keep regular minutes of its proceedings which shall be reported to the directors at their next meeting.

SECTION 4.3. Meetings. The Executive Committee shall meet at such times as may be fixed by the Committee or on the call of the President. Notice of the time and place of the meeting shall be given to each member of the Committee in the manner provided for the giving of notice to members of the Board of Directors of the time and place of special meetings of the Board of Directors or in such other manner as the Executive Committee by resolution may prescribe.

SECTION 4.4. Quorum and Voting. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. The act of the majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Executive Committee. At all meetings of the Executive Committee, each member present shall have one (1) vote which shall be cast by him in person.

SECTION 4.5. Waiver of Notice. Any actions taken or approved at any meeting of the Executive Committee, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present and if, either before or after the meeting, each of the members not present signs a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof.

SECTION 4.6. Removal. The entire Executive Committee or any individual member thereof may be removed from the Committee with or without cause by a vote of a majority of the whole Board of Directors.

SECTION 4.7. Vacancies. The Board of Directors shall fill all vacancies in the Executive Committee which may occur from time to time.

SECTION 4.8. Action without Meeting; Telephonic Meeting. Action may be taken by the Executive Committee in the manner allowed by the Board of Directors pursuant to Sections 17 and 18 of Article III.

ARTICLE V Committees of Directors

SECTION 5.1. Designation. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, in addition to the Executive Committee provided for in Article IV hereof, each committee to consist of two or more of the directors of the corporation, which to the extent provided in the resolution, shall have and may exercise the powers of the Board of Directors in the management of the business and affairs of the corporation, except where action of the Board of Directors is required by law, and may authorize the seal of the corporation to be affixed to all papers which may require it. Such committee or committees shall have such name or names as may be determined from time to time by resolution adopted by the Board of Directors.

SECTION 5.2. Procedural Rules. Each committee shall comply with the same procedural rules set forth in Sections 3 through 8, both inclusive, of Article IV that are applicable to the Executive Committee.

ARTICLE VI Officers

SECTION 6.1. Officers. The officers of the corporation shall be a President, a Secretary and a Treasurer. The corporation may also have, at the discretion of the Board of Directors, a Chairman of the Board, an Executive Vice-President, one or more Vice-Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers and such other officers as may be appointed in accordance with the provisions of Section 3 of this Article. One person may hold two or more offices; provided, however, that no person shall at the same time hold the offices of President and Secretary or more than one of the offices of President, Executive Vice-President and Vice-President. The President shall be a member of the Board of Directors; provided, however, that the President shall continue to hold office until he is removed or his successor has qualified after being appointed or elected notwithstanding an earlier termination of his office as director.

SECTION 6.2. Appointment. The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article, shall be chosen annually by the Board of Directors, and each shall hold his office until he shall resign or shall be removed or otherwise disqualified to serve, or his successor shall be elected and qualified.

SECTION 6.3. Subordinate Officers. The Board of Directors may appoint, and may empower the President to appoint, such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in the bylaws or as the Board of Directors may from time to time determine.

SECTION 6.4. Removal and Resignation. Any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting thereof, or, except in case of an officer chosen by the Board of Directors, by any officer upon whom such power of removal may be conferred by the Board of Directors.

Any officer may resign at any time by giving written notice to the Board of Directors, or to the President, or to the Secretary of the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 6.5. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in the bylaws for regular appointments to such office.

SECTION 6.6. Chairman of the Board. The Chairman of the Board, if any, shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned to him by the Board of Directors or prescribed by the bylaws.

SECTION 6.7. President. Subject to such powers and duties, if any, as may be assigned by the Board of Directors to the Chairman of the Board, if there be such an officer, the President shall be the Chief Executive Officer of the corporation and shall subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the corporation, including:

(a) In the absence of the Chairman of the Board, or if there be none, he shall preside at all meetings of the Board of Directors.

(b) He shall sign or countersign, as may be necessary, all such bills, notes, checks, contracts and other instruments as may pertain to the ordinary course of the corporation's business and shall, with the Secretary, sign the minutes of all directors' meetings over which he may have presided.

(c) He shall execute bonds, mortgages and other contracts requiring a seal under the seal of the corporation, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the corporation.

(d) At the annual meeting of the Members, he shall submit a complete report of the operations of the corporation's affairs as existing at the close of each year and shall report to the Board of Directors from time to time on such matters coming to his attention and relating to the interest of the corporation as should be brought to the attention of the Board.

(e) He shall be a member of the Board of Directors and an ex-officio member of all standing committees, including the Executive Committee, if any; and he shall have such usual powers and duties of supervision and management as may pertain to the office of the President and shall have such other powers and duties as may be prescribed by the Board of Directors or the bylaws.

SECTION 6.8. Executive Vice-President. The Executive Vice-President, if any, shall be the executive officer of the corporation next in authority to the Chairman of the Board and the President, both of whom he shall assist in the management of the business of the corporation and the implementation of orders and resolutions of the Board of Directors. In the absence of the Chairman of the Board and the President, he shall preside at all meetings of the directors, and shall exercise all other powers and perform all other duties of the Chairman of the Board and the President; he shall be ex-officio a member of all standing committees; and he shall perform such other duties as the Board of Directors may from time to time prescribe. He shall have all authority conferred upon a Vice-President by these Bylaws.

SECTION 6.9. Vice-President. In the absence or disability of the President, the Vice-Presidents, if any, in order of their rank as fixed by the Board of Directors or, if not ranked, the Vice-President designated by the Board of Directors, shall perform all the duties of the President and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice-Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or the bylaws.

SECTION 6.10. Secretary. The Secretary shall keep or cause to be kept, at the principal office of the corporation or such other place as the Board of Directors may order, a book of minutes of all meetings of directors, with the time and place of holding,

whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at directors' meetings, and the proceedings thereof.

The Secretary shall give, or cause to be given, notice of any meetings of the Board of Directors required by the bylaws or by law to be given, and he shall keep the seal of the corporation in safe custody. He shall also sign, with the President or Vice-President, all contracts, deeds, licenses and other instruments when so ordered. He shall make such reports to the Board of Directors as they may request and shall also prepare such reports and statements as are required by the laws of the State of Oklahoma and shall perform such other duties as may be prescribed by the Board of Directors or by the bylaws.

The Secretary shall attend to such correspondence and perform such other duties as may be incidental to his office or as may be properly assigned to him by the Board of Directors.

The Assistant Secretary or Secretaries, if any, shall perform the duties of the Secretary in the case of his absence or disability and such other duties as may be specified by the Board of Directors.

SECTION 6.11. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including account of its assets, liabilities, receipts, disbursements, gains, losses and contributions. The books of account shall at all reasonable times be open to inspection by any director.

The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Directors. He shall disburse the funds of the corporation as may be ordered by the Board of Directors, shall render to the President and directors, whenever they request it, an account of all of his transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the bylaws.

The Assistant Treasurer or Treasurers, if any, shall perform the duties of the Treasurer in the event of his absence or disability and such other duties as the Board of Directors may determine.

SECTION 6.12. Delegation of Duties. In case of the absence or disability of any officer of the corporation or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may, by a vote of a majority of the whole Board,

delegate, for the time being, the powers or duties, or any of them, of such officer to any other officer or to any director.

ARTICLE VII

Execution of Instruments

SECTION 7.1. Contracts. The Board or any committee thereunto authorized may authorize any officer or officers, agent or agents, to enter into any contract or to execute and deliver in the name and on behalf of the corporation any contract or other instrument, and such authority may be general or may be confined to specific instances.

SECTION 7.2. Checks and Drafts. all checks, drafts or other orders for the payment of money, notes, acceptances or other evidences of indebtedness issued by or in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall be determined from time to time by resolution of the Board.

SECTION 7.3. Deposits; Bank Accounts. all funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may from time to time designate or as may be designated by an officer or officers of the corporation to whom such power of designation may from time to time be delegated by the Board. The Board may make such special rules and regulations with respect to such bank accounts, not inconsistent with the provisions of these bylaws, as it may deem expedient. Unless otherwise provided by resolution of the Board, endorsements for deposit to the credit of the corporation in any of its duly authorized depositories may be made by hand-stamped legend in the name of the corporation or by written endorsement of any officer without countersignature.

SECTION 7.4. Loans. No loans shall be contracted on behalf of the corporation unless authorized by the Board, but when so authorized, unless a particular officer or agent is directed to negotiate the same, may be negotiated, up to the amount so authorized, by the President or a Vice-President or the Treasurer; and such officers are hereby severally authorized to execute and deliver in the name and on behalf of the corporation notes or other evidences of indebtedness countersigned by the President or a Vice-President for the amount of such loans and to give security for the payment of any and all loans, advances and indebtedness by hypothecating, pledging or transferring any part or all of the property of the corporation, real or personal, at any time owned by the corporation.

SECTION 7.5. Sale or Transfer of Securities Held by the Corporation. Stock certificates, bonds or other securities at any time owned by the corporation may be held on behalf of the corporation or sold, transferred or otherwise disposed of pursuant to authorization by the Board, or of any committee thereunto duly authorized, and when so authorized to be sold, transferred or otherwise disposed of, may be transferred from the name of the corporation by the signature of the President or a Vice-President and the Treasurer or an Assistant Treasurer or the Secretary or an Assistant Secretary.

ARTICLE XIII Miscellaneous

SECTION 8.1. Fiscal Year. The fiscal year of the corporation shall be determined by the Board.

SECTION 8.2. Seal. The corporate seal shall be a device containing the name of the corporation and the word "Oklahoma."

SECTION 8.3. Inspection of Corporation Records. The books of account, copy of the bylaws as amended certified by the Secretary, and minutes of proceedings of the directors and of the Executive and other committees of the directors shall be open to inspection upon the written demand of any Board member, at any reasonable time, and for a purpose reasonably related to his interests as a Board member. Such inspection may be made in person or by an agent or attorney and shall include the right to make extracts. Demand of inspection other than at a Board meeting shall be made in writing upon the President, Secretary or Assistant Secretary of the corporation.

ARTICLE IX Notices

SECTION 9.1. Form of Notices. Whenever, under the provisions of these bylaws, notice is required to be given to any director or officer, it shall not be construed to mean personal notice, but such notice may be given in writing, by mail, by depositing the same in the United States Mail in a postpaid sealed wrapper, addressed to such director or officer at such address as appears on the books of the corporation, or, in default of other address, to such director or officer at the general post office in the city where the corporation's principal office for the transaction of business is located, and such notice be deemed to be given at the time when the same shall be thus mailed.

SECTION 9.2. Waiver of Notice; Attendance at Meeting. Any shareholder, director or officer may waive any notice required to be given under these bylaws by a

written waiver signed by the person, or persons, entitled to such notice, whether before or after the time stated therein, and such waiver shall be deemed equivalent to the actual giving of such notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, except when the person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE X Amendments

SECTION 10.1. Who May Amend. These bylaws may be amended, altered, changed or repealed by the affirmative vote of a majority of the Board of Directors at any regular or special meeting of the Board of Directors.

APPROVED AND RATIFIED as of this ____ day of May 2013, by the undersigned, constituting all of the directors of the Corporation.

DIRECTORS:

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

Tulsa, Oklahoma 741__

Signature

2.2 Responsibilities of the Board of Directors

- Hire, compensate, evaluate Headmaster – The Board will annually evaluate the Headmaster by judging the success of the school on the following basis:
 - Spiritual and moral emphasis
 - Academic achievement
 - School culture
 - Relational aspects (parents, faculty, students, Board, community)
 - Business health
- Approve governing policy – The Board will establish, revise, and execute according to a written Board Policy Manual using the examples provided by other classical, Christian schools.
- Approve annual budget and determine tuition rates – The Board will set tuition based on a budget proposed by administrative personnel.
- Charge/Manage committees of the Board – The Board will create, charge, and manage a committee to perform a special study or project on an as needed basis. (Examples of this would include the former Middle School Committee or a Permanent Campus Committee). These will be temporary committees and will be given a finite task with specific objectives. In addition, standing committees will be operational from year to year and will report at regularly scheduled board meetings.
- Maintain school's philosophical vision – The Board will assist the headmaster in maintaining the founding vision of the school. Board meetings will allow conversation about school culture, academic standards, and general school achievement – as directed by the administration. The board must approve changes that alter the founding vision of the school.

2.21

2.3 Definitions of Administrative Entities

Regent Preparatory School of Oklahoma, Inc. is a private, nonprofit organization with 501(c)3 status, registered as such with the State of Oklahoma and the IRS.

Regent Preparatory School of Oklahoma, Inc. is operated by a Board of Directors consisting of nine individuals.

The Regent School Board consists of appointed members from the community and from the parent population.

Operational guidelines and responsibilities of the School Board are presented in the Regent Preparatory School By-Laws.

The Headmaster is appointed and hired by the School Board to oversee the day-to-day operations of the School and to provide timely information to the Board regarding long-term decisions on curriculum, school policies, school culture, academic success, budgeting, and facilities planning.

2.4 Board of Directors Annual Calendar

The following events or benchmarks summarize the time-table for major activities of the board during a one-year period beginning in July:

July

- Ensure Policy Manuals are updated and ready for staff orientation.

August

- Hold initial meeting for the new school year
- Review enrollment and the proposed budget for the upcoming school year.
 - Board mails out its annual letter to parents
- Make leadership changes on Board or in other areas

September

- Review and discuss school-wide goals as presented by the Headmaster
- Listen to and discuss report regarding test results from previous spring

October/November

- Determine tuition based on final fiscal year budget results

January

- Check first six months of fiscal year (July – Dec.) and compare to budget

February

- Discuss in detail the five areas of Headmaster's responsibilities
- Conduct evaluation of the Headmaster
- Listen to brief evaluation of faculty and determine staffing needs for the following school year
- Discuss board membership and determine board member participation (staggered terms, etc...) for future school year

March

- Determine facility needs for the next year
- Review Headmaster evaluation and determine annual compensation

May

- Conduct final board meeting of the year

- Evaluate active committees of the Board and determine their progress/existence

2.5 Creation/approval of policy

Policy falls into one of two categories; operations or governance. Policy regarding school governance will be approved by the Board. The administration has the prerogative of bringing any and all operational policy to the Board for approval, but is authorized to put operational policy in place without Board approval. In order to do this, the administrative personnel should be consulted and should agree on the scope and details contained in the policy. If disagreement exists, the policy will be submitted to the Board for discussion.

2.6 Board Authority**2.61 Relative to other existing authority****Board of Directors**

The school is governed by a Board of Directors consisting of 9 members. The Board nominates potential members and the term of membership is renewed annually unless a board member wishes to terminate his/her membership early. The Board attempts to maintain a balanced membership of Regent parents and outside expertise/experience.

The Board has five primary responsibilities:

- Maintain school's philosophical vision
- Approve governing policy
- Hire, compensate, evaluate Headmaster
- Charge and manage special committees of the Board
- Approve annual budget and determine tuition rates

The Board responds directly to any written correspondence sent to its attention and might occasionally choose to do so by deferring the matter to committees, administration, faculty, or other expertise. In matters of dispute, the Board advises the involved parties to have direct communication first and, if issues cannot be resolved, the Board will involve itself to facilitate a resolution.

Administration

The school is managed by a Headmaster and other administrative personnel. Matters of day-to-day management are the Headmaster's responsibility. The Headmaster and his administrative team are available to parents for direct interaction and discussion of specific matters of importance to them. Decisions affecting the daily experience families enjoy at Regent are left with the administrative team unless parents or students wish to appeal those decisions at the Board level. Parents are asked to sign a Parental Resolve and Covenant each year that states the preferred method of resolution. The Board respects each parent's right to be heard on matters of importance. The Headmaster's employment is determined by the Board. Other administrative leadership is determined by the Headmaster with Board input.

Parents Council

The Parents Council is a service organization within which parents serve the school and its needs. Initially formed with four couples, a chair couple, and athletic personnel, the Parents Council is a group of committed couples with a proven track record of service and with a desire to accept additional responsibility in leading others in that service. Its expressed mission is, *“responsibility for promoting the Mission and Philosophy of Regent Preparatory School by providing organization and leadership for the parent volunteer committees. The Council’s objective is to build community between parents and faculty so that Regent may serve as an extension of the family.”* Couples serving on the Council are asked to provide school administration input on a variety of issues that surface within a growing organization. These couples typically represent students at all ages in an effort to spread the input. Couples are recruited to the Parents Council by school administration and by couples currently serving on the Council. In order to prevent confusion caused by annual turnover (departure prior to couples/individuals learning their role and becoming effective in it), leadership on the Council is not limited to a particular time period. The Council seeks to involve as many parents as possible in the school’s activities for several reasons:

- a. new parents need to serve the school, respecting that the younger parents may have babies and young children that preclude their involvement in early years at the school
- b. all parents will be blessed by the opportunity to serve

The opportunity to serve is presented to all parents at the beginning of each school year and at the point that an opening on the Parents Council is anticipated.

2.62 Board authority – amongst its members

The Board of Directors operates as a group, not as individuals. Therefore, Board members should not speak on behalf of the Board unless the Board has discussed and arrived at a decision relative to the issue at hand. The Board Chair may, on certain occasions, solicit the opinions of board members and make decisions after gaining a majority. Again, this will be done in cases where it is unlikely to get every member’s opinion in a timely manner.

2.7 Communication – Board with parents/faculty

Effective communication is critical to any organization. The Board of Directors will consist of several parents and several outside members. This policy outlines the method by which healthy communication can occur.

Any parent or faculty member is able to communicate with the Board in writing via a letter sent to the Headmaster or Board Chairman. These letters are read, discussed, and responded to as a regular part of each board meeting. Parents and faculty members are encouraged to utilize proper lines of authority, if appropriate, so as to limit the Board's involvement in daily administrative issues. Teachers, Division Heads, and the Headmaster are each available to field questions and suggestions.

The Board reserves the right to send a question or issue to a particular group or individual for research and a response.

The Board will speak/respond as a group through authorized communication. Individuals on the Board should not speak for the Board on specific matters. Board members may solicit input and opinions on specific issues, if necessary, but should not render decisions or opinions without discussion amongst members. Any communication sent by the Board can be appealed or pursued through additional correspondence to the Board or through communication with the Board Chairman.

The Board will consider requests for face-to-face conversation with a parent or faculty member on an individual case basis. Parents and faculty members should not assume that option will always be granted. The Board has many issues to handle and such access potentially limits the Board's ability to move through its business each month.

2.8 Board committees

From time to time, the Board will establish committees to address specific projects or tasks within the school. The committees will report to the Board. They will be given a written objective and a timeline for completion of their assignment. The committees will present its findings and recommendations to the Board for final approval unless that authority is written in to the committee's objective. Previous committees include:

- Literature Committee
- Middle School Committee
- School of Rhetoric Committee
- Permanent Campus Committee
- Gymnasium Committee
- Facilities Committee
- Fund raising Committee

The committees will be terminated at the Board's discretion with the conclusion of the project.

In addition, permanent committees of the board exist and are operational on an ongoing basis. They include:

- Tuition Assistance Committee
- Facilities Committee
- Long-Range Plan Committee
- Compensation Committee
- Fund-raising Committee
- Finance Committee
- Curriculum Committee

2.9 Grievances

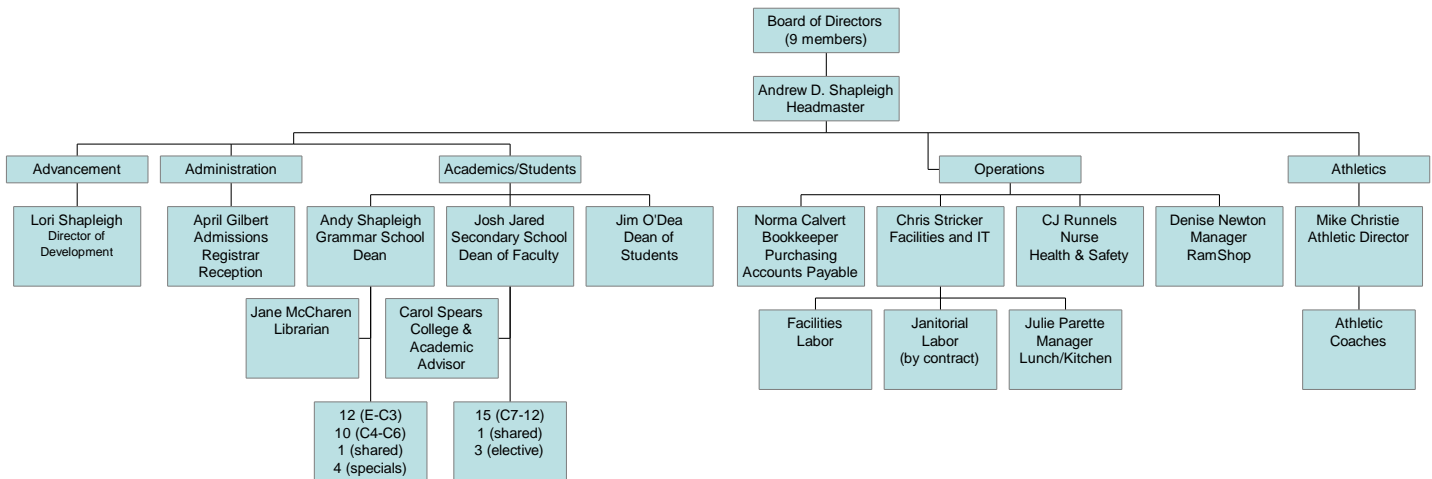
From time to time, a faculty member, parent, or student may find a need to report a grievance of some nature. Depending on the nature of the grievance, any such individual should approach the proper level of authority within the school first. That may be a teacher, an administrator, a division head, or the Board. The grievance should initially be communicated verbally and the authority should be given an opportunity to investigate and respond.

Should time progress and the individual feel that the grievance has not been adequately addressed, the party should then re-approach the individual and submit the grievance in writing. The next level of authority should also receive a copy of the said written document. The response from the school personnel should be prompt and thorough at this time. The supervising authority should step in to see that the matter is addressed and resolved.

Any grievance with legal implications should be copied to the headmaster immediately for distribution to legal counsel. School personnel should not represent the school in such matters, but should allow legal counsel to represent and speak on behalf of the school.

3.0 Administrative and Personnel

3.1 Organizational leadership chart (needs revision)



3.2 Personnel Qualifications

- All full and part-time teachers/staff are hired with the headmaster's approval in consultation with administrative leadership and board members, if necessary.
- All division head candidates or headmaster candidates are interviewed/hired by the Board.
- A written job description is presented to each new employee.
- Teaching faculty must have at least a bachelor's degree from a recognized academic institution.
- Candidates must complete an application and submit it along with a resume and cover letter.
- Prospective faculty and staff must be in agreement and must sign a Regent statement of faith.
- Prospective faculty and staff must show evidence (through references and observation) of a commitment to Christ and His lordship in their personal lives.
- Prospective faculty should:
 - Love the Lord
 - Love teaching

- Love children/students
- Be a model of a life-long learner
- Candidates should demonstrate a desire to pursue and contribute to Regent's philosophy of education.
- Candidates should have good communication skills, both written and oral.

3.3 Job Descriptions

3.3.1 Headmaster

Job Description:

The Headmaster is the Chief Executive Officer of Regent Preparatory School of Oklahoma whose function is to implement and execute the mission of the School.

- Gives vision and direction.
- Works with the Board of Directors.
- Develops a management team.
- Hires, mentors, nurtures, and evaluates the faculty.
- Refines, evaluates, and implements the curriculum within the values and character of the mission framework.
- Is a problem solver who relies on preventative strategies rather than crisis management.
- Continues self-education to fully understand curriculum, philosophy, and spiritual knowledge required of the position.

SPIRITUAL

The Headmaster leads, directs, and upholds the spiritual life of the School by example, prayer, and study.

- Seeks godliness and wisdom above all else.
- Practices spiritual warfare and protection of behalf of the students, parents, staff, and faculty of the School.
- Maintains a daily personal Bible devotional and encourages the faculty and staff to do likewise.
- Is in constant, vigilant prayer for the following:
Board, Faculty, Staff, Parents, Students, Financial stability, Veracity of the curriculum, Quality of instruction and materials, Order, Consistency, Diligence, Unity, Campus and facility
- Encourages and exhorts faculty, staff, students, and parents toward godliness.
- Trains students who can practice and defend their faith with wisdom and knowledge.
- Sets standard for chapel and is responsible for all chapel programs.

FACULTY AND STAFF

Recruits and selects the finest professional, godly faculty.

- Discovers sources for recruiting candidates.

- Develops an effective interview process.
- Thoroughly checks references and criminal records.
- Determines competitive salary scales and benefits.
- Uses proactive personnel management in mentoring and nurturing faculty.
- Communicates the mission and goals of the School to the staff.
- Upholds the curriculum and scope and sequence standards in keeping with the mission of the Board
- Keeps complete personnel records and forms in compliance with good business and school practices.
- Documents, if needed, for dismissal.
- Targets staff development:
 - Long and short term goals
 - Reward system
 - Non-instructional staff
 - Matches organizational and individual goals
- Insures that comment forms and grade cards are reviewed prior to being sent home.
- Runs effective, regularly-scheduled staff meetings.
- Meets with individual teachers or class levels, as needed.
- Deals with burnout.
- Monitors lesson plans and classroom teaching standards on a weekly basis.
- Trains for standardized testing.
- Equips and mentors faculty for effective parent conferences.
- Conducts meaningful in-service programs and faculty meetings.
- Selects staff-development options that target faculty needs.
- Assigns the faculty mentor system.
- Uses observation and evaluation as tools to develop teachers' talents.
- Creates an evaluation system that motivates toward improvement and excellence.

PARENTS COUNCIL

- Appoints Head of Parents Council.
- Gives overview for the year.
- Assigns volunteers.
- Attends regular meetings of the Parents Council to hear input from all areas of the school.
- Gives recognition gifts:
 - Christmas gifts for faculty
 - Gift certificates for parent volunteers.
 - Gifts for visitors and speakers.

DISCIPLINE

Sets an atmosphere of behavior and discipline standards that reflect and train godly character.

- Trains teachers in effective classroom control and character objectives.
- Communicates these standards to the teachers, parents, and students.
- Counsel students towards altruistic goals.

- Works with difficult students.
- Insists that faculty uniformly implement conduct standards and command the respect of their students.

PUBLIC RELATIONS

Set the public image of Regent Preparatory School of Oklahoma as a classical, Christian school for academically able learners with the highest possible standards and dedication to excellence.

With Parents:

- Develops appropriate parent involvement.
- Conducts effective conferences.
- Creates appropriate parent education programs.
- Communicates well with parents in writing and in person.
- Understands the family dynamics of the constituency.

With Community:

- Hosts three open houses per year to professionally project to the community the School's mission and philosophy.
- Trains the faculty for good community relations.
- Maintains an accurate and current mailing list for prospective families. Inquiring individuals should be kept on the mailing list for two years.
- Sends invitations to open houses two weeks in advance.
- Advertises in suburban or appropriate Christian newspapers at targeted times during the year (generally January, February, or March.)

With Students:

- Instill a sense of school loyalty and pride in students by making available tasteful and carefully selected:
 - Variety of appropriate clothing
 - Decals
 - Bumper stickers
 - Backpacks
 - Folders/notebooks
 - Pencils/pens
 - Duffel bags
- Enters select contests to enable students to compete both academically and athletically with students of like abilities.

SCHEDULING

Schedules time to accomplish the teaching objectives of the School.

- Allocates time according to program and student needs.
- Schedules to make the best use of space.

- Prioritizes for core subjects, giving highest priority to English and math; allows largest blocks possible in the earliest portion of the day.
- Schedules fine arts, PE, and nature studies later in the day.
- Keeps scheduling records by teacher and by class.
- Considers strategic planning for lunches, playground, rainy days, and dismissal.
- Seeks input and critique from faculty.
- Annually critiques the School's schedule to ascertain compliance with the mission and philosophy of the School.
- Balances the requests of specialty teachers to time required versus time desired.
- Considers the parameters of space, time, people, and program limitations.
- Utilizes part-time community expertise.

FACILITY / SPACE PLANNING

- Defines and plans for space allocation for the most effective use of physical resources.
- Negotiates lease arrangements.

ADMISSIONS

Conducts an admission process that makes the best possible match of candidates to the mission of the School.

- Handles inquiries effectively and efficiently.
- Implements testing procedures that produce the best profile of the candidate.
- Conducts interviews that help both the School and the family make the best decision.
- Selects mission-appropriate candidates.
- Markets the School through the admissions process.
- Confers with parents, as needed.
- Arranges summer tutoring, as needed.

FINANCIAL

Provides fiduciary responsibility and reporting

- Develops and maintains a balanced budget with sound fiscal policy.
- Provides Board with information to determine tuition as the amount needed to at least cover all operating costs; in addition, two percent of the tuition may partially support financial aid. The remainder of the financial aid, capital expenditures, and building campaigns may be supported by the annual sustentation drive and foundation grants.
- Sets salaries competitive with local public school systems and college preparatory private schools.
- Prepares payroll.
- Maintains employee files with W-4's, I-9's, records, and payroll history.
- Insures financial statements are prepared and submitted to the Board.
- Files annual income tax return.

Works with payroll company to:

- Prepare W-2 forms for employee files.
- Files annual W-3 forms.

- Files Form 941 quarterly report for Social Security.
- Files State Employment Tax Return quarterly.
- Files Form 1099 annually.
- Files Form 1096 annually.
- Files the annual tax return with the State of Oklahoma.
- Inputs budget and compares actuals.
- Files an annual sales tax report with the State Comptroller.
- Reports all donations over \$5,000 to the IRS.
- Keeps records of all donations and sends personal acknowledgements for all donations.
- Maintains investments and bank accounts.
- Solicits grants from foundations and logs designated funds.
- Insures that bank statements are reconciled by third party.
- Runs an annual advertisement for nondiscrimination policy in the local newspaper.
- Maintains the corporate minutes books.
- Works with Personnel/Risk department to purchases insurance:
 - General liability
 - Property and casualty
 - Directors' and officers' liability
 - Workman's Comp
 - Health

3.3.2 Division Head

Job Description

Grammar School Division Head (Enrichment through Class 6)

Revised August 2009

- Implements and executes the mission of the school
- Seeks godliness and wisdom in each and every situation
- Solves problems that occur within division and as they relate to other division levels
- Recruits, hires (with headmaster input), mentors, nurtures, observes, and evaluates classroom teachers including recommendation for dismissal, if needed
- Participates in curriculum development in order to know the academic expectations of the students and the teaching objectives for faculty
- Serves as the first contact for parents who have behavioral or academic challenges needing to be addressed
- Executes effective weekly or bi-monthly staff meetings
- Reviews/edits comment forms and grade cards
- Insures that staff development for the division is thorough, effective, and purposeful with help from the Faculty Development Chair
- Monitors lesson plans
- Trains faculty members and discusses character and disciplinary objectives for the students
- Utilizes the headmaster for disciplinary support when necessary
- Insures students are trained to a level reflected by the code of conduct and that students abide by items described within the student handbook

- Insures consistent grammar level teaching strategies are in place within each classroom
- Produces (or gains consensus on) the duty schedules and classroom schedules for each faculty member

Other general responsibilities/qualities:

- Attends morning devotion
- Attends Parent Coffee, insuring faculty is adequately prepared for the meeting
- Reads the faculty reading list books (and other classical or educational books) in order to better understand Regent's distinctives and to communicate such
- Lives a godly life as an example to those on the faculty and as an act of obedience to the Lord
- Is characterized as "always willing to serve"
- Annually agrees to support the Regent Statement of Faith as "primary doctrine"
- Teaches classes as required by annual contract

3.3.3 Administrative support staff

ADMINISTRATOR / REGISTRAR / ADMISSIONS FACILITATOR

Full time

- Produces/distributes Monday Memo
- Coordinates re-enrollment information
- Coordinates all school-wide communication
- Assists in setting academic calendar
- Receives, records, and deposits all tuition payments and major charitable donations.
- Assists with comment card preparation & distribution
- Maintains databases & mailing lists
- Maintains student/office files
- Reviews/updates Student Handbook annually
- Sends appropriate letters to candidates regarding acceptance
- Oversees Assembly of Fall Preview & Parent Coffee packets
- Conducts tours and markets the school through effective admissions procedures
- Updates & prints admissions/information packet materials
- Schedules parent interviews
- Assists Headmaster in variety of other administrative tasks

SCHOOL STORE MGR & ADMINISTRATIVE / CLASSROOM ASSISTANT *Part time – M, T, TH*

- Manages school store
- Maintains asset inventory
- Coordinates/assists with all major events
- Assists with assembly of Fall Preview and Parent Coffee packets
- Provides assistance to teachers and administrators, as needed
- Orders/purchases office supplies for admin. use

RECEPTION *Full time*

- Provides security for school entrance
- Greets visitors/handles parent inquiries/requests
- Answers telephone/directs calls & messages
- Electronically tracks student attendance
- Maintains supply of information packets; mails information packets, as requested
- Coordinates scheduling of classroom visitors
- Maintains inventory of forms
- Maintains catalog file
- Maintains bulletin board with current information and attractive displays; monitors “lobby” area to insure a clean, professional appearance
- Monitors use of office equipment supplies – copier, fax, laminator – and orders, as needed
- Assists other administrative personnel, as requested and as time permits

3.3.4 Health and Safety Coordinator

Regent Preparatory School of Oklahoma

Health

- Maintain medical records and promote optimal level of health for all students and staff members.
- Evaluate student immunization status in accordance with Oklahoma State Department of Health requirements.
- Provide health assessment and administration of nursing care to students and faculty.
- Develop guidelines for the management of illness and injury interventions.

- Make recommendations for a healthy school environment conducive to learning.
- Communicate with parents and faculty regarding health issues.
- Provide education to students regarding health issues.

Safety

- Educate faculty and students in emergency policies and procedures.
- Perform and evaluate monthly Fire Drills.
- Perform and evaluate Tornado Drills.
- Perform and evaluate Safety Threat/Intruder Drills.
- Monitor campus for safety issues.
- Make recommendations for a safe school environment conducive to learning.
- Collaborate with Police Department School Resource Officer, Fire Marshal, and other community agencies as issues arise.
- Communicate with parents, students, and faculty regarding safety issues.

3.3.5 Secondary School Athletic Director

Secondary Athletic Director - Job Description
 Regent Preparatory School of Oklahoma
 August 2009-May 2010

- Responsibilities:
 - Continue development of athletics program for 6th-10th grade students in the upcoming year while making additional plans for high school athletic program. This will be done under the leadership of the Headmaster and the Board of Directors as facilities continue to become available.
 - Volleyball, Jr. High football, Basketball (b/g), Jr. High baseball, Track (b/g), Tennis (b/g)
 - Administrative responsibilities
 - Financial responsibilities
 - Coaching specific Regent athletic teams (initially 6th – 8th, later 9th – 12th) as schedule allows
 - Participation in all faculty meetings and annual parent events, as scheduled
 - Teacher training

- Chapel
 - Parent Coffee
 - Parents Council
- Study hall assignments
- Yearbook sponsor/teacher
 - Administrative
 - Grading
- Continuing education as provided for by the Faculty Development Committee so as to be better equipped for teaching responsibilities and so as to effectively model life-long learning for the students
 - Encourage you to find out why it is important (language, dress code, Plato, classical, etc...)
- Other duties as assigned
 - Can you think of any?
 - Parents Council
- Meet basic faculty member job description requirements as outlined

3.3.6 Facilities Manager

Facilities Manager – Job description
 Regent Preparatory School of Oklahoma
 Revised September 2010

1. Respond to all requests regarding physical maintenance of the building and property.
 - a. Lights
 - b. Water fountains
 - c. Bathrooms
 - d. Electrical plugs
 - e. Heat/Air
 - f. Outside concerns
2. Open/close the building
 - a. Regent personnel (est. to be 7:00 a.m. and 4:00 p.m.) on school days and arrange for such during Regent special events.
 - b. Insure thermostats are set properly and seasonally
 - c. Insure exterior lighting is functional and is re-set according to seasonal changes
 - d. Manage or delegate the opening and closing of the building for any special events booked in the building.

- e. Manage the opening and closing of the building for any tenant usage.
- 3. Security/safety
 - a. Serve as first line of contact for building security and alarm company
 - b. Insure security system is set nightly or have specific plan for such
 - c. Keep a watchful eye by walking property and looking for strangers (shared with administration and health/safety personnel
 - d. Secure the perimeter of the property with “No trespassing” signs or blockades
 - e.
- 4. Maintain the grounds
 - a. Mowing
 - b. Gardens
 - c. Fences
 - d. Exterior of the building
 - e. Outside lighting
 - f. Signage
 - g. House on the grounds
 - h. Other
- 5. Building maintenance/sub-contractor usage when beyond our capacity to fix
 - a. Electrical
 - b. Plumbing
 - c. Heat/Air
 - d. Other
- 6. Repairs & janitorial
 - a. Insure that small repairs are handled in a timely fashion
 - b. Insure that janitorial sub-contractor is effective and thorough in executing his contract commitments
 - c. Insure that the building is generally clean and presents an image of excellence, inside and outside
 - d.
- 7. Information Technology
 - a. Manage the computer network/server or call on vendors that can do so
 - i. Hardware
 - ii. Software
 - iii. Email
 - iv. Voice mail/phone
 - b. Be familiar with the technical/AV equipment and its use, providing a system by which faculty can reserve and use
 - c. Manage the IT/AV portion of special events
 - i. Parent Coffee

- ii. Grandparents' Day
 - iii. Shakespeare
 - iv. Colonial/Civil War Days
 - v. Friday chapels (ready and tested by 7:55 a.m. - sharp)
 - vi. Others...
 - d. Communicate when items are in need of replacement/repair and gather estimates to do such work.
8. Other duties as assigned
- a. Manage tenant relationship
 - b. Monitor/manage budget expenditures for facility
 - c. Monitor/manage on-campus construction projects
9. Communication
- a. With supervisor
 - b. With constituents (teachers, staff, parents, students)
 - c. With public, vendors, etc...

3.3.7 Faculty member

REGENT PREPARATORY SCHOOL

FACULTY MEMBER

Job Description:

- Carries out the mission and philosophy of the school.
- Trains and disciplines the children toward godliness and high character.
- Prepares course objectives and yearly outline for course of study following curriculum guidelines and submits weekly lesson plans throughout the year.
- Lectures, demonstrates, leads and uses teaching aids to present subject matter to class.
- Prepares, administers and corrects tests or other means of learning assessment and records results in a timely manner.
- Completes weekly lesson plans.
- Assigns lessons, corrects papers, hears oral presentations, and evaluates assigned projects.
- Teaches rules of conduct and proper etiquette.
- Maintains order in the classroom, on the playground, in the restroom, and on off-campus excursions.
- Counsels pupils when adjustment and academic difficulties arise.
- Keeps accurate attendance records.
- Writes informative comment forms to the parents.
- Completes comment forms/report cards in a prompt manner.
- Coordinates class field trips and excursions.
- Accompanies class on field trips and excursions.
- Communicates parent education issues through either verbal or written means.

- Updates lists of books and materials for classroom use annually.
- Fulfills all assigned additional responsibilities in a professional and timely manner.
- Attends and participates in all chapel services.
- If absent, obtains and arranges compensation for the substitute instructor following the procedures outlined in the *Faculty Handbook*.
- May oversee and supervise playtime as requested.
- Attends faculty meetings.
- Supervises arriving and dismissal carpools, playtime, and lunchtime.
- Attends training before the school year begins and one week following the school year.
- Participates in the admission process two to three times yearly through test administration, observation of candidates, and family interviews (as requested).
- Attends Parent Coffees and other special events, as requested.
- Is available for tutoring before or after school one day a week.
- Assists in coordinating class mothers to insure all class activities comply with the philosophy of the School.
- Agrees to annually sign the Regent Statement of Faith.
- Faithfully reads required outside reading for continued professional and spiritual development.
- Prays regularly for the ministry of Regent.
- Lives a godly life that will bring honor to the Lord and to Regent.
- Is a personal model to the faculty, parents and students of a godly servant leader.
- Agrees to abide by the published dress code in an effort to present him/herself in a professional manner.

Please note that your signature on the faculty contract indicates your agreement to support and abide by the tenets hereby outlined in this job description.

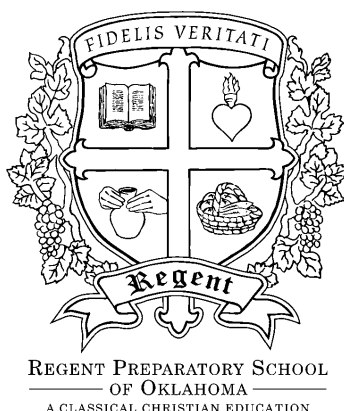
3.3.8 Bookkeeper

1. Pay all bills in a timely manner
 - A. Forward bills for approval to those responsible
 - B. Highlight due date and payment amount
 - C. Enter into Quickbooks at least once each week
 1. Invoice date: date of entry
 2. Due date: net 30 unless otherwise noted
 3. Refer to chart of accounts to apply properly
 - D. Prepare/print report of bills due each week (Wednesday) for Andy's review and approval (Vendors-Aging Detail)
 - E. Revise and print list of bills to pay (Vendors-Aging Detail) as a record of payment
 - F. Go to Pay Bills screen; select correct day and check bills to pay
 - G. Load checks in printer, being sure check number matches screen number
 - H. Assemble checks, payment stubs, envelopes, etc., and forward to Andy (with check total report) for signature

- I. Staple check stub to backup detail; file in vendor files
 2. Itemize credit card purchases
 - a. Forward a copies of monthly statements to authorized individuals (Loretta, Denise, Melissa, Mike Christie, Chris Stricker, Andy) for approval, explanation detail and backup receipts
 - b. Record itemization on MasterCard spreadsheet
 - c. Note purchases on which Use Tax is due(Sales/Use Tax spreadsheet)
 3. Remit taxes to OTC
 - a. Sales Tax report – get monthly report from Denise for merchandise sold through Ram Shop; due by the 20th of the following month (Sales/Use Tax spreadsheet)
 - b. Use Tax report – keep a running spreadsheet of invoices and MasterCard charges for which sales tax was not charged; due by the 20th of the following month (Sales/Use Tax spreadsheet)
 4. Make weekly deposits of all checks and monies related to school activities other than tuition and contributions
 - A. List checks and cash for deposits on Excel spreadsheet by activity account
 - B. Endorse checks and transfer spreadsheet information to a bank deposit slip
 - C. Give to Loretta for Friday pickup
 - D. Enter in Quickbooks (Checkbook screen)
 5. Enter hand-written checks weekly into Quickbooks (Checkbook screen)
 6. Receive lease payments (house, facility) and deposit monthly
 - A. Record payments received on Sanctuary Statement spreadsheet
 - B. Send monthly billing statement to Sanctuary (copy Andy)
- 3.3.9 Librarian
- * Manage all library functions
 - a. New books, reviewed, covered, labeled, etc...
 - b. Books managed (check in, check out, replaced, etc...)
 - c. Software
 - * Manage library committee and involve others in the process
 - d. People
 - e. Facility
 - * Maintain/enhance the atmosphere of the Regent library based on its prominence to the overall school environment.
 - * Order literature needed for curriculum coursework

3.4 Faculty Contract

Faculty members will be issued a contract of employment each spring. Along with that contract, faculty members will be required to re-sign the Statement of Faith and to update administration on their faculty reading progress. Contracts will be renewed each year based on performance and certification progress. Upon initial hire, all employees will be investigated through the OSBI to check backgrounds. In addition, each employee will be asked to sign documents about Child Abuse, Drug Abuse, and appropriate Faculty/Student Contact. The faculty contract follows:



FACULTY AGREEMENT

Regent Preparatory School of Oklahoma, Inc., an Oklahoma corporation, ("School") enters this employment-at-will Faculty Agreement with: _____ ("Faculty Member"), who agrees to accept and diligently perform the duties of the position(s) of:

_____ for the school year beginning August 26, 2013 and ending May 23, 2014, unless this employment is terminated earlier by School or Faculty Member as provided herein. The active period of duty is from August 13th (12th for first year teachers) through May 30, 2014.

Faculty Member agrees to begin completion of the continuing education courses offered by the School. The specific annual education requirements are outlined in another document, which is a part of this Agreement. Both Faculty Member and School recognize that the faculty continuing education program is in its developmental phase, but will require time outside of normal school responsibilities (possibly summer, weekend, or other special hours). It is agreed that completion of these courses and completion of the faculty reading list are conditions of Faculty Member's continuing employment.

School agrees to pay Faculty Member for his/her services rendered during the term of this employment an annualized salary of \$_____, which is earned and payable monthly in 12 monthly installments on the fifteenth day of each month, subject to deductions as required by law, and other deductions, if any, authorized by Faculty Member. Faculty Member may be eligible for employee benefits provided by School from time to time. Such benefits may be withdrawn

by School in its sole discretion at any time. Vacation days may not be converted to pay except with the written approval of School.

Faculty Member agrees: (a) to live an exemplary, Christ-like life; (b) to perform diligently and faithfully, under the supervision of the Headmaster, the services and duties prescribed for this position by School; (c) to adhere faithfully to the standards, policies, practices and procedures established by School from time to time, all of which are hereby made a part of this Agreement; and (d) to be loyal to the School and its mission.

Faculty Member has read the Doctrinal Statement of Faith of School within the last three months, subscribes to it without reservation, and affirms that his/her beliefs, teachings, and writings are in full agreement with the Doctrinal Statement and its system of doctrine. Faculty Member shall advise Headmaster of any area of disagreement or divergence from the Doctrinal Statement before signing this Agreement or immediately upon the occurrence of such disagreement or divergence arising after this Agreement is signed by Faculty Member.

This Agreement is for employment at will, which means that School may, in its sole discretion, terminate this Agreement and Faculty Member's employment at any time, with or without cause. Likewise, Faculty Member may terminate this Agreement and Faculty Member's employment at any time, with or without cause.

In the event of a dispute arising out of or related to this Agreement or Faculty Member's employment, Faculty Member and School each waives the right to bring the dispute to a court of law and agrees to bring the dispute before School's Board of Directors. The Board of Directors will review the matter and make a recommendation to Faculty Member and School regarding a solution to the dispute. If the dispute is not resolved by Faculty Member and School thereafter, then Faculty Member and School agree to attempt to resolve the dispute by mediation conducted by a third party mediator of Godly character mutually selected by the parties. Mediation will occur in Tulsa, Oklahoma within 30 days from the receipt by one party of written notice of request for mediation by the other party, unless another date is mutually agreed upon by the parties. The mediation will be conducted on the basis of this Agreement and Oklahoma law. Faculty Member and School shall each pay one-half of the Mediator's fee, if any, and that party's own legal fees and costs. In the event the dispute is not resolved by mediation, the parties agree to resolve the dispute by binding arbitration. Arbitration will occur within 30 days from the date of request by either party for arbitration, unless another date is mutually selected by the parties. The arbitration will be conducted in Tulsa, Oklahoma, before a single arbitrator of Godly character who is trained in employment law and is mutually selected by the parties. The arbitration shall be conducted in accordance with rules of the American Arbitration Association, as modified in this Agreement.. The mediation will be conducted on the basis of this Agreement and Oklahoma law. Any decision of the arbitrator shall be final and binding upon the parties. **THE PARTIES WAIVE THE RIGHT TO APPEAL OR OTHERWISE CHALLENGE THE DECISION OF THE ARBITRATOR.** Neither party shall be allowed expenses or fees in connection with the arbitration and the parties shall equally divide and pay the fees and costs of the arbitrator.

The Agreement is to be interpreted pursuant to Oklahoma law. It is binding when it bears the signatures of the Headmaster, representing School, and Faculty Member. Each party shall insert the date when that party executes this Agreement. Should any part of this Agreement be rendered invalid by a mutually-selected arbitrator, such invalidation will not invalidate the remaining portions thereof, and they will remain in full force and effect.

Date _____

Regent Preparatory School of Oklahoma, Inc.
By: Andrew D. Shapleigh, Headmaster

Date _____

Faculty Member

3.5 Termination

- Termination of a staff member is an option at any time. These employees are not on contracts. Regular reviews are on file in the personnel office. Staff should be given an opportunity to correct any deficiencies in their work prior to dismissal. A written document explaining the deficiency will be in the employee's file.
- As per the above faculty contract, employment of a faculty member is an at-will contract. Employment can be terminated at any time. Faculty members will receive verbal reviews indicating any problems with performance. They will also receive annual written reviews reflecting performance and/or deficiencies. Faculty will be given an opportunity to correct any deficiencies that are noted.
- The faculty contract provides for appeals to any employment disagreement. The first step for an appeal is a discussion or communication with Regent's Board.

3.6 Evaluations/Personnel file

- Teaching faculty will be formally evaluated once per school year.
- Written evaluations are kept in the personnel office and are not to be shared publicly with anyone outside of Regent Preparatory School.
- Written evaluations are acknowledged via a signature by the supervisor and the employee.
- Nothing in the employee file should be reproduced without approval from the headmaster, however, the file may be used to assist in preparing letters of recommendation.

3.7 Publication

- Regent faculty members prepare materials on an annual basis. These materials include lesson plans, lectures, discussion guides, tests, and curriculum notebooks (not including textbooks or other purchased items). Such materials are non-commissioned and are fully-owned by Regent Preparatory School of Oklahoma. Regent has full ownership of curriculum guides, scope and sequence documents, and material/book lists. These materials should not be shared with other schools or individuals without the written approval of the headmaster.
- Regent may, from time to time, commission a faculty member to produce a specific curriculum item. These items are commissioned items and such situations exist only with a written agreement. Faculty members and the school have shared ownership rights with such items, meaning that each party may act as if it owns 100% of the material.

3.8 Vacation time

- Faculty vacation time is outlined in the faculty handbook. It allows five days of paid leave during a school year (full time faculty) when those absences match the criteria indicated. Otherwise, faculty member will reimburse school for those days.
- Staff vacation is limited to the regular annual paid holidays reflected in the school calendar and a specific amount of time during the summer, to be determined on an individual basis according to the job requirements.

4.0 Admissions

Regent Preparatory School of Oklahoma does not discriminate on the basis of race, gender, age, disability, color, national or ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school administered programs.

4.11 The admission process for an applicant is as follows:

1. Complete an application and submit it with the \$50.00 fee.
2. Parents will be contacted by phone to schedule a test date and time.
3. After the child has tested, parents will be asked to schedule an interview with the Headmaster and at least one other member of the Admissions Committee.
4. For students entering Class 5 or higher, an interview with the Headmaster or Head of School will also be scheduled.
5. Subsequent to those interviews and test results, correspondence will be sent indicating the status of admission and any additional circumstances that need to be considered.

4.12 Admissions decisions are made using the following priority system:

1. Qualified siblings of current Regent families
2. Qualified candidates that are returning to Regent after being gone for some time
3. Other qualified candidates as determined in priority sequence by the Admissions Committee

Enrichment Admissions:

Decisions regarding M/W/F versus T/T are made using the following system once the parents have expressed their preference.

1. Currently enrolled families whose pick up schedules would be adversely affected

2. Currently enrolled families whose pick up schedule is not affected
3. Chronological receipt of application? Or response?
4. New parents

4.2 Admissions Calendar

December 1

- Applications for the following year may be submitted to the office

January – Feb.

- Students are tested and parents are interviewed
- Families on last year's waiting list are called to determine their ongoing interest in remaining on the list

Mid-March

- The Admissions Committee convenes to discuss all candidates in Group 1

Late-March

- Admissions letters are sent to families being admitted
- Other letters (denials, waiting list, etc..) are also mailed
- Candidates still making application are placed in Group 2

April 30

- Admissions Committee convenes to discuss all candidates on the waiting list and those in Group 2
- Admissions letters are sent to families as outlined above

Summer

- Ongoing testing, parent interviews per availability of spaces

4.3 Re-enrollment

Re-enrollment will take place during January and February each year. Re-enrollment is not automatic at Regent. The administration and/or the Board will determine whether or not each specific family will be asked to return to the school for the following school year. Based on that decision, letters inviting families to return will be mailed (typically by the 10th of January) along with the following forms:

- Parental Resolve and Covenant (4.31)
- Re-enrollment Agreement (4.32)
- Statement of Faith (4.33)

The approved versions of these forms are attached to this policy and will be updated, if necessary, each year before being mailed.

Parents not meeting the re-enrollment deadline by returning forms and paying the required deposit, will jeopardize their children's enrollment. Admissions is conducted concurrently and any classroom spots not secured with a deposit will be awarded to qualified candidates at that time (typically just after spring recess).

Invitation to re-enroll may be withheld due to a number of circumstances including, but not limited to, academic difficulty, behavior problems, non-payment of tuition, parental disagreements, differing philosophy, etc...

4.31 Parental Resolve and Covenant

Parents are required to sign a Parental Resolve and Covenant each year when they are invited to re-enroll. The agreement follows:

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

Whereas, it is ideal when home, school, church, and community work together to provide children with a spiritual vision, a moral compass, and an excellent education, and

Whereas, God ordains parents as the primary shepherds over children, their training, and their education,

Therefore, we resolve and covenant to join with Regent Preparatory School, utilizing the philosophies and guidelines expressed below, in order to bring about the successful education of our children.

1. Parents are the primary spiritual influence in the lives of their children as ordained by God. Regent is not the church and does not attempt to assume that role in the lives of its families. There are areas of primary doctrine upon which it is important for all Regent families to agree and these areas are included in the Regent Statement of Faith (signed by parents during the admissions process). Areas considered secondary doctrine are best left for parents to address within the home.

2a. The curriculum is based on the years of experience gained by several classical, Christian schools. The curriculum instituted by the Regent Board is not optional, because it is designed to work together as an integrated experience. Parents may occasionally object to one facet of the curriculum. For example, parents may love the reading program, but may not see the value of memorization, the study of Latin, or the study of high-level vocabulary. However, parents are expected to support the curriculum at Regent, realizing that at any given time, particular aspects of the curriculum are not a child's or parent's preferred area of interest. Supportive attitudes at home will positively impact the child's attitude and performance at school.

Deut. 6:4-9 and Eph.6:4 speak to each parent's role in their children's education. A great school needs the active participation of parents. Everyone has skills or knowledge that can contribute to advancing the educational mission. The school encourages constructive comments and suggestions that are compatible with its mission and philosophy.

The school values family time and will always attempt to respect it. Given the school's challenging academic goals, each parent will need to adapt their extra-curricular schedules to allow for the completion of daily assignments. Guidelines are established for homework within the lower school and will also be set for upper grades. These guidelines are based on a *reasonable* amount of time for *most* students.

2b. Regent would like for every student to reach his individual potential. Academic competition between students is not the focus. Wise parents understand that modern society measures success by paying a great deal of attention to the outward marks of achievement (grades). Students at Regent may or may not receive uniformly high grades. If parents' and students' greatest academic priority is uniformly high grades, Regent may not be the best choice of schools. But, if parents seek superior curriculum and meaningful achievement, it is an excellent choice.

3. Policies for student conduct, courtesy, classroom behavior, foreign articles, and disciplinary measures are described in the Student Handbook and should be understood and accepted by parents and students. As with the curriculum, these policies are derived from schools with many years of experience. These are the standards the school seeks to attain.

4. Regent encourages a biblical method for the resolution of conflict or disagreement. If a problem surfaces with a teacher, the Headmaster, a board member, or others, parents are asked to first meet with the person involved and if an agreement cannot be reached, both parties should approach the next level of authority. Proverbs 26:20-22 and Ephesians 4:29-32 discuss inappropriate methods of dealing with conflict and encourage the avoidance of gossip. All interactions should be conducted in a way that is respectful of the parties involved.

Parent (Guardian) signatures _____ Date _____

_____ Date _____

4.32 Enrollment contract

Parents are required to sign an enrollment contract each year when they re-enroll. The contract follows:

REGENT PREPARATORY SCHOOL OF OKLAHOMA

A non-profit corporation
Enrollment Statement and Parent Agreement

Please make a copy if you wish to retain one for your records and return the original to the school office.

Student's Full Name _____

Student's Grade level – Fall 2010 _____

Father's (Guardian's) Name _____

Mother's (Guardian's) Name _____

This enrollment agreement must be returned to the school office as soon as possible.

1. This application is signed and submitted with the understanding that we are enrolling our child at Regent Preparatory School for the 2010-2011 school year.
2. It also indicates our agreement to pay tuition to Regent Preparatory School as specified in the letter of admission.
3. Payment of this tuition does not include student activities, student lunches, uniforms, field trips, or other special activities and items.
4. No refunds for absence, withdrawal, failure to matriculate, suspension, probation, or dismissal will be granted.
5. Parents release and hold harmless the school and its directors, officers, administrators, staff, teachers, employees, agents and volunteers from liability for any bodily injury or death or property damage sustained on school property or at any type of activity directly or indirectly related to the school, including school trips, school events or functions of any kind.

6. The school's rules of conduct apply both on and off the campus, without this in any way diminishing parental authority when a student is not at the school, on a school trip, or at a school activity.
7. Parents acknowledge that this is a formal and binding contract and they agree to be bound by these terms and conditions.

Parent (Guardian) signatures _____ Date _____
_____ Date _____

4.33 Statement of Faith

We believe that the scriptures are the very Word of God in their entirety and, therefore, are our authority in matters of faith and practice.

We believe in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.

We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.

We believe that Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.

We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.

We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of eternal punishment of separation from God for the lost.

We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith are born again into the family of God.

We believe that the family of God is the Church, which is the body of believers of which Christ is the head.

4.4 Student records

Student records are kept in the school office and are not available to parents except as allowed by law. Faculty members have access only for the purposes of checking testing records and filing grade card information. The student files are not to be taken out of the school office unless permission is granted in writing by the Registrar.

The Registrar (and College and Academic Advisor) may forward student records to specific schools should a parent authorize such a request.

Student records within the Admin+ program are available to personnel whose passwords authorize their access. This access will not be abused and it will not be given to other personnel for any reason. The school's view of student record matters is one of the highest priorities. The information is personal, private, and confidential. This policy also has application to ERB testing records. Teachers are provided copies of their incoming students' previous year results. These are to be guarded with the utmost importance placed on security of the information and the dignity of each student. Failures in this area will be met with stern consequences.

The contents of student records should include, but is not limited to: Testing results (admission and annual standardized), report cards/comment forms (unless electronic), records of disciplinary action, and correspondence to/from parents.

5.0 Financial

Fiscal responsibility is a high priority at Regent and is handled with great care. The following guidelines exist to assist in the proper accountability of financial matters.

5.1 Budget**5.11 Annual budget**

The annual budget will be presented by the Headmaster to the Board prior to the start of the school year. It will include the estimated income and expenses for the fiscal year (July 1 – June 30). The budget progress will be reported to the Board as a part of the regular board meetings and will include a 12-month projected expense total based on the current level of expenditures.

5.12 Reporting/Audit

The budget will be reported to the parents on an annual basis after numbers are final or very close to final. A 990 tax return will be completed by a third party accountant each fiscal year as required by the IRS and will be submitted by the published deadline (typically November 15 unless an extension is required).

An audit will be performed on an as needed basis. The audited results are a matter of public information and will be kept on file in the school office. Agreed Upon Procedures will be performed on an annual basis by a CPA firm. The scope of those procedures will be determined by the Board on an annual basis.

5.2 Tuition**5.21 Annual tuition**

Tuition is determined annually by the Board and is based on discussions of future budgets and projected enrollment. The Board also determines tuition using the tuition figures of other private schools in the area. The tuition is announced by January 1 in

order to publish the figures to families in the re-enrollment contracts that are mailed in January.

Once tuition has been paid, it is non-refundable due to the fact that decisions are made based on the financial commitments made by parents to the school. The Board will receive, read, and discuss special letters of consideration if they are presented.

Incoming students will be billed a pro-rated tuition from the current quarter through year-end. For example, a child entering during the first quarter will pay the entire year's tuition. A child entering during the second quarter will pay for that quarter and the remaining two quarters, etc...

Students who leave during the school year will not receive a tuition refund except under the following provisions:

- If the family paid more than what was required at the deposit deadline or first tuition deadline, they may receive the overage of their payment in refund.
- If the family determines they will exit prior to the end of first semester, they may withhold the second half payment (typically due October 1) and complete the first semester before leaving. (This provision would apply similarly if the family took the three payment or four payment options. They could stay for as long as they have covered tuition.) Under this provision, families may not stay past the percentage of the school year for which tuition has been paid. Under all payment options, full tuition is due by November 1, unless qualified by a letter on file in the office. Once it is fully paid, it is non-refundable. Qualified letters are those on file in the school office explaining a payment plan that is to be followed. If administration determines the plan is not being followed as outlined, the board may act on such advice and communicate directly with the family.

5.22 Schedule of tuition payments

Tuition is billed in the following manner:

- \$300 non-refundable deposit per student due February 1
- One quarter due at April 1, June 1, August 1, and October 1

This policy may be adjusted at the Board's discretion due to economic strains that might be placed on families to meet the deadlines.

Any family wishing to have special payment plans can put those plans in writing, address them to the Board, and deliver them to the administrative offices. These letters will be placed on file and the family will be held accountable to the plan that is

submitted. Consideration of such future letters will be dependent on a family's adherence to the previous letter. School administration may withhold grade cards and transcripts for any family who is not current on tuition.

5.23 Tuition Assistance

As a part of the budget process, the Board will identify an amount of money available for tuition assistance. A sub-committee of the Board will convene between February 1 and February 28 to determine the tuition assistance awards. A standard rubric will be used and then additional information that is material to the decisions will be considered. Families who are late in making application put their opportunity for help at risk. Some tuition assistance dollars are held for late applicants or high-risk applicants.

Additionally, from time to time, a donor may provide the administrator additional dollars to award to families in need. These awards are given at the administrator's discretion.

5.24 Transferable Tuition

If parents begin paying tuition for several children and then decide that one or more children are not going to return to Regent, they will be allowed to transfer their payments to those of their children who are remaining at Regent, (a) if the decision is made prior to the first day of school and (b) if there are no extenuating circumstances (debts owed, materials not returned, etc...). If the tuition paid totals more than the tuition due for the remaining students, that tuition is non-refundable. No cash will be refunded and the overage cannot be applied to the following school year.

5.3 Cash receipts and check processing

Cash/checks that are received at the school are processed immediately to the administrative office for safe-keeping. Receipts may be issued to the customer if requested. The administrative staff will categorize the payments as:

- Daily business
- Tuition
- Charitable gift
 - General

- Capital campaign

The daily business is processed and deposits are prepared by the bookkeeper (a non-signer on Regent's account). The tuition and charitable gifts are processed by the administrative personnel in the headmaster's office (also a non-signer on Regent's account). Bank deposits are prepared with detailed support documentation. All deposits are sent in a locked bank bag via courier to Regent's bank of choice. Deposits are kept in a locked drawer in the administrative offices until they are picked up. They are posted at the time of the deposit and are verified by a third party at the time of monthly bank reconciliation. Bank deposits are typically made on Fridays and the financial transactions for the week are kept current by entries of both the bookkeeper and the administrative assistant.

Accounts payable transactions are posted immediately into the accounting software when payments are made. All checks are prepared per section 5.4 and are signed by the Headmaster. Other checks written manually from the operating account are posted weekly. Signature stamps are not used for check signing.

Regent has one operating account and one capital campaign account. In addition, an account exists that allows the receipt of stocks, bonds, or other equities. The administrative assistant receives and opens bank statements each month and reviews the checks and deposits. A third party accountant reconciles the operating account each month and the administrative assistant reconciles the capital campaign accounts monthly. Preliminary financial statements are printed by the Headmaster from the accounting software each month for the Board to review. Annual Compiled Financial Statements are prepared by an outside third party CPA firm in conjunction with the preparation of the annual Form 990.

Charitable gifts of \$5,000 or more, which are not specifically designated, will be discussed by the Board to determine how they will be allocated.

5.4 Accounts payable

The bookkeeper executes the accounts payable in concert with the headmaster. The bookkeeper pays invoices after they have been approved and initialed by the Headmaster. The accounts payable strategy is to pay all invoices within a 30-day period. Prior to signing and releasing checks, the headmaster verifies that the operating account has a sufficient cash balance. Checks are reviewed with the attached approved invoice or purchase order and then signed by the headmaster. Checks are mailed from the administrative offices.

5.5 Accounts receivable

Receivables at Regent take the form of tuition, lease income, and occasional other types. They are kept current at all times. If a debtor becomes questionable or has not responded and substantiated his or her situation, the Board will send a letter to communicate the seriousness of the situation. If a significant tuition balance is present at the end of the school year, the Board will require \$1,000 per month payment plan in order for re-enrollment to occur. Unresponsiveness will result in legal action, beginning with a letter and followed by the appropriate legal steps. Tuition receivable from a previous year at Regent will result in the withholding of re-enrollment. Current year tuition receivables will be allowed with appropriate documentation.

5.6 Capital Campaign funds

Gifts and pledges toward the capital needs of the school will be tracked through administrative offices and the development office. Checks will be deposited immediately and gifts of stock or other assets will be sold and converted to cash as soon as possible. The following guidelines will further define the receipt and handling of capital campaign gifts:

- Cash/Checks/Gifts will be deposited immediately
- Gifts will be categorized as either capital campaign or other
- Capital campaign contributions will be held for the specific project for which they are given. The money will not be used for operational budget needs.
- Any proposed change in use must be approved by the Board and by the donor.
- Pledges and balances will be tracked by the development office and follow-up will be conducted at regular intervals to assist individuals in completing their pledges.

- Letters indicating the tax-free nature of the gifts will be sent by either the development office or the administrator's office, depending on the gift.
- Any stocks or other equity positions will be sold immediately. The school will not engage in investing strategies with money donated for school use.

5.7 Fund-raising

5.71 Annual Fund

The school receives money at any time as part of the annual fund raising efforts. These dollars are for the purpose of general budgetary needs or, in some cases, may be directed to a specific project or priority.

5.72 Special Events/Projects

From time to time, the Board may select special projects to be placed prominently before the school's constituents. Such projects will be the focus of fund-raising efforts until such time as the Board deems the project successful or complete. The only pre-authorized fund-raising to take place each year is the Washington DC fund-raisers and the Beta Club project. Classes 5, 6, 7, & 8 are permitted one fund-raiser per year (to go toward their Washington DC trip) in which they solicit the Regent community. Projects such as the Shakespeare Showcase Dinner, the end-of-school carnival, and sale of specific items (ribs, wrapping paper, etc..) are permitted. These events can be advertised on campus and are to be confined to a one (maybe two) day solicitation. Those classes may conduct fund-raisers off campus so long as the events meet with Regent's philosophy and administration approval.

5.73 Capital Campaigns

Capital campaigns are to be managed by the Board of Directors. Project selection, priorities, and campaign goals will be approved by the Board before being announced to the community. Such campaigns will be concluded at the time the Board designates.

5.74 General fund-raising requests

Fund-raising requests are to be presented to either the development director or the administration. Such requests are to meet with biblical standards and should

enhance Regent's standing in the community. No fund-raisers should contradict biblical guidelines. The administration is the final approval for such requests.

5.75 On campus

On campus fund raising is prohibited unless pre-approved by the school administration. This includes solicitations by faculty, students, and parents. The school wants all visitors and parents to feel welcome and to be 'protected' from the onslaught and pressure of frequent solicitation.

5.8 Purchasing

5.81 General

Purchasing will be managed in a way that reflects good stewardship of the money with which Regent has been entrusted. Purchase orders are required for purchases exceeding \$100. Three employees (curriculum orders, maintenance, store manager) have authority to purchase without purchase orders unless the amounts are extra-ordinary. The administration approves PO's before they are presented to the designated purchasing agent. All school credit card purchases are reconciled monthly by the bookkeeper. Employees are responsible for purchases they make without prior approval if such purchases are deemed unnecessary.

5.82 Curriculum

Curriculum and the necessary literature/textbooks required to have a successful school year are generally purchased during the summer months. These purchases are discussed with administration prior to approval and are limited as much as possible without compromising the learning environment. Every attempt is made to save the school money by purchasing used (but good condition) books.

5.83 Ramshop

The Ramshop stocks promotional inventory for Regent constituents. The Ramshop manager is responsible for these purchases and is asked to keep a minimum inventory so as not to strain the school finances. These items are purchased and sold at a minimum profit and are designed to assist families in promoting school spirit.

Regent Preparatory School
Emergency Policy & Procedures Manual

(see Exhibit 9B – Emergency Policy & Procedures)

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 - Procedure

Reviewed 2013

7.0 Faculty Handbook

Revised: 12/2/10

(see Exhibit 9C – Faculty Handbook)

8.0 Educational Program

Revised: 5/31/13

8.1 Grammar School Curriculum Guide (see Exhibit 3)

8.2 Secondary School Curriculum Guide (see Exhibit 4)

8.3 Student Handbook (see Exhibit 2)

8.4 Academic Probation

- Students are required to maintain a 2.0 GPA during any two consecutive semesters.
- GPA's are calculated at the end of each semester.
- A student falling below a 2.0 cumulative GPA will be placed on academic probation and a conference will be scheduled with parents. Decisions regarding the student's continued enrollment will be made at that time and in conference with faculty members.

8.5 Co-curricular activities

As a classical school, Regent has an opportunity to make competitive activities outside of the classroom part of the formational influence upon every student. A balanced, multi-focused approach that engages students in a range of academic, artistic, and athletic competition reflects the impact the gospel has on all aspects of life. Competitive co-curriculars are vital to the development of whole students who are learning to work hard to achieve, who are proud of their school community, and who will look back fondly on their school experience.

- Co-curricular activities will complement the academic endeavors of students; they will not take priority over academics at Regent.
- Co-curricular activities will be approved by the administration.
- A Regent staff member/coach will lead each co-curricular activity. If such a person is not available, administration may opt to appoint a volunteer or hire someone from outside.
- All co-curricular activities should closely reflect the mission and philosophy of the school.
- Students must maintain at least a 2.0 GPA in order to participate in co-curricular activities at Regent. Falling below a 2.0 will result in academic probation and possible immediate suspension from co-curricular activities.

- Operating expenses for such activities will be paid by the participants unless monies have been budgeted in the annual school budget.

8.6 Graduation Requirements

Regent's diploma requirements acknowledge that even within a serious college preparatory environment, there is a need for some students to achieve at a higher academic level. All students are enrolled automatically in the Advanced Diploma program, requiring 25 credits.

Students who complete 25 or more credits, including four or more credits in math (including pre-calc), science (including one advanced science), and foreign language (Latin, Latin/Greek, or Spanish) receive the Regent Distinguished Scholar designation upon graduation.

Minimum Requirements

English and Literature	4 credits (one-half of the humanities core)
History and Government	4 credits (one-half of the humanities core)
Mathematics & Science	7 credits minimum
Math	3 or 4 credits (Geometry, Algebra II required)
Science	3 or 4 credits (Biology, Chemistry, Physics or
Conceptual	Physics required)
Foreign Language	3 credits (.5 credit of a classical language required; Regent waiver)
Liberal Arts	2 credits
Fine Arts	1 credit
Physical Education	1 credit
Other	3 credit (must include .5 credit in Ok History)
Total	25 credits

Sample Diploma Sequence

	Humanities Core 8 credits req.	Math 3 (or 4) credits	Science 3 (or 4) credits	Foreign Language 3 credits req. (1 classical)	Liberal Arts 2 credits req. (.5 each) T/T Study Per.	Fine Arts 1 credit req.	Flex/Elect.
9	Ancient and Classical	Algebra 1 or Geometry	Biology	Latin II or Spanish I	Rhetoric I (Adv. Argum.)	Elective	Elective
10	Medieval	Geometry or Algebra 2	Chemistry	†Latin III or Spanish II	Rhetoric II (Speech/ Debate)	Elective	Elective
11	Renaissance/ Modern Europe	Algebra 2 or †Pre-calculus	Physics, Conceptual Physics+ or science elective	†Latin IV or Greek I or Spanish III	Rhetoric III (Worldview & Theology)	Elective	Elective
12	American	†Pre-calculus, †Calculus, or None	†Biology II, †Chemistry II, or science elective	†Latin V or Greek II or Spanish IV	†Thesis	Elective	Elective

*Phys Ed credits earned through participation in interscholastic sports or equivalent at ¼ credit per season

†Honors courses receive a .5 point GPA bonus for passing grades.

AP courses receive a 1.0 point GPA bonus for passing grades.

+ Physics or Conceptual Physics can be taken in either Junior or Senior year if taking only 3 science credits

Students will be required to take a full course of study each academic year.

8.7 Student Promotion

Enrichment to Grammar School: Students are given a test at Christmas time during their Enrichment III year. The results of this test are used to place students into Class One for the following school year. Students that do not achieve the lowest acceptable score are discussed amongst faculty/administration and are handled individually. In some cases, provisional placement will be granted. In each of these cases, the headmaster will meet with parents to explain the situation and arrive at an agreement.

Grammar School: Each year, students are challenged to meet their academic potential. If a student continues to demonstrate a lack of mastery (80-85%) in multiple academic areas, a consultation with the Division Head is scheduled to discuss whether the student: a) should be held back or b) should not be invited to return the following year. These decisions are then discussed with parents.

Secondary School: Secondary school students must maintain a 2.0 GPA to remain in good standing. Students dropping below the 2.0 level will be placed on academic probation. Two successive semesters below a 2.0 GPA will lead to discussions amongst faculty, administration, and parent as to whether the student will continue at Regent.

8.8 Learning disabilities

- Students with severe learning disabilities (that is a special room, program, or required or specially trained staff member) will not be admitted to Regent due the lack of staff and the lack of financial resources to provide the education at an acceptable level.
- Students who have a third-party test on file in the office within the past 36 months qualify for a meeting with Regent's administration and IEP expert. The test will be reviewed and adjustments will be made within the student's academic experience to enhance his chances for success. If the adjustments are not successful, administration will consult with parents to determine the next step for the student.
- Students with a diagnosed learning disability will be required to meet the same academic standards as all other children in their grade level.
- Students with a diagnosed learning disability will be given the same amount of instruction and individual encouragement as their peers.

8.9 Attendance

- Student attendance is taken each day and entered in the student records.
- Absences are categorized as either excused or unexcused per the student handbook.
- If a student exceeds 15 absences per semester, his case will be discussed by faculty and administration.
- If unexcused absences contribute to a student exceeding the 15 absence limit, administration will discuss the case with parents.
- Students must pass the semester final exam in order to be awarded a grade for their coursework.
- If a student is unable to complete his/her work due to absences exceeding 15 per semester, an incomplete grade will be assigned.
- Special cases of challenging health issues or extenuating family concerns can be considered by administration.

9.1 Grammar School Athletic Policy

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- II. Goals
 - a. General Information
 - b. Regent-Sponsored Sports
 - c. League Calendars and Registration
- III. Codes of Conduct
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 - b. Coaches
- IV. Athletic Policies and Procedures
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I.
Athletic Overview
Athletic Philosophy
Goals

Athletic Overview

What We Believe

We believe that athletics provides opportunities to put into practice the biblical principles and lessons learned in the classroom, at home, and through the church. Involvement in athletics provides students with opportunities for character development and the use of God-given abilities to glorify God. Therefore, athletics at Regent Preparatory School is considered an important part of a student's school experience, one that compliments academic, familial, and biblical priorities.

Our Commitment to Excellence

Scripture commands us to always do our best with the talents God has given us. Becoming *the* best might not always be the result of our athletic program; however, doing *our* best must be.

The Regent Athlete

We believe all Regent athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence—without regard to score, opponent, time, or referee. When Christian athletes display these characteristics, good things usually happen: teams are successful, players are motivated, fans are supportive and enthusiastic, parents are proud, prospective athletes want to participate, and often nonbelievers are drawn to Christ.

Our Program

The Regent Athletic Program is designed to encourage open participation in a variety of sports. We want students to confidently explore all sports, regardless of previous experience or skill level. Athletics should build pride among participants and instill school spirit within the student body. At all times athletes should follow school policies and procedures, honor school philosophy, and seek to bear witness to Christ.

Role-Model Coaches

Coaches are role models for our student athletes and thus have the responsibility to model Christ-like attitudes, behaviors, and desires. Coaches are simultaneously participants and teachers. They must use knowledge and organization to prepare their athletes for competition. They must use wisdom and experience to make adjustments during competition. And they must motivate, giving meaning to every situation a team

or individual athlete might face. Coaches bear great responsibilities, but are also given great opportunities, to mold young lives for Christ.

The Bottom Line

At Regent we aim to prepare students to take the field of life as followers of Christ. Athletic participation confers many benefits: it promotes physical well-being, mental focus and toughness, and knowledge of the value of practice and teamwork. It prepares athletes to handle challenges and pressures they will face far from the stadium and long after the season has ended. Above all, athletics is a fine metal with which to forge Christian character.

Athletic Philosophy

The Regent Athletic Program is integral to the educational process. The purpose of the elementary athletic program is to provide all students with a variety of team and individual athletic opportunities in which to develop skills and build the values and attitudes that bring honor and glory to God.

Goals

The Regent Athletic Program promotes:

- Excellence and enthusiastic participation
- The development of Christ-like attitudes and behaviors on *and* off the field
- Open participation for all students who meet the minimum requirements for a sport
- The confidence to explore and participate in a variety of sports
- Fundamental sports knowledge and skill development
- Equal as possible playing time for all participants in elementary school
- The preparation of students for competitive play in junior and senior high

II. General Information
Regent-Sponsored Sports
League Calendars and Registration

Regent-Sponsored Sports

Regent sponsors the following team sports:

Flag Football

Tulsa Parks and Recreation—Grades 1–6

Soccer

Tulsa United Soccer League—Grades 1–6

Basketball

Metro Basketball League—Grades 1–3

Victory Christian Basketball League—Grades 4 and 5

Elementary Christian Conference Basketball League (through Grace Fellowship Christian School)—Grade 6

Baseball

Jenks Youth Baseball League—Grades 1–6

Regent also supports and encourages individual participation in golf and tennis.

League Calendars and Registration*

* Dates and costs are estimates.

Soccer—Tulsa United Soccer League

Open to all boys and girls

Cost: \$54 per athlete

Uniform: Additional cost, coordinated through team

Registration deadline: June 15

Season Begins: September 11, Fall League; Early March, Spring League

Season Ends: November 13, Fall League; Mid-May, Spring League

Practice: Once per week

Games: TBD

Flag Football—Tulsa Parks and Recreation

Open to all boys and girls in Class E3–Grade 5

Cost: \$40 per athlete

Uniform: Provided by league and included in league fee

Registration deadline: September 5

Season Begins: first week in October

Season Ends: last week in November

Practice: Once per week

Games: TBD (8 games)

Basketball—Metro Basketball League

Open to all boys and girls in Grades 1–3

Cost: \$50 per athlete

Uniform: Additional cost, coordinated through team

Registration deadline: October 15

Season Begins: early December

Season Ends: late February or early March

Practice: Once per week

Games: Saturdays

Basketball—Victory Christian Basketball League

Open to all boys and girls in Grades 4 and 5

Cost: \$45 per athlete

Uniform: Additional cost, coordinated through team

Registration deadline: November 1

Season Begins: first week in January

Season Ends: late February or early March

Practice: Once per week

Games: Saturdays

Basketball—Elementary Christian Conference (Grace Fellowship)

Open to all boys and girls in Grade 6

Cost: \$70 per team

Uniform: Additional cost, coordinated through team

Registration deadline: October 15

Season Begins: early December

Season Ends: late February to early March

Practice: Once per week

Games: TBD

Baseball—Jenks Youth Baseball League

Open to all boys and girls ages 4–14

Cost: \$70–\$125 per athlete

Uniform: Additional cost, coordinated through team; t-ball fee for 4- and 5-year-olds includes shirt and hat

Registration deadline: January 10

Season Begins: late March

Season Ends: early June

Practice: Once per week

Games: TBD

III. Codes of Conduct

Athletes

Coaches

Athletes' Code of Conduct

I shall display good sportsmanship and self-control during practices and games.

I shall commit to be at all practices and games. I shall give my coach reason and prompt notice when I cannot attend.

I shall follow all league rules and guidelines.

I shall expect to receive fair and equal playing time based on my participation in practice and as the protection of my personal safety allows.

I shall respect coaches, opponents, and game officials.

I shall represent Regent positively in my actions and attitude. My efforts in competition shall reflect honor, integrity, and glory to God.

I shall encourage and support my teammates at all times.

Signature

Date

Coaches' Code of Conduct

I shall observe and enforce all Regent and league rules, policies, and procedures.

I shall teach those fundamentals necessary for mastery of the sport I am coaching.

I shall assume responsibility for athletes' and assistant coaches' behavior during practices and games.

I shall teach athletes' attitudes of good sportsmanship and ensure such attributes are exemplified during practices and games.

I shall maintain a safe practice and playing environment at all times.

I shall respect game officials. I shall not argue or yell at game officials but approach them respectfully when inquiring about rulings.

I shall treat opposing coaches, athletes, and fans with respect.

I shall not drink or use tobacco in front of athletes.

I shall make all reasonable efforts to ensure each athlete receives equal and fair playing time.

I understand that as a coach for Regent I am representing my school and my team. I shall lead through example by exemplifying good sportsmanship and shall glorify God through my attitudes and actions.

Signature

Date

IV. Athletic Policies and Procedures

1. Sports Teams

Regent sports teams will be composed of currently enrolled Regent students wishing to participate in Regent-sponsored sports. Any vacancies on a roster can be filled with non-Regent students after the close of each sports-registration deadline (as league rules allow).

2. Recreation vs. Competitive Sports Teams

Regent Elementary sports teams will be recreational by design. Their focus will be to introduce students to a variety of sports and positions, to develop skills and good character, and to promote sportsmanship and Christian character traits. The Regent Athletic Program will aim to develop skills and attitudes in preparation for our competitive Junior High and High School programs.

3. League Participation

The Regent Athletic Department will research sports leagues in an attempt to find programs that fit well with our purpose and philosophy. The policies and rules of individual leagues will supercede Regent policies regarding playing time, uniforms, team membership, and team name. Whenever possible Regent will seek to have school teams represented with the school name, colors, and membership.

4. Practice

Before the start of each sports season, teams may practice up to twice per week with each practice not exceeding ninety minutes. When league play begins, teams may not practice more than once per week with each practice not exceeding ninety minutes. Sunday and Wednesday practices are not allowed. Any exceptions to practice policy must be approved by the Athletic Director.

5. Uniforms

Team uniforms should represent Regent colors, mascot, logos, and creeds. Uniforms must be approved by the athletic department. Exceptions to this policy will be made for Regent teams participating in leagues that provide uniforms.

6. Coaching Assignments

The Athletic Director assigns coaches and provides mentoring. Parents who would like to coach should notify the Athletic Director.

7. Clinics and Camps

Sports clinics, camps, or individual team instruction for Regent athletic teams must be approved by the Athletic Director. Clinics, camps, and individual instruction must be

open to all Regent athletes in a given grade and sport and must not be exclusive to an individual team.

8. Team Membership

In some sports Regent may field more than one team. When this happens, the coaching staff and rosters for each team must be set before the registration deadline for that sport. Rosters should be chosen by Regent coaches and physical education staff and must be approved by the Athletic Director. In setting rosters, the primary consideration will be even distribution of skills: each team should be able to participate fairly in its league. Secondary considerations may include previous participation on the team, placement of children on teams coached by their parents, and car-pooling logistics. Friendship among peers will not be used as a criterion for determining rosters.

9. Attendance at Practices and Games

Practice and game planning build team cohesion and make participation safer for all athletes. Athletes who regularly attend practices and games can expect equal and fair playing time. Athletes with inconsistent attendance or who are otherwise not prepared or whose safety is in question will not be put in positions that would compromise themselves or their team.

10. Athletic Sports Council

The Regent Athletic Director will form and lead a sports council. The council will include the coordinators for each Regent-sponsored sport (soccer, flag football, basketball, and baseball) and for sports we might one day sponsor (for example, tennis, golf, track and field, and volleyball). Sports council attendance and participation will be open to parents interested in Regent sports. The council will assist the Athletic Director in coordinating each sports season, will review athletic policy, and will make recommendations to enhance the athletic programs and better our students and school.

V. Forms

Registration Form
Evaluation Form

2004 Regent Sports Registration Form

Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____

Mailing Address _____

Please list your child's personal information and the sports in which he/she wishes to participate during the 2004–2005 school year.

Flag Football Basketball Baseball

Fall Soccer Spring Soccer

Name	Grade in 2004	Date of Birth	Sport
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please circle the sports that you would be interested in coaching in 2010–2011.

Flag Football Basketball Baseball

Fall Soccer Spring Soccer

Parent Evaluation Form

Sport _____ Level _____ Year _____

As the parent of a student athlete in our interscholastic athletic program, your feedback will help us make this program better. Please give us honest, sincere feedback, but remember that Regent coaches are volunteers giving their time in service to Regent.

Please read each of the following statements, and indicate to what extent you agree or disagree. Record any specific comments at the bottom of the page. Encouragement, ideas, and concerns are all welcome.

1. We are satisfied with the coach.
2. The coach shows a thorough knowledge of the sport, its rules, and league operation.
3. If given a choice, my son/daughter would like to have the same coach next season.
4. The coach treats all participants fairly and consistently.
5. We can approach the coach to discuss concerns about our son/daughter.
6. The coach is a good role model for our son/daughter.
7. The coach is organized and communicates well. He/she informs us of practice times, game schedules and locations, and any changes.
8. The coach represents Regent well. He/she models Christian character traits that affirm to our opponents that we are a Christian school.

Feedback

9.2 Secondary School Athletic Policy (not yet authored)

10.0 Facilities and Special Events

Revised: 12/2/10

10.1 Facility

Regent views its facility as a gift from God and as such, seeks to exercise good stewardship of that gift.

- To that end, the facility is cleaned daily by an outside vendor. It is also cleaned, from time to time, by a student serving a detention or by a class of students wishing to perform a service for the school.
- A Facilities Manager whose responsibilities include cleanliness, maintenance, improvements, and leasing opportunities manages the facility. The rental information is included below.

Regent Preparatory School of Oklahoma

Facility Rental Information

Room	Dimensions	Square Footage	Banquet Style	Theater Style	Features	Price
Regent Auditorium	120' x 80'	9,600	400	1250	Stage surrounded on 3 sides, chairs included. Can be curtained off for smaller events. Concert light & sound.* Balcony seating.	\$225.00 per Hour
Ram's Hall	61' x 75'	4,575	220	450	Must use in-house catering to utilize commercial kitchen. Catering rates are available upon request.	\$75.00 per hour with Auditorium \$125 Ram's only
Nursery					Space only, no furnishings	\$45.00 per hour

***Requires audio-visual technician at \$25.00 per hour. This charge is not included in room rental charge.**

Mission

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

Facility

As an interdenominational Christian school, an extension of our purpose is to make available our facility to groups that sustain our mission. Our motto "Fidelis Veritati" is translated "faithful to the truth" and is a central objective in everything we do.

Groups or individuals who may benefit from having their special event in our facility are encouraged to contact us. An impressive entrance and foyer lead guests directly into the spacious auditorium, originally designed as a grand sanctuary. Regent Auditorium has state-of-the-art sound and lights and staging features normally found in a performing arts center. Ram's Hall is perfect for catered meals, and the Nursery and Hospitality Suite lend themselves to the support services inherent in hosting a special event.

Directions

From Tulsa International Airport.

Take Hwy 11 east to I-244. Exit Joplin, I-244 east to 169 south. Follow 169 south to Memorial Drive. Exit North. Regent is in between 81st & 91st, on the east side of the street. Ample parking is provided.

Contact Information

Chris Stricker

Regent Preparatory School of Oklahoma

8621 South Memorial Drive

Tulsa, Oklahoma 74133

918-663-1002 phone

918-663-1004 fax

918-640-3515 cell

cstricker@rpsok.org

10.2 Scheduling

- Use of the building is controlled by a calendar in the facilities department.
- A priority system is utilized to determine room usage and who is given approval to use specifically requested rooms.
- The gymnasium will be scheduled through the Secondary School Athletic Director's office.

10.3 Risk

The facility is covered by an insurance policy for \$11.5 million. Additional coverages are included for contents, computers, playground equipment, and miscellaneous other items.

When a renter is interested in using the facility, an agreement is completed as shown below. This agreement includes risk coverage as a component.

Rental of Facilities Terms & Conditions

Reservations & Deposits

Reservations and deposits are made according to the policies and procedures of Regent Preparatory School of Oklahoma ("Licensor"). Contract time for an event is typically 8 a.m.- 5 p.m. or 5 p.m. – 11 p.m. Each additional hour is pro-rated accordingly.

Initial deposit is 50% of the established rental fee and is non-refundable. Balance due is 10 business days (2 weeks) prior to the event date. If the balance due is not paid, or if a check or credit card is received and is not honored by Licensee's financial institution, it is assumed the event is cancelled and the deposit is forfeited.

Date changes are allowed, if request is received in writing and made 3 months prior to the event date, subject to availability. If new date is not available, and Licensee wishes to cancel altogether, the deposit will be forfeited.

Price quotations, written or verbal, are subject to change. Confirmed prices will be quoted at time of signed Facility Agreement. Once Facility Agreement is signed, Licensee's price will be protected by a 5% maximum increase, if indeed, prices have changed.

Insurance

Licensee agrees that is shall, at its sole cost and expense, procure and maintain a policy of commercial general liability insurance (including contractual liability) in an amount not less than \$1,000,000, per occurrence, \$3,000,000 in the annual aggregate, naming Licensor as additionally insured. . Such insurance policies shall be carried with companies licensed to do business in the State of Oklahoma, reasonably satisfactory to Licensor and shall be non-cancelable and not subject to material change except after thirty (30) days written notice to Licensor. Licensee shall deliver to Licensor duly executed certificates of insurance upon request. Licensor shall not at any time be liable for damages or injury to persons or property in or upon the Licensed Premises.

Indemnification

Licensee shall indemnify, defend and save harmless Licensor, its Board of Trustees, officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by Licensee, its agents, employees, contractors, licensees, invitees, representatives, in, on or about the Licensed Premises. This indemnity shall survive the termination of this Agreement, Licensee hereby releases Licensor from any and all liability or responsibility to Licensee or anyone claiming through or under Licensee by way of subrogation or otherwise for any loss or damage to equipment or property of Licensee covered by any insurance then in force.

Care and Use of Facility

Rental includes Licensor setting up and removing typical furniture needed for event, and Licensor will provide adequate custodial coverage. Additional set up, decorating, engineering, audio-visual or security support will incur charges to be covered by Licensee. Licensee is responsible for any damages that may occur to the facility while in possession of the facility, or by any individual attending their event, beyond normal wear and tear. (See damages below). Additionally, Licensee must ensure their attendees comply with the following property rules:

- No alcoholic beverages or 3.2 beverage allowed on property.
- Smoking prohibited.
- Lit candles, or any type of open flame prohibited.
- Events that are open to the public must have contract Licensor's security present from 30 minutes prior to event time until 30 minutes after event time (typically 1 officer per 100 attendees, up to 300, and then 1 officer up to 250 attendees), to be paid by Licensee.
- Animals are not allowed for any reason other than use in a show, or as an assist to a person with a disability.
- Events with children in attendance must have adult supervision at all times.
- Any equipment used on stage or in any of the support areas must meet the approval of the Licensor's director of facilities.
- Decorations, banners, signs, or other like materials may not be fastened to any wall, surface or pillar in the facility or on property. Free standing signage, pipe and drape to hold banners, and easels are allowed, inside property only. All exterior signage must meet all City of Tulsa ordinances and permitting.
- Bird seed, confetti, rose petals and like substances are prohibited.

- Licensee must abide by all fire code enforcement, including maximum seating and keeping aisles and exits clear and in compliance with fire code.
- Designated audio-visual equipment is to be run by Licensor's staff, at Licensee's cost.
- Parking is permitted at no cost.
- Regent is not responsible for any loss, stolen, missing or damaged property incurred by known or unknown persons.
- Unescorted visits to view the facility are not allowed. Appointments can be made through the Licensor's director of facilities to visit the facility during normal business hours.
- Copies of any contracts/riders etc. with performers whose services form the basis for the use of the space shall be presented to the Licensor's director of facilities 10 working days prior to event date.

Licensor has the authority to amend these policies as needed. By signing the Facility Rental Agreement, Licensee agrees to abide by these terms and conditions. It is understood that no agreement with the Licensee relinquishes Licensor's right to control the management of the facilities and to enforce all laws, rules and regulations.

Interference

Licensee use of facility shall not cause interference with the use of occupancy of the other portions of the Building by Licensor or others in any way.

Damages

A refundable deposit of \$300 is required for all events. If any damage occurs to the Licensed Premises, or if any excessive clean-up, repairs or replacements need to be made to the Licensed Premises as a result of Licensee's use, Licensee shall forfeit damage deposit and pay Licensor for any such damage, repairs, or replacements in excess of damage deposit, upon demand by Licensor. If excessive clean-up, repairs or replacements are not needed, Licensor shall refund damage deposit.

Catering/Outside Vendors

Outside caterers and/or vendors are allowed to provide catering, concessions, some audio-visual, usher services, at Licensee's event. All caterers/vendors must be approved by Licensor's director of facilities and may be on property only within the rented hours of the facility. Caterers/vendors' use of facility falls under the responsibility of Licensee. Misuse, damage, extra hours, or excessive cleaning charges will be the responsibility of the Licensee. Use of commercial kitchen is managed by the Regent Lunch Program Manager. Rental of the commercial kitchen must be arranged through that department.. Cooking and preparing food is not allowed by outside vendors. It is recommended that the Licensee require proof of worker's compensation and proof of liability insurance for any caterer/vendor engaged for events. Knowledge and adherence to all state and local laws pertaining to food and beverage purchases and consumption is Licensee's responsibility.

10.4 Advertising/Public Relations

- The school does advertise its programs in local magazines, newspapers, and on-line. Occasional radio and TV spots are also used.
- The website is kept current by the Public Relations Committee of the Parents Council and by paid staff. No one else is permitted to make adjustments to the site.
- All advertising and use of the Regent name, motto, or slogan are prohibited without approval from administration, RamShop manager, or PR committee chairman.
- The headmaster or Board of Directors handles all public relations matters.

11.1 Computers

Computers are viewed as one of many tools in the learning process. Computers are not to ever become the teacher or to supplant the teacher and his influence. The classical learning environment is one that is dependent upon the tutor/pupil/peer relationships for success. One teacher computer may be utilized in the classroom for reference. Science rooms may utilize computers or videos from the internet or other resources. Beginning in Class 9, high school students are issued laptop computers to do their school work, to research various topics, and to present their learning to fellow classmates. Keyboarding software is available to students for use on home computers.

11.2 Creation

The Bible is our source of truth and it clearly contains authority in this area. God created the universe and everything in it. There is also a clear indication that He did so in a particular order. This clearly demonstrates His character. The “hows” and the “how longs,” within this larger belief, are going to vary and all fit the classification of “theory.” None of the scientists were present for creation and none of the creationists were present for creation (young earth or old earth).

The school considers this a secondary doctrine and NOT an issue central to faith in Christ.

11.3 Uniforms

- Regent believes that uniforms are essential to a healthy school environment. Uniforms eliminate many of the unwanted variables that occur in the life of a student/teenager. They are designed to provide a modest, tasteful appearance and one that can present a professional/engaged image, even of our young students.
- On an occasional basis, students are given the opportunity to adjust their attire. These opportunities are announced ahead of time by administration.

Considerations when making decisions about additional Ramshop clothing items:

- Reflective of our vision and definition of our identity
- Tasteful
- Modest
- Classical
- Proper colors
- Good marketing
- Efficiency of ordering
- Consistency, given different school groups that might order an item

11.4 Snacks/Food in classrooms

- Snacks and food are not allowed in the classroom unless the teacher announces special circumstances that apply. Classrooms are not cleaned each evening and food in those rooms is not good for a healthy environment.
- Students should not be given candy and other sweets except on special occasions.
- Beginning in Class 5, students enjoy a ten-minute break in between morning classes during which they enjoy a healthy snack. These snacks should be consumed during that time and are not to be brought into the classrooms during academic periods.
- Beginning in Class 9, students enjoy bagels, donuts, and other student-sponsored snacks. Those are to remain in the high school lounge area and are typically not allowed during instructional time.

11.5 Latin

The study of Latin is a prominent part of the classical education at Regent. It is important to understand the value of this study. It includes precision in studying and learning, repetition, increased vocabulary, deeper understanding of English grammar, and general, excellent study skill development. As students move into high school Latin, reading original texts and discussing the author's intent are also important to the discipline.

12.0 Other recent/miscellaneous policy

Revised: 12/2/10

12.1 Teacher gifts

Objective: To maintain a reasonably common guideline so that teachers are treated equitably and so that parents' financial influence does not unduly affect the school environment. This policy applies to all parents as it relates to interaction with faculty. The intent of this policy is not to limit the feelings and expressions of thanks from parents to teachers or from children to teachers. Rather, it is to prevent feelings of obligation, envy, and competition amongst classes, faculty members, families, and students. In addition, it is in place to protect Regent parents from ongoing requests for money and contributions. It is the school's desire to limit those types of requests and to allow God to lead those who wish to contribute to specific school needs.

Policy: Regent teachers are amazing and deserve a tremendous amount of credit for what they do. Gift giving is a wonderful way of expressing appreciation, however, the school risks losing its focus if it allows an open-ended policy in this area. Because some parents cannot afford the tuition and other financial requirements of this school as readily as others, and because some parents might feel an obligation or concern over whether "what my child gave the teacher was enough," the following information is standard policy as to faculty gifts:

1. Birthday gift – Class gift – coordinated by Class Moms
2. Birthday lunch – may be provided by specific parent in the class or on the Faculty Encouragement Committee
3. Christmas gift – \$100 coordinated by Faculty Encouragement Committee
4. End-of-year gift – Coordinated by the Class Moms
5. Other gifts – as outlined in the previous correspondence and the handbook, gifts that are cooked or home-made are appropriate along with flowers
6. Faculty Encouragement Committee gifts – Coordinated by that committee and includes an assortment of small gifts that are given throughout the year in equal measure to all faculty members and including a year-end luncheon.

12.2 Class Celebrations and Parties

Objective: While celebrations and class parties are always enjoyable, this policy seeks to define the scope of these events.

1. Children's birthdays: parents may donate a book or some other academic item in honor of the child and that can be announced at the time the class sings Happy Birthday and the child receives a birthday pencil or some other standard birthday gift from the teacher. It is up to the teacher to possibly select that child as student of the day. Candy, cookies, cake and gifts are not allowed as part of the celebration and invitations to parties may not be sent to school for distribution in class.
2. Teachers' birthdays: Recognition of the teacher's birthday is permitted during the final 5 - 10 minutes of that school day within the classroom. Classroom moms coordinate the event. A cookie can be passed out as children leave the school that day (no cake or candy). Any parent interested in contributing a small amount to a gift certificate may do so. The class moms will determine where to get the certificate. The Faculty Encouragement Committee is involved in a separate recognition of the teacher birthdays. Cards and other small gifts are given to each faculty member. This committee also provides monthly luncheons and a year-end event.
3. Other Gifts for Teachers: From the Student Handbook: "Please refrain from giving individual gifts to teachers. If you desire to express gratitude, please write a note, give flowers or food, donate a book to the library or give a combined gift funded by the entire class. If a student wishes to express appreciation or affection for the teacher, gifts or food items made by the child or flowers are appropriate."
4. Holiday celebrations: Class moms coordinate holiday celebrations. One hour is allotted for a Christmas and Easter. A simple Valentines Day treat is also permitted. The celebrations in each classroom are to focus on the reason for the celebration. Class moms are asked to keep the celebrations simple.
 - Parents are asked to make other arrangements for younger siblings so as not to disrupt the students' celebration with classmates.
5. Other celebrations: There will be occasions when a special, school-wide celebration will take place. These will be determined by the administration.

Some of the philosophy that guides these policies:

- We have the children for shorter days and we want to maximize that time with them.
- We want to minimize the expense that families incur due to "school parties" or attempting to "out party" or "out-give" a classmate.

- We want to prevent the escalation of celebrations/activities/food from child to child and from class to class.

12.3 Chapel

Friday morning chapel is designed to be school-wide time of worship and teaching. It is a priority for all students and any family members who wish to attend.

- The cultivated attitude is one of reverence and worship, not entertainment or play.
- It will not be missed due to field trips or other co-curricular activities.
- The worship will remain traditional in the sense that hymns are the predominant songs that are chosen as they are a focus of the music curriculum as well.
- The teaching is to appeal to all believers and should not be specifically or denominationally doctrinal in its emphasis.
- Students in Classes 6 and higher (and faculty) will be dressed in chapel attire beginning October 1.

12.4 Use of school name/logo/marketing messages

The use of the school name and logo/crest is strictly prohibited. Only school personnel may determine the use, style, and placement of the logo/name/crest on particular merchandise items. Individuals will be asked to do away with such items if they are produced. The school reserves the right to any and all uses of its name and its marketing messages.

12.6 Class 8 Washington D.C. trip

Who: Class Eight students (full-time), selected faculty chaperones, and volunteer parent chaperones.

What: The Student Handbook states, *“Since not all learning takes place in the classroom, field trips are an important part of our educational program...These excursions are supervised by faculty members and parental volunteers.”*

Class Eight students will culminate their study of American History (studied in grades 1-4 and 8) by experiencing our great and rich history in the Nation’s Capital. It is an educational exercise in which students actively partake the study: from the founding of our nation to the present. Students will leave Washington D.C. knowing the stories of George Washington, Pierre L’Enfant, John Adams, Thomas Jefferson, John Marshall, James Madison, James Monroe, Andrew Jackson, Abraham Lincoln, Teddy Roosevelt, William Howard Taft, Franklin Roosevelt, Ronald Reagan and many others. The three branches of our government will come to life as students touch and see the buildings and people who’ve made the great experiment work.

When: The trip normally occurs during the last week of April, the week prior to ERB testing, unless that week conflicts with Easter.

Where: The itinerary consists of the following (subject to change due to weather, museum availability, etc):

- Saturday - Early morning flight to D.C.; Metro to hotel, get settled; Evening walking tour of the monuments: Washington, WWII, Vietnam, Lincoln, Korean
- Sunday - Day trip by private bus to Gettysburg; late afternoon visit to U.S. Marine Memorial and then a walking tour of Arlington Cemetery.
- Monday - National Archives; National Art Museum; Holocaust Museum; evening in Georgetown
- Tuesday - White House; Smithsonian Museums; U.S. Capitol; Union Station
- Wednesday - Day trip to Mount Vernon; evening at Ford’s Theater or possibly Washington Nationals game.
- Thursday - Biking tour of the Memorials; free time; evening pizza party
- Friday - Check out of hotel and return flight to Tulsa late afternoon.

How: The cost of the trip is approximately \$1000, which covers airfare, hotel, daily breakfast, Metro pass, Gettysburg day trip, Holocaust Museum, Mount Vernon day trip, Bike the Sites, and one group

dinner. Students will need an additional \$150-200 for other meals, snacks, souvenirs, and bag check fees. See payment schedule for additional information.

Payment Schedule

The trip is paid using class funds, not Regent funds, so it is critical that payments are made in a timely manner. This payment schedule should also help families budget more efficiently. Since all expenses for the trip are paid before departure, full payment is necessary before departure.

Date	Amount	Comments
September 8	\$50 per person; if parents are undecided about child and/or parent attending, it is best to make a deposit and turn in security information for each person that could attend, child and parent(s). It is much easier to get everyone security cleared during the early stages of the trip planning than to add later.	Reimbursable until January*. If not cancelled by that date, the deposit cannot be refunded. Cancellation must be given in writing. *Reservation can be cancelled in January, but deposit not refunded until completion of trip (airline rule).
November 8	\$150 per person	
December 8	\$150 per person	
January 10	\$200 per person	
February 8	\$200 per person	
Before Spring Break	Balance	Fundraising funds (for students only) will also be applied with this payment.

Guidelines for Travelers

1. Safety! Safety! Safety!
2. We think of others before ourselves.

3. We are modest.
4. We are polite.
5. We eat a good breakfast.
6. We remain hydrated.
7. When people are speaking, we close our mouths, we listen and we make eye contact.
8. We are all about Shared Enthusiasm.
9. Bring good walking shoes and be in shape!
10. Students should never use hotel telephones.
11. Cell phones are permitted, but they must be off and ONLY used for emergency:
 11. No texting unless specifically permitted by faculty representative
 11. Permission must be sought before a student uses his/her cell phone
12. Morning issues:
 12. Be proactive in planning (showers, breakfast, dressing)
 12. Know the proper attire so you can lovingly monitor
 12. Please be prompt at all times!
 12. Always bring water and clothes that will keep you warm and dry.
13. Tips:
 13. Ear plugs are very effective!
 13. Sunscreen, hats, and lots of water
 13. Flexibility and patience are critical
14. Students are encouraged to read a book from the enclosed Washington, DC Reading List. The best way to really learn from this trip is to have read something interesting beforehand!
15. Attire:
 15. Boys will always wear a collared shirt, except on the Bike the Sites day.
 15. Girls will bring one-piece bathing suits.
 15. Jeans are permitted for both boys and girls, but they must be in good condition with no holes.
 15. Boys may not wear baggy pants and girls may not wear tight clothes - the theme of this trip will always be MODESTY!
 15. For the most part, the weather is quite warm. But each year we have encountered days when warm clothes were very necessary. Be prepared!

Guidelines for Chaperones

1. Role Models and Authority Figures
 - We are to love them and keep them in line
 - It is our job to shepherd the students
 - Established boundaries give them freedom
 - Pranks backfire
2. As the Parents Go, So Go the Students
 - Shared enthusiasm is contagious
 - If you do not follow the rules, the students won't
 - If you are late, the students will be late
 - If you gripe, the students will gripe
3. Teachable Moments - All About Timing
 - No scheduled devotionals
 - Be patient and do not be disappointed
 - 3.1.1.1 You may very well not have a platform to share the wonderful things you learned from your book. That is ok!
 - 3.1.1.2 When Jim shares a story from a book you've read, please feel free to contribute and add insight!
4. Ours eyes are on them at all times - We are the Shepherds
 - We are gentle, easy going, and yet...
 - Wandering spirits - we are on top of them quickly! Remember, SAFETY!
 - We want to cultivate an environment of inclusivity!
5. Cultivating Memories, Unity, Relationships
 - Anticipate the positive
 - We look to "make memories"
6. Lessons Learned from the past
 - When students are told to be in their rooms at a certain time:
 - 6.1.1.1 Do not let them go and get ice
 - 6.1.1.2 Do not let them run down to the lobby
 - 6.1.1.3 Do not let them go find a parent
 - 6.1.1.4 Do not let them out of the room!
 - Do not bring food up to the students
 - Stay tuned to the activities of your assigned students
 - 6.1.1.5 When they are watching TV, have them leave the door open.
 - 6.1.1.6 Never be afraid to walk into their area
 - 6.1.1.7 Help them to understand the importance of being considerate and planning ahead
 - 6.1.1.7.1 Have a shower plan (some shower at night, some in the morning)
 - 6.1.1.7.2 Remind them of plan in such a way to eat a hearty breakfast
7. Jim is a "Slave to the Schedule"
 - Ideas and suggestions are welcome before the trip!
 - Once the trip begins, his duty is to execute the tried and tested itinerary
 - Reading List

Book	Author	Topic	Reader
Declaration of Independence	Jefferson	Founding Principles	
Constitution and Federalist Papers	Madison	Founding Principles	
Washington Burning	Standiford	Building of Washington D.C.	
Killer Angels	Shaara	Gettysburg	
Flags of Our Fathers	Bradley	U.S Marine Memorial	
To Hell and Back	Murphy	Arlington National Cemetery	
On Hallowed Ground	Poole	Arlington National Cemetery	
Dark Horse	Ackerman	Garfield/National Art Gallery	
Diary of Anne Frank	Frank	Holocaust Museum	
American Cicero	Birzer	Georgetown	
John Adams	McCullough	Founding Fathers	
Alexander Hamilton	Chernow	Founding Fathers	
American Sphinx	Ellis	Founding Fathers	
Founding Brothers	Ellis	Founding Fathers	
Revolutionary Characters	Wood	Founding Fathers	
Magnificent Catastrophe	Larson	Election of 1800	
Thomas Jefferson	Bernstein	Founding Fathers	
His Excellency	Ellis	Washington/ Mount Vernon	
Team of Rivals	Goodwin	Abraham Lincoln	
Long Gray Line	Atkinson	Vietnam Memorial	
Andrew Jackson	Brands	Jacksonian Democracy	
Henry Clay	Heidler	War of 1812 to the Civil War	
Daniel Webster	Remini	War of 1812 to the Civil War	
Truman	McCullough	WWII Time	
Polk	Borneman	1840s and Manifest Destiny	
John Quincy Adams	Nagel	1820s-1840s	

Timeline

End of August: Letter sent to all Class Eight families.

September 8: \$50 deposit per person due with application. Please note that if parents are undecided about child and/or parent attending, it is best to make a deposit and turn in security information for each person that could attend, child and parent(s). It is much easier to get everyone security cleared during the early stages of the trip planning than to add later. Airline reservations made.

October: Other reservations are made.

November – March: Payments due.

March: Parent Meeting with Jim O’Dea and Julie Tarwater.

March: Class Eight students conduct their final fund raising event: Shakespeare Showcase Supper and Silent Auction.

Mid-April: Trip!

Application for Washington, DC Trip

If parents are undecided about child and/or parent attending, it is best to make a deposit and turn in security information for each person that could attend, child and parent(s). It is much easier to get everyone security cleared during the early stages of the trip planning than to add later.

Name: _____
(as it appears on driver's license or other government-issued id)

Birthdate: _____

Birthplace: _____
(City, State)

Social Security #: _____

The above information is needed to obtain security clearance for White House, Capitol and Pentagon tours. Airline tickets will be also issued in this name.

Height: _____ (needed for Bike the Sites)

One form per traveler, please.

Please return to Mr. O'Dea by September 8 along with \$50 (per person) deposit payable to Regent Class of 2015.

Fundraising Guidelines

Parents have rallied together to create ways for the students to raise money for the Class 8 Washington, DC trip. There are basically three categories of raising money:

Individual and Family Plans: Students and families are encouraged to begin as soon as possible! Please sit down and discuss ways to begin saving for this trip now. One student planned with her parents, beginning in Class Five, to earn and save \$5 a week. By the time she is in Class Eight, this student will have enough money saved! Be creative and begin early!!!!

Regent Class Activities: Over the years, we have established ways for each grade level to earn large chunks of money for the group pool. Class Eight sponsors the Shakespeare Dinner and

the Silent Auction. Class Seven hosts the end of the year Carnival. For these fundraisers to be successful, every student and family must participate.

Regent Opportunities for Individual Earnings: These events fall somewhere in between the first two categories. A good example would be a family offering students a fall clean-up job. Only those students who participate would get a share of the pool. Another example could be the Rib Sale, whereby participation in the proceeds is dependent upon a minimum amount of participation and sales. The idea is for students to have varied opportunities to generate money to offset the cost of their trip.

Some policies with regard to the participation in raising funds:

- Students are encouraged to have individual plans beginning as soon as possible. The best way to really enjoy this trip is to begin saving money early.
- Class Fundraising begins in Class Five.
- Each grade level from Class Five to Eight will be allowed one school-sponsored event per year. In order to receive money from these events, students and families must participate and support the endeavor. A school-sponsored event includes the use of the Monday Memo, All School email, and a “Day at School” (students can use some time during the day to sell/deliver good or a certain day, e.g. the carnival).
- Students who enter Regent in later years cannot draw from the funds raised by previous year’s group (for example, if a student enters Class Seven, he/she cannot draw from the money made by the Class during the previous two years).
- If students depart Regent before Class Eight, they may not take out their respectively earned portions. The money remains with the class and will be divided equally.
- Fundraising activities may not overlap in timeframe or type (example: only one silent auction per year). All activities are coordinated through Headmaster and Development office.
- Fundraising funds will only applied to student costs, not chaperone.
- Bank account for funds can be set up at Tulsa National Bank, as a subaccount of Regent. Accounts cannot be set up at other banks as the class does not have a tax ID. Two or three parents from the class should have signature authority on the account and should divide responsibility of making deposits, balancing the statement and record keeping of individual students’ funds by each fundraiser, including which students participated in each fundraiser.
- If a parent/child determines he/she does not need to use the collected funds, the parents will inform the trip coordinator in the spring before the trip.
- Students may write solicitation letters to friends and relatives. The checks would be made out to Regent. Julie Tarwater will coordinate with Administrative Offices. These checks may or may not be claimed as contributions to a non-profit organization; the contributor’s tax advisor should be consulted to determine if it can be a contribution.

12.7 - Employee/Student Relationships (Revised: March 11, 2013)

Regent encourages an educational setting in which its directors, administrators, faculty, coaches, and volunteers (referred to as Regent's representatives) are able to educate and to develop Christian relationships with the students entrusted to their care – a relationship that will hopefully continue even after a student graduates. An appropriate representative-student relationship requires that both parties understand and observe appropriate physical, emotional, and psychological boundaries in order to avoid the appearance of impropriety. In addition, when appropriate expectations are established from the beginning of the relationship, students respond better to representatives and evidence greater levels of respect. Any representative must immediately consult administration if there is any question or confusion regarding a specific type of interaction with a student.

When interacting with Regent Preparatory School students, representatives should be wise, prudent, and above reproach, abiding by the principles of good judgment, transparency and accountability to avoid the appearance of impropriety.

The policies provide general guidelines concerning expected behavior, but cannot address every specific situation. Therefore, representatives should seek the guidance or instruction of administration should an unusual or uncomfortable situation develop. References in this policy to 'students' apply only to current Regent students.

Employee/Student contact:

- As a general rule, schoolroom doors should remain open during academic tutoring or other one-on-one consultations with students. If, however, circumstances are such that a meeting with a student privately on campus (e.g., behind closed doors) is necessary, the meeting should be conducted in a room with a door with a window where both the representative and student can be easily seen.
- Regent recognizes that it may be necessary, on occasion, for a Regent representative to transport a student who is not their own child to or from school-related activities (e.g., field trips, athletic events, etc...). Before a Regent representative may transport a lone student who is not his/her own child, Regent must have on file a statement signed by the student's legal guardian authorizing the transport. The signed authorization may designate a specific Regent representative by name, a category of Regent representatives (e.g., all varsity coaching staff) or all Regent representatives in general. Representatives who transport a Regent student who is not their own child (or who is transporting multiple students) as part of a carpool arrangement, or in a medical emergency, are exempt from the authorization requirement.
- Regent discourages representatives from engaging in one-on-one tutoring and coaching off campus or in representatives' homes. Recognizing that it is occasionally requested by parents, Regent must have on file, an authorization signed by the student's legal guardian before a representative may engage in one-on-one tutoring or coaching. A signed authorization is not required for a Regent representative to tutor or coach multiple students together at the same time.

- Regent representatives should avoid using campus locker rooms for showering or changing clothes when students are present, intruding only to the extent that health and/or safety requires. Adults must protect their own privacy in similar situations as well. Inappropriate use of cameras, imaging, and digital devices is prohibited. Sending sexually explicit photographs or videos electronically or “sexting” by cell phones is a form of texting being practiced today primarily by young adults and children as young as middle-school age. Sexting is neither safe, nor private, nor an approved form of communication and can lead to severe legal consequences for the sender and the receiver.
- Representatives are to be cautious about using restrooms when students are present, taking reasonable steps to maintain privacy.
- If a representative is on a school-sponsored overnight trip, and that representative is required to share a room with students, the room must be shared with multiple students. To the degree possible, multiple representatives should be in each room with multiple students.
- Regent prohibits any form of unlawful discrimination, harassment or retaliation by any Regent representative against a student, fellow Regent representative, parent, vendor, visitor or other non-employee contact. Any conduct which may violate this policy must be immediately reported to administration so that a prompt and thorough investigation may occur.

Electronic communication :

- Social networking (i.e. Facebook, Twitter, Internet chat rooms, Instagrams, text messaging and all other forms of social networking) is a popular platform for social interaction in today’s culture. Regent Preparatory School does not endorse social networking and advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these platforms. There are significant risks associated with the use of social media. These policies seek to protect the school, its representatives, and its students, and to develop guidelines for the use of social networking by Regent representatives in their school-related roles. To maintain a professional relationship with students, Regent representatives should exercise caution when communicating with students and when using social networking sites in order to avoid the appearance of impropriety.

As in all areas of daily life, a Regent representative’s use of social media may reflect positively or negatively on Regent even if the school is not specifically discussed or referenced. For employees, postings should not occur during normal school hours. When posting, Regent representatives should consider the possible effect the post may

have on their long-term effectiveness as a Regent representative, be that staff member, employee, coach, administrator, or director.

- The following policies are to be adhered to by Regent employees in regards to social media. Failure to comply with these policies may be grounds for disciplinary actions, up to and including termination of employment.
 - Regent representatives may not communicate with Regent grammar school students (Enrichment through Class 6) via social networking.
 - Social networking is allowed between Regent representatives and Regent secondary school students, however, representatives are encouraged to limit their communication with Regent students in these arenas. Regent representatives should not invite students to be ‘friends’ in a social media environment and should take reasonable steps to ensure that remarks of a personal nature to a student do not give an appearance of impropriety.
 - Representatives should contact school administration if communication in a social media setting becomes inappropriate or uncomfortable.
 - Representatives are encouraged not to enter into “texting” conversations with students about non-school-related matters. A representative’s social networking account is not to be tied to his/her school e-mail address.
 - Because not all students or families participate in social media, social media are not to be used for official Regent communications. School authorized communication channels such as the Constant Contact email program (in the school’s main office) are to be used for such communication.
- Email – Representatives are to email students only school-related information. It is recommended, but not required, that the student’s legal guardian be copied on any such communication.

The ultimate goal is for all Regent representatives to be transparent and to be held accountable for adult-to-student interactions, so that a Christian educational community, which exists as an extension of the home, can be established and maintained with the highest level of professionalism and integrity.

As professional Christian educators, it is important to remember that the relationships that exist with students and the communication that takes place with them, be seen as a support to the family. Representatives are expected to exercise discretion when dealing with sensitive personal issues concerning a student, and to notify the student’s legal guardian or the school’s administration when reasonably necessary to protect the safety or welfare of the child, the representative, or the school.

The signature page is attached. After you have read the above policy in detail, please sign and return to the HR Department.

SIGNATURE PAGE

Signing below indicates that I have read the above referenced policy, agree to its content and am pledging that I will conduct myself in accordance with this policy.

nature	Date	Sig
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12.8 Conflict of interest – Regent Board/Administration/Volunteers

This policy seeks to address potential conflict of interest situations that may arise as the Board and the administration seek to manage the school's matters. The policy applies to all Board members and all members of the administration or key volunteers at the school (here to forward referred to as 'interested parties.') A conflict of interest exists where the interests or concerns of a board member or administrative staff member are seen as competing with the best interest of Regent Preparatory School of Oklahoma. A conflict could also arise when an advantage is gained based on the person's relationship with Regent.

If a possible conflict of interest is determined, the following actions will be followed:

- An interested party (board member, staff person, or volunteer) will disclose the information to the Board.
- The Board will determine by vote (interested party abstaining) as to whether or not further investigation is necessary.
- The interested party will answer any questions posed by the Board to determine the level of interest conflict. This procedure will be repeated at the beginning of each school year to determine whether or not the situation has changed.
- The Board of Directors will determine the appropriate action to be taken by the school to address these situations.

Compliance/Disclosure Statement

I have received and reviewed the Conflict of Interest Policy for board members, staff and volunteers of Regent Preparatory School. I have considered the literal expression of the policy and also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that Regent is a non-profit organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of Regent, nor does any relative or business associate have such actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Chairman of the Board of Regent Preparatory School.

I further certify that the information set forth in the Regent Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please Print)

Signature

Date

12.9 Child/Youth Abuse Policy And Procedure

Revised March 11, 2013

Child abuse is a tragic reality in our communities. Although we would much prefer to deny the reality, child abuse in our school systems is an inescapable fact. All too often we hear of reports in the media about abuse perpetrated in a church, church sponsored program or school.

When allegations of child abuse are made, whether they are true or not, the whole body suffers. Even when allegations are proved false, the grief and trauma experienced take an enormous toll. In our case, the reputation of Regent would be at stake.

Child abuse prevention and risk reduction policies and procedure are essential for our School, not only for the protection and safety of our children, but also for our staff and volunteers. It is incumbent upon each of us to do our best to prevent such things from happening.

God calls us to make our School a safe place, protecting children from abuse of every kind. God calls us to create an environment of faith where children grow safe and strong. Together we can do this.

There is more than one way a child can be abused. We list these below as a form of enlightenment:

- Physical abuse - Abuse in which a person deliberately and intentionally causes bodily harm to a child. Examples may include violent battery with a weapon (knife, belt, strap, and so forth), burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non-accidental injuries to a child's body.
- Emotional Abuse - Abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child of worthlessness, badness, and being not only unloved but undeserving of love and care. Children exposed to emotional abuse may have experienced being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid, or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove and is devastating to the victim.
- Neglect - Abuses in which a person endangers a child's health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of the child's self-worth. This is perhaps the most common form of abuse.
- Sexual Abuse - Abuse in which sexual contact between a child and an adult (or another older and more powerful youth) occurs. The child is never truly capable of consenting to

or resisting such contact and/or such sexual acts. Often, the child is physically and psychologically dependent upon the perpetrator of the abuse. Examples of sexual abuse may include fondling, intercourse, incest, and the exploitation of and exposure to child pornography or prostitution.

- **Ritual Abuse** - Abuse in which physical, sexual, or psychological violations of a child are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for the child's welfare. The abuser may appeal to some higher authority or power to justify the abuse. The abuse may include cruel treatment of animals or repeated threats of harm to the child, other person and animals. Reports of ritual abuse are often extremely horrifying and may seem too grim to be true. Children making such reports must not be ignored.

Children suffering abuse often will not tell anyone about it. Therefore, it is important to be able to recognize other signs of abuse. The following characteristics may be indicators of abuse, although they are not necessarily proof.

Individually, any one of these indicators may be signs of a number of other more or less serious problems. When these indicators are observed in a child, they can be considered as warnings and lead you to look into the situation further.

Possible Signs of Physical Abuse:

- Hostile and aggressive behavior toward others
- Fearfulness of parents and/or other adults
- Destructive behavior toward self, others, and/or property
- Inexplicable fractures or bruises inappropriate for child's developmental stage
- Burns, facial injuries, pattern of repetitious bruises

Possible Signs of Emotional Abuse:

- Exhibits severe depression and/or withdrawal
- Exhibits severe lack of self-esteem
- Failure to thrive
- Threatens or attempts suicide
- Speech and/or eating disorders
- Goes to extremes to seek adult approval
- Extreme passive/aggressive behavior patterns

Possible Signs of Neglect:

- Failure to thrive
- Pattern of inappropriate dress for climate
- Begs or steals food; Chronic hunger
- Depression

- Untreated medical conditions
- Poor hygiene

Possible Signs of Sexual Abuse:

- Unusually advanced sexual knowledge and/or behavior for child's age and developmental stage
- Depression - cries often for no apparent reason
- Promiscuous behavior
- Runs away from home and refuses to return
- Difficulty walking or sitting
- Bruised/bleeding in vaginal or anal areas
- Exhibits frequent headaches, stomachaches, extreme fatigue
- Sexually transmitted diseases

Possible Signs of Ritual Abuse:

- Disruption of memory or consciousness
- Unexplained mistrust and mood swings
- Flashbacks
- Eating disorder
- Fear of the dark, especially at sundown or a full moon
- Agitation or despair that seems to occur in cycles
- Fear of ministers, priests, or others wearing robes or uniforms
- Nightmares or sleep disorders
- Any of the symptoms of sexual abuse

With the above information clearly spelled out for all of us, we must go further with our efforts to protect the children entrusted to us on a daily basis. Regent Preparatory School recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor.

Any appearance of misconduct will not be tolerated by school management and appropriate investigation will commence immediately. Compassion and truth will be the guiding forces for any investigation, reporting or follow-up action that results from the procedures outlined in this policy.

Hiring of Regent Staff:

References will be checked on all persons applying for a job at Regent Preparatory School. In addition to this, the names of potential staff are submitted to the OSBI for records checking. If any information is obtained that could remotely indicate issues relating to abuse of any kind, regardless of how minor, this person will not be considered for employment.

Incident of Abuse Defined:

An “incident of abuse” means any occurrence in which any person:

- Has threatened or inflicted physical injury upon a child or youth, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child or youth, or engages in any sexual contact with a child or youth or is reasonably suspected to have done so.
- If a child or youth makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical conduct of a sexual nature, or is reasonably suspected to have done so.

Staff must be continually alert to abuse that might be inflicted on a child from outside sources.

Reporting Procedure and Requirements:

All Regent employees (and volunteers) are responsible for reporting any type of neglect or abuse that they suspect is perpetrated on a child. While each of you are free to make this call directly, it is preferred that you bring the matter immediately to the Headmaster (or his designee). Because any report of this type is such a serious matter, it is best to have two persons discussing known details, deciding the appropriate agency to call, i.e. 911, DHS, Child Abuse Hotline, etc., or if an agency is to be called. No privilege or contact relieves a person from the requirements of reporting. If a Regent employee (or volunteer) chooses to make a report directly then you are required to also notify the Headmaster. Persons making such a report shall keep this information confidential except to those persons in authority to whom the report is to be made.

A report should include all known details, as well as any known witnesses to the incident. This may be presented verbally with a follow up written report.

Once an issue has been reported, the Headmaster (in conjunction with the person reporting the abuse) will immediately begin the proper investigation. The first step will be to make sure the child/youth is in a safe place where no other abuse can occur. This investigation will include interviewing all witnesses if any. All details of the investigation will be documented in writing. Depending on the severity of the situation, a determination of whether or not to call local Law Enforcement will be made.

Any person who knowingly and willfully fails to promptly report suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation.

Any person who knowingly and willfully makes a false report or a report that the persons knows lacks factual foundation may be reported to the local law enforcement for a criminal investigation.

The Child Abuse Hotline is 1-800-522-3511

Effort will be made to maintain the dignity, to the extent possible, of all of those persons involved.

Once all of the facts are documented, then action appropriate to the situation will be taken, up to and including prosecution to the full extent of the law.

It is imperative that any person who is knowledgeable of a situation involving abuse to a child/youth report it immediately. It is also imperative that an issue of this type should not be discussed with anyone other than the proper authorities. This will be our effort to protect the accused, the accuser and certainly the victim.

All staff members are asked to sign the attached signature page and by so doing you are confirming that you have never been accused, charged with or convicted of the following:

1. Sexual abuse of a child/youth
2. Inappropriate touching of a child/youth
3. Inappropriate conversation with a child/youth

Further to the affirmation of the above questions, staff are further asked to commit to the following:

I agree to be a part of the caring ministry to children and youth, responsible for assuring that no child is hurt through participation in our programs or through relationships with our staff. In that regard, I will also immediately report any violations to the proper authorities. I understand that any misrepresentation, misconduct or abuse by me or any violation of this policy, including the failure to advise the proper authorities and or the Headmaster of its possible violation, subjects me to all appropriate responses, including termination and legal prosecution.

CHILD/YOUTH ABUSE POLICY AND PROCEDURE – Revised 3-11/13

Signature Page:

By signing below I am indicating that I have read the above referenced policy and that I am agreeing to abide by all of the stipulations as outlined.

Signature

Date