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I. Introduction

The faculty members of The Heights School work with parents to assist in the intellectual, moral, physical, and spiritual education of the boys and young men entrusted to them. They provide quality academic, athletic and cultural programs for boys in grades three through twelve and opportunities for parents to get involved with the life of the School.

The Heights offers a solid liberal arts education that focuses on the development of intellectual virtues, helping to foster the practice of concentrated study and a sincere interest in the abundant goodness of the world. Its curriculum is strongly grounded in the classic texts of western civilization. Its students achieve impressive results on recognized standards of excellence such as Advanced Placement and SAT exams. Many of its graduates go on to the best colleges in the nation.

At The Heights, parents are helped to form their sons into the type of men they would want their daughters to marry. The all-male faculty strives to present an example of what it means to be a true Christian gentleman, someone striving to do the ordinary things of life extraordinarily well for the love of God and in the service of others. All student programs take place in the context of a personal approach to education where cheerfulness goes hand-in-hand with hard work and a striving to conquer oneself.

This Student Handbook is intended to serve as an overview of The Heights School, its philosophy and programs. It is not exhaustive by any means, but will accomplish its purpose if it introduces some of what The Heights has to offer.

II. *A Brief History*

A group of Catholic laymen, many belonging to the Prelature of Opus Dei (“Work of God”), founded The Heights School in 1969. Starting as a middle school on Garrison Street in Northwest Washington, D.C., The Heights aimed to prepare boys for success in high school while inculcating in them a deep Christian formation, an adventurous approach to life’s challenges, and the desire to seek holiness in and through everyday life and work.

Dr. Robert H. Jackson arrived in 1971 to assume the role of Headmaster and to begin the upper school. Dr. Jackson, an Englishman, left his mark on the School in various ways. A lively and witty approach to the rigors of study and a disdain for false prestige characterized his leadership of the School.

In 1978, The Heights purchased the Potomac campus and started the lower school. By 1983, construction of the main building allowed the entire School, grades three through twelve, to be united on the Potomac campus. The Garrison Street facility reverted to its original use as a supplemental educational center for young men and is now known as the Tenley Study Center.

The growth of the School continued throughout the tenure of Headmaster Joseph McPherson, 1983-1997. Capture-the-Flag on feast days, the Maryland Day Gala, the Senior Project, and the intramural flag football tournament became Heights traditions under his aegis. The Board of Directors adopted a Master Plan for the improvement of the School’s physical plant that was approved by Montgomery County.

Under the leadership of Mr. Richard McPherson, Headmaster from 1997 until 2002, The Heights continued to blossom. Heights students distinguished themselves on the national Advanced Placement exams, and increasing numbers of boys were accepted into the nation’s most prestigious universities. The new log cabin was built in 1997, and the library and Chesterton Hall were built in 1999. The School’s entrance was reconfigured, and outdoor basketball and tennis courts were added.

Alvaro de Vicente '83 assumed the role of Headmaster in July 2002. As an alumnus, a former board member, and a soccer coach, Mr. de Vicente brings to the position a thorough knowledge of the spirit and culture of the School: to educate young

men of vision and purpose who look to serve society through their professional work and family life. Mr. de Vicente's administration for the last seven years, with the active support of the Board of Directors, has focused on attracting and retaining the highest caliber of faculty, while preserving and expanding the campus buildings to match the excellence of the school's curriculum and academic accomplishments. A new chapel, upper school and administration building were opened during the 2007-08 school year.

THE CREST AND MOTTO

The cross buttonee derives from the Crusades and is part of the Crossland-Calvert arms; it appears on the state flag of Maryland. The lily and rose are traditional motifs of the Virgin Mary. The eponymous device of the tower represents the qualities of strength and vision. The motto, *Crescite*, comes from Genesis 1:28, "Increase and multiply, fill the earth and subdue it..." and means "to increase, multiply or grow."

THE PRELATURE OF OPUS DEI

Opus Dei is a personal prelature of the Catholic Church. Its purpose is to foster among men and women of every walk of life a profound awareness of the universal call to holiness and apostolate, pursued freely and on their own responsibility, in their ordinary work and place in society.

Founded in 1928 by Saint Josemaria Escriva de Balaguer, Opus Dei received its definitive juridical approval by the Holy See in 1982. It began in the United States in 1949 in Chicago and now serves in over twenty-five cities in the United States and in over sixty countries worldwide. The spiritual direction of The Heights School is entrusted to Opus Dei; all other aspects of the School are the responsibilities of the Board of Directors or the Administrative Council.

THE TENLEY STUDY CENTER

The Tenley Study Center is a not-for-profit supplemental education center dedicated to the character development of young men. Its mission is to provide young men between the ages of fifteen and twenty-five with the direction and encouragement they need to see their life's work and family responsibilities in a larger, more generous way: to view them as a means of serving God and others, a framework for growth in character, and a way to contribute to the common good of society.

An integral aspect of the spirit imparted by Tenley comes through contact with the Center's experienced and dedicated staff and residents. They provide young men with the example and moral support they need but so often lack. Through this contact, they learn the value of true, enduring friendship and professional dedication—a lesson that lasts a lifetime. The spiritual foundation of Tenley's programs is entrusted to Opus Dei. Priests of Opus Dei are available to provide spiritual guidance to any staff member, resident, or student who may want it.

Among the programs offered by the Tenley Study Center for high school students are weekly academic and character development seminars for each grade, SAT preparatory courses, service projects, and outings. For more information on the Tenley Study Center or any of its programs, please contact Matt Anthony at 4300 Garrison St., NW; Washington, DC 20016; telephone: 202.362.2419; www.tenley.org.



III. Academics

STUDY AND HOMEWORK

Study is the first priority of students. This activity occurs at school, in the classroom, and at home. Time spent each school night on homework should be about 1–1.5 hours for lower school students, 1.5–2 hours for middle school students, and 2–3 hours for upper school students. A regular time (sooner rather than later) and a regular place for homework, study and review (in addition to written assignments) help develop the habits of mind necessary to succeed academically. Students who are absent from school are expected to make up the work they missed as soon as they reasonably can. Participation in athletics or other activities does not excuse a student from academic responsibilities.

CLASSES

Classes are where the spirit of study intensifies. It is the responsibility of a student to be materially, physically, and mentally prepared for study and class work. Students are expected to bring pens, pencils, notebooks, textbooks, and any other required materials to class. Students need regular amounts of sleep as well as breakfast and lunch in order to be able to concentrate. Punctuality and outward appearance in dress and posture are signs of a student's attitude and willingness to work.

REPORT CARDS

Report cards are issued quarterly. Deficiency reports are sent midway between reporting periods.

THE GRADING SCALE

A 90 – 100 EXCELLENT

B 80 – 89 GOOD

C 70 – 79 AVERAGE

D 60 – 69 POOR (DOES NOT MERIT CREDIT)

F Below 60 FAILING

S Satisfactory

U Unsatisfactory

P Pass

I Incomplete

SCHOOL CURRICULUM GUIDES

Additional information about academic programs is found in the respective curriculum guides for each school.

ACADEMIC PROBATION

Students in the middle and upper schools who average D+ or below in two or more courses at the end of any marking period are placed on academic probation. A meeting may be held with parents to work out some concrete areas for improvement over the rest of the year. Students who do not make appreciable improvement may be asked to leave the School.

SUMMER SCHOOL

Middle School students whose average in a sequential course (math, foreign language, English) is below a C- and upper school students whose average in a sequential or required course for the year is below a C- will be expected to retake and pass that course in a summer school program approved by the appropriate school Head. Seniors will not be awarded a diploma until they have made up all failures in an approved summer school program.

ACADEMIC HONESTY

Academic honesty is critical to the School's mission. By academic dishonesty, students commit an injustice against others, damage morale, and harm themselves by replacing honest effort with fraud.

An offense against academic honesty may be committed by:

1. cheating on a quiz or test;
2. plagiarism or the unacknowledged borrowing of the work of an author;
3. using unauthorized aids;
4. copying another student's homework.

An offense against academic honesty may lead to a failing grade and parental notification. A second offense may result in lack of credit, immediate parental conference, failure for the marking period in which the offense is committed, and suspension.

The teacher will report the offending incident in writing to the appropriate school Head, who may then ask the student to read and to sign a form indicating whether he agrees or disagrees with the charge. If he disagrees, a hearing will be held with the student, teacher and one or more administrators. A record of each incident will be kept in the student's file.

IV. Other Programs *for Students*

ADVISORY

The Advisory Program is an integral part of the educational mission of The Heights School. Each student will have an advisor from the faculty (grades 7-12) or a homeroom teacher (grades three through six) with whom to discuss his academic and personal progress. The goal of advisory is to help each student reach his potential in academics and character development.

The advisor will help the student form resolutions in areas in which he might improve. Since advisors strive to help parents in the upbringing of their son, it is important that parents contact their son's advisor to discuss ways in which he can help their son develop.

Advisory meetings will take place at least six times per year. Students may be excused from class to meet with their faculty advisor.

THE CLANS OF THE CREST

The School is divided (students, faculty, and staff) into four clans. The clan names are taken from the four elements of the school Crest, each with a motto connected to the ideals that complete a Heights man: (1) **Gold Cross**—love of God; (2) **Red Cross**—service; (3) **White Lily**—pure love and fruitfulness; and, (4) **Red Rose**—friendship. The Clans of the Crest serve many important purposes including:

- To communicate and encourage the embodiment of the School's ideals
- To strengthen the enthusiasm and spirit for the School while giving a strong sense of belonging to a tradition and family
- To create "rallying points" throughout the year marked by festival days that include holy Mass, competitions, a worthy meal, and spirited games
- To encourage leadership and a sense of pride at the School

COLLEGE COUNSELING DEPARTMENT

The Heights assists juniors and seniors through the process of applying for college. Each student is assigned a college counselor who meets personally with him and guides him through the application process. Information on this program is located in The Heights College Counseling Handbook. The Heights SSD (Services for Students with Disabilities) Coordinator works through the college counseling department to assist families in applying for standardized testing accommodations (e.g., extended time).



EXTRACURRICULAR ACTIVITIES AND SPORTS

Activities

A number of clubs and activities are available at the School. They are geared toward the realization of the School's objectives and are considered part of school life. Though co-curricular and extracurricular activities play a vital role in the school system, academics are the first order of business. Thus, no club activities are scheduled during class hours except for special occasions.

ACTIVITIES GRADES

- Archery 3-12
- Art Club 3-12
- Chess Club 3-12
- Drama Club 3-12
- Father / Son Outdoor Club 3-12
- Mat Club 3-12
- Classics Club 6-12
- National Geographic Competition 7
- Boxing Club 9-12
- Debate Team 9-12
- Mountaineers 9-12
- Newspaper 9-12
- Opera Club 9-12
- P.G. Wodehouse Society 9-12
- Philosophy Club 9-12
- Service Club 9-12
- Yearbook 9-12
- Headmaster's Literature Club 11-12
- Math Club 7-12

CHECK THE WEB SITE FOR UPDATES ON EXTRACURRICULAR ACTIVITIES.

Sports Teams

The Heights fields teams in the following sports:

FALL

- Soccer (varsity, junior varsity, grades 6, 7, 8)
- Cross Country (varsity, junior varsity, grades 6, 7, 8)
- Golf (varsity)

WINTER

- Basketball (varsity, junior varsity, grades 6, 7, 8)
- Swimming (varsity, grades 6,7, 8)
- Squash (varsity)
- Wrestling (grades 9-12)

SPRING

- Baseball (varsity, junior varsity, grades 6, 7, 8)
- Lacrosse (varsity, junior varsity, grades 6, 7, 8)
- Tennis (varsity)
- Track (varsity, grades 6, 7, 8)

Tryouts are held at the beginning of each season to determine the team's roster. Students should look for posted notices for the dates and times of these events. In addition, The Heights School offers intramural sports programs.



V. Guidelines For Students

ATTENDANCE

Regular and punctual attendance is expected and required of all students at The Heights. Detention will be given for unexcused absences or lateness.

ABSENCE

In case of absence from school for illness or some other serious reason, a parent or guardian should call the School's main office and inform the secretary of the student's absence. The parent or guardian must also provide a written excuse to the School's main office, providing the dates and reason for the absence, upon the student's returning to school. Students who are absent from school are expected to make up the work they missed as soon as they reasonably can. Participation in athletics or other school-sponsored activities does not excuse a student from academic responsibilities.

TARDINESS

The school day begins at 8:20 a.m. each morning. A student who comes to school after 8:20 a.m. must report to the main office to notify the secretary of his presence and to receive a tardy slip in order to be admitted to class. Tardy students may be subject to after-school detention.

EXTENDED ABSENCE

If parents wish to take a student out of school for several days for personal reasons, it is advisable to discuss it with the appropriate Head of School. Should a student be absent for an extended period of time, the Montgomery County Department of Special Needs (or its equivalent if you live elsewhere) may provide a tutor. The School's main office has the various numbers to call on file.

EARLY DISMISSAL

Appointments for doctors, dentists, driving tests, etc., should be made outside of school hours, such as on half days or vacation days. If it is necessary to leave school during the day, a note, dated and signed by a parent or guardian indicating the reason, must be presented before the beginning of school to the main office. An early dismissal slip will then be issued.

A student may be excused from a class for a sports event, an advisory meeting, or for a specific purpose at school, but it is advisable to do so with the prior permission of his teacher. Any work covered during the missed class is the responsibility of the student.

Frequent absence and habitual tardiness are detrimental to a student and his studies. A parental conference may be requested if there is a problem with attendance or punctuality. Parents are asked to support the School's efforts to promote its lateness and attendance policies.

PERSONAL APPEARANCE

The Heights School is a training ground for adult responsibility and for a professional sense of work. Appropriate standards of dress and grooming will be maintained. Common sense is an indispensable guide, but the following specific guidelines apply

Dress

1. Upper School and eighth grade students: suit coat or sport coat with the following—dress trousers, dress shirt, tie, belt, dress shoes, and socks.
2. Sixth and seventh grade students: dress trousers, dress shirt, tie, belt, shoes, socks, and a sweater as needed.
3. Lower School students: trousers, dress shirt, tie, belt, sturdy shoes, and socks.

The complete school dress (including coat or sweater) must be worn at all times during school hours with the following exceptions: when a teacher allows a sport or suit coat to be taken off in class; physical education period, in which case

appropriate physical education dress is to be worn; field trips, provided that the faculty guide or the Headmaster has specified another appropriate manner of dress.

During break period and lunch, students may take off their sport or suit coats and sweaters. Outer garments are to be worn only outside in cold weather.

If a student has a legitimate reason to be out of proper dress, he must have a signed and currently dated note from a parent.

Note the following:

1. Dress pants must hold a crease; no jeans, jean styles or any form of denim pants; no mid-thigh pockets, painter's pants or fatigue pants.
2. Dress shirts must have a collar; no denim or jean styles, flannel or turtlenecks are to be worn. Shirts must be tucked in at all times.
3. Dress shoes do not include any type of athletic footwear, such as tennis or canvas shoes. All shoes and leather boots with laces must be laced up through all eyelets and tied.
4. Outer garments are not to be worn inside the school buildings.
5. Colors should be consistent with professional work; "loud" or other inappropriate clothing will not be allowed. Examples of other dress code violations include: hats in any building, head bands, bandannas, ornamental jewelry (e.g., earrings), torn clothing and anything inconsistent with the tone of this policy, which is one of professional work.

Grooming

Extreme and inappropriate hairstyles (long hair—in the eyes, over the collar) violate the dress code. Students must be clean-shaven.

Accountability

Faculty and administration will enforce dress and grooming regulations with regular scheduled detentions after school. Egregious or continuous violations may result in more serious punishments, including suspension, until the dress or grooming is corrected.

PERSONAL PROPERTY

Prudence dictates against bringing large amounts of money or valuables to school. All personal belongings of a student are his own responsibility and should be kept in a secure place when not on his person. The School provides lockers for this purpose. It is also advisable for students to label personal property with their names. Names should be included on backpacks, jackets, clothing, books, calculators and other items.

Some personal belongings should not be brought to school. Ipods, MP3 players, disc players, handheld game players and other types of personal belongings not appropriate in a school atmosphere are not permitted on campus before, during or after the school day or on any school-sponsored trip.

For the purpose of student focus, it is requested that students in grades three through eight not bring cell phones on campus for the current school year. Teachers and administrators have noticed significant distractions as a result of text messaging, images, cell phone games, and class-time rings during the school day. If a particular safety consideration exists regarding a student that requires cell phone use (e.g. Metro use), please contact the student's School Head.

AUTOMOBILES

Students who drive are expected to drive carefully. The speed limit on the driveway is 15 mph. A driver takes full responsibility for himself and others. Reckless driving or leaving campus without permission will result in a conference with the parents of the student and possible suspension of parking and/or driving privileges.

Student cars should be parked in one of the lower lots.

Cars are not lockers, and students should not have to return to their cars for anything during the school day.

OTHER BEHAVIOR GUIDELINES

Every student should strive to contribute to the good atmosphere of the School by respecting the rights of others, especially their right to learn. A student is expected to conduct himself at all times in a noble manner befitting a Heights man.

In particular, the following infractions are punishable:

- Unexcused absence from class or leaving campus without permission
- Display of disrespect for faculty (suspension for blatant offenses)
- Reckless driving (speeding, peeling out, riding on hood of car, etc.)
- Taunts of a racial, religious, or derogatory nature
- Unjustified physical aggression or hazing
- Foul or blasphemous language
- Disruption of a class or study hall, or failure to use class or study hall time well
- Misuse or lack of respect for school property (e.g., throwing textbooks, marking a desk, using a window as a door, littering)
- Unauthorized entry or presence in a building; entering areas that are off-limits
- Dress code violations
- Lack of class materials (text, pen, homework, notebook, etc.)
- Lack of appropriate clothing for physical education (change of shirt, pants, shoes)
- Eating or drinking in unauthorized areas of the school building or gym
- Use of the copier without permission
- Throwing food
- Smoking

- Inappropriate use of cell phones (e.g., in school building)
- Any other behavior that affects the tone of the School negatively, whether done willfully or thoughtlessly

The Heights School is committed to preserving an environment free of sexual harassment. Sexual harassment consists of unwelcome conduct of a sexual nature (visual, physical, or verbal) that creates an intimidating, hostile, or offensive environment. Complaints regarding violations of this policy will be promptly investigated by the Headmaster. Retaliation against anyone lodging a complaint will not be tolerated. Violators of this policy will be subject to appropriate disciplinary action.



PUNISHMENTS

The Heights faculty strives to work with parents so that punishments assigned to students redress and correct the wrong and help the boys to improve.

After-School Detention

After-school detentions are one common form of punishment used to maintain the appropriate tone at The Heights School. A faculty member will inform a student when he has a detention. Also, for some upper school detentions, lists of students who are expected to serve after school will be posted. Sometimes a faculty member will inform parents directly that a student has detention. These attempts by the faculty to effectively communicate when students have detentions will help students and parents work out carpool arrangements in advance. It is primarily the responsibility of the student, however, and not The Heights faculty, to inform parents of after-school detentions. Detentions will generally go from 3:10 p.m. to 4:00 p.m. but may be longer for certain situations.

Athletes will miss practice and sometimes miss games when they coincide with an assigned detention. Students assigned to after-school detention are expected to be prompt. Any student late for assigned detention may be expected to serve that day and the next detention day as well.

Suspension/Expulsion

The following offenses merit either suspension immediately after the offense and for the next school day, or, in extreme cases, expulsion:

- Vandalism of the School or another student's property
- Drug or alcohol use or possession on campus (see Drug and Psychoactive Substance Abuse Policy below)
- Stealing
- Possession of obscene materials
- Any intentional act that puts someone in danger of serious harm
- Repeating an inordinate number of smaller offenses
- Any other offense that is serious enough to warrant these measures

An immediate conference with parents and school administrators will be called in some cases. In cases of suspension, readmission will be permitted only after a written request from the student for readmission that is also signed by a parent.

DRUG & PSYCHOACTIVE SUBSTANCE ABUSE POLICY

1. Any student who uses illegal drugs or psychoactive substances on campus or during school-sponsored activities will be immediately suspended and, after parental conference, may be removed from the School. In addition, such students and any student arrested for illegal drug use will be required to be tested for drug use bi-monthly for six months, at parental expense. Failure to pass a drug test during this period will result in expulsion. In addition, such students may be required to enroll in a drug/alcohol treatment program, at parental expense.
2. Because drug use impacts adversely on the academic and social tone of the School, the School will inform parents if it even hears of such use to alert them to the possibility and to require the student to take a drug test.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

All students must be picked up in the front of the School. Students may not be picked up further down the driveway, at the loop, or at the Seven Locks Road entrance of the School. To help alleviate confusion and ensure the safety of our students, please follow the signs and direction procedures at drop-off and pick-up. Pedestrians always have the right-of-way. In addition, parents are asked to:

- drive slowly.
- drop off and pick up students in the right lane only.
- advance in the right lane as the car in front of you moves forward.
- not leave cars unattended in the right lane.
- park in a designated space if necessary.



SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The Heights follows Montgomery County Public Schools for closings, delayed openings, and early dismissals. Parents must judge the weather conditions of their own areas and use their discretion in following these guidelines. When in doubt, call 301.365.4300 and listen to the recorded message.

STUDENT RECORDS

Student records are confidential. Requests for transcripts and student records other than by seniors should be by written request of a parent or guardian.

TELEPHONE CALLS

Only emergency messages will be delivered. Other messages will be posted on the bulletin board located outside the main office. The secretary's phone is not for personal use. Cell phone use is not permitted in school buildings at any time. All cell phones must be turned off when indoors.

VI. Faculty

A VOCATION OF SERVICE

In their vocation to teach and lead boys, the faculty members of The Heights School strive to work closely with parents. Each teacher aspires to be a good mentor to the boys in the classroom, on the sports field, as an advisor, on field trips, and through extracurricular activities. In all these environments the teacher serves by supporting the mission of the School: to assist parents in the intellectual, moral, physical, and spiritual education of their sons.



COMMUNICATION AND CONTACTS

Parents are encouraged to contact any faculty member with questions or concerns. All teachers can be reached by calling the main number 301.365.4300) or by email. Email addresses of teachers consist of their first initial followed by their last name @heights.edu. For example, John Smith would be jsmith@heights.edu.

Teachers are available until 4:00 p.m. on most days and can be available after hours as necessary. Students are encouraged to meet with teachers after school if they have questions or need extra help.

While parents are encouraged to contact any teacher as needed, the following list highlights contact people for different programs:

- Academic or school-related questions for grades 3-5: **Austin Hatch**
- Academic or school-related questions for grades 6-8: **Andy Reed**
- Academic or school-related questions for grades 9-12: **Michael Moynihan**
- Athletics: **Dan Lively**
- College counseling / transcripts: **Stephen Coyne** and **Larry Kaiser**
- Extracurricular activities: **Chris Breslin**
- Financial matters: **Phil McGovern**
- Music program: **Kevin Strother** and **Patrick Love**
- Services for students with disabilities: **Gojko Stare**
- Transportation: **Tom Royals**

VII Facilities

All members of The Heights community—students, faculty, and parents—can and should take pride in our beautiful campus and facilities. The school buildings, the classrooms, the furniture, and the surrounding properties should be treated with respect. Students who deface or damage any of the above will be subject to severe disciplinary measures. The following rules will be observed at all times:

GENERAL

Food and drink are prohibited in all buildings on campus except in Chesterton Hall (during lunchtime and the morning break) and in the gymnasium foyer (during athletic events). Snacks must be eaten outside. Trash from food and drink must be disposed of properly.

ASBESTOS POLICY

The Heights School's Asbestos Management Plan is available for your review in the Facility Manager's office.

CLASSROOMS

Students must respect the materials in a classroom. Unless detained, students are expected to leave classrooms at the end of a school day. Exceptions are made for study hall and when a faculty member or administrator grants permission.

TEXTBOOKS/NOTEBOOKS

Textbooks are the property of the School and must be treated with respect. Students will be expected to pay for damage other than from ordinary use. Notebooks, provided by the School, should always be treated properly.

GYMNASIUM

Physical education classes, official team practices and supervised intramurals have first priority for gym use. At other times, students may use the gym only with permission from, and in the presence of, a faculty member or administrator.

LOCKER ROOM

Students may use the locker room before and after physical education classes, official team practices, interscholastic games, and supervised intramurals. The locker room is not to be used at any other time without specific permission from an administrator or the Athletic Director. Any student leaving possessions in the locker room must lock them in a locker.

LIBRARY

The library is to be used for research, reading, quiet study, and official school activities only. Students failing to abide by library regulations will lose the right to use the library.

STAIRWAYS AND CORRIDORS

In order to prevent the disturbance of classes in session, students are not permitted to loiter or wander through the corridors or stairways during lunch or free periods when other classes are in session.

LOCKERS

Upper school and middle school students will be assigned lockers. All coats and books should be stored neatly in them. Any of these items found outside a locker at day's end will be taken to the office where they may be redeemed. Students are responsible for the good order of locker areas. Books/gym bags should be stored inside or neatly on top of lockers.

OFF-LIMITS AREAS

The following areas are off-limits to students: all administrative offices (except for a specific purpose), the living room, the faculty rooms, the faculty lunchroom and kitchen, designated emergency stairways, the woods between the sports fields and the houses to our south.

THE CHAPEL

The Chapel is a place of worship. The Blessed Sacrament is reserved in the tabernacle throughout the school year. Students should act with reverence in the Chapel and should avoid distracting behavior in the areas outside the Chapel when in use.

Mass is celebrated every day at 9:50 a.m. Students, parents, and faculty are welcome to attend. Regular Chapel Services are conducted for each class. A school chaplain gives a brief talk on some point relevant to the development of human virtues.

The School Chaplains are available for the Sacrament of Reconciliation at posted times daily. In addition, a chaplain is available at the School for Confession on Saturdays from 10:30 a.m. to noon for Heights families and friends.

