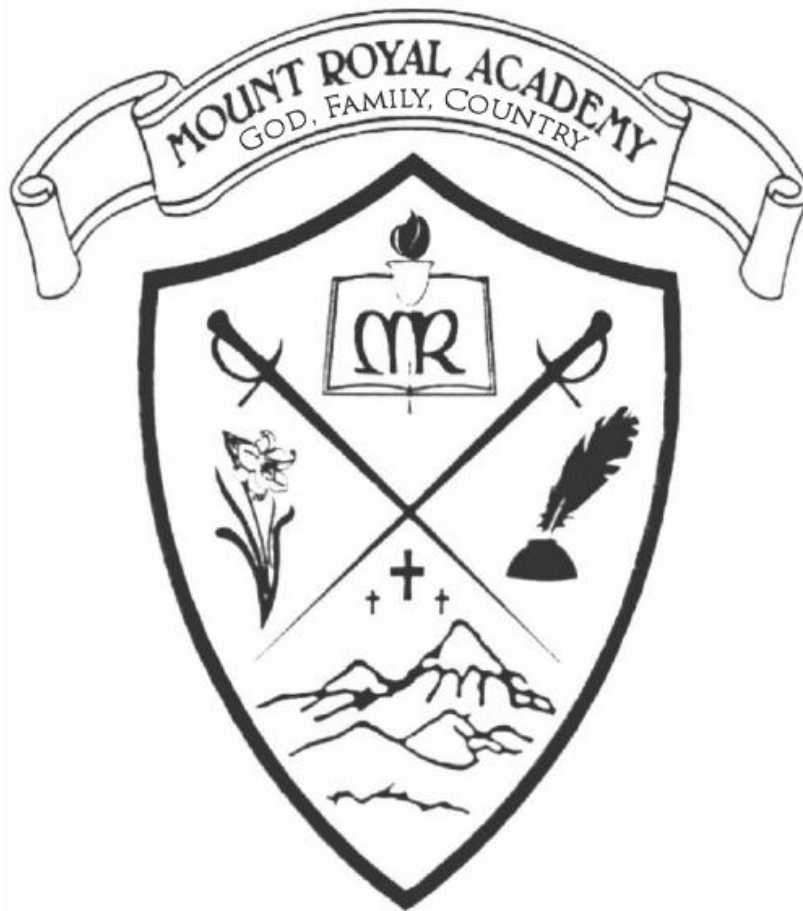


# *Mount Royal Academy*

26 Seven Hearths Lane ~ Sunapee, NH ~ 03782 ~ (603) 763-9010



*Parent/Student Handbook  
Pre-Kindergarten through Grade 8  
2011-2012*

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## I. Introduction

### Welcome to Mount Royal Academy

Dear Families,

On behalf of the board of directors, faculty, and staff I would like to welcome all of you to Mount Royal Academy. This handbook explains the school policies, expectations, and processes which allow our school to operate smoothly and efficiently.

I ask that parents and students take time to read the entire handbook with one another to help foster an understanding of all the information it contains. As parents, faculty, and students work together to make this a successful year, it is important that both home and school follow-through with all rules and guidelines.

It is important that parents and students sign the last page of the hand book letting us know that you have read the handbook and are aware of the expectations contained within. Please remove and bring the signed form with you on the first day of school.

Please know that I am praying for your family that you may have a wonderful school year. Please join me in asking our patron, St. Joseph, to intercede for Mount Royal in providing all that we need.

God Bless You,

*David A. Thibault*

David Thibault  
Headmaster

#### Office Hours

The school office is open from 7:30 A.M. to 2:30 P.M. each school day.

#### School Hours

School hours are from 8:00 A.M. to 2:15 P.M. Morning classes begin promptly at 8:00. A student arriving after this time will be marked tardy. No students will be allowed in the building before 7:30 A.M. On scheduled half days, dismissal will be at 11:15 Noon.

#### Visitors

All visitors to the school must sign in at the office in the new building. If you would like to meet with the headmaster or a teacher while school is in session, please call to schedule an appointment prior to your visit.

#### Weather Information

School cancellations are announced by e-mail, on the local television station, WMUR (Channel 9), and on the local radio station, WNTK (99.7 FM).

## **Administration, Faculty and Staff**

### **Chairman of the Board**

Mr. Thomas Broom

### **Board Members**

Mr. Frederick Bocko

Mr. C. Edward Broom

Mr. Thomas Broom

Mr. Gerry Grimo

Mr. William Mealey

Mr. M. Scott Nelson

Mr. Thomas Ryan

Mr. Edward Walsh

Mr. Michael Correa

### **Headmaster**

Mr. David Thibault

### **Admissions Director**

Mr. Derek Tremblay

### **Office Manager**

Mrs. Kathleen McDonald

### **Bookkeeper**

Mrs. Corina Ouellette

### **Faculty Members**

Ms. Beth Tighe	Pre-Kindergarten Teacher
Mrs. Elizabeth Heath	Pre Kindergarten & Kindergarten Teacher
Mrs. Catherine Richardson	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Teacher
Mrs. Jacqueline Diebold	4 <sup>th</sup> & 5 <sup>th</sup> Grade Teacher
Mrs. Cynthia Dabrowski	5 <sup>th</sup> & 6 <sup>th</sup> Grade Teacher
Dr. Bonnie Akerman	7 <sup>th</sup> & 8 <sup>th</sup> Math and Science Teacher
Ms. Taylor Fitzgerald	7 <sup>th</sup> & 8 <sup>th</sup> English Teacher
Mr. Derek Tremblay	7 <sup>th</sup> & 8 <sup>th</sup> Social Studies and Catechesis Teacher
Mr. Matthew McDonald	7 <sup>th</sup> & 8 <sup>th</sup> Computer Teacher
Mrs. Margaret Dwyer	Pre-K – 8 <sup>th</sup> Art Teacher
Mrs. Leanne Wesoja	Pre-K – 8 <sup>th</sup> Music Teacher

## 2011-2012 Important Dates Calendar

September 6	Students' First Day of School
September 7	Opening of School Mass 6:30 pm at St. Joachim Church, Sunapee
September 14	Back to School Night for Parents 7 pm
-----	
October 3	School Picture Day
October 10	Columbus Day - No School
-----	
November 11	Veteran's Day - No School
November 16 & 17	Parent-Teacher Conferences
November 23	Thanksgiving Break—Dismissal at 12:00 Noon
November 24 & 25	Thanksgiving Break - No School
-----	
December 8	Feast of the Immaculate Conception —Holy Day - No School
December 23-31	Christmas Vacation - No School
-----	
January 6	<b>Early Registration Due</b>
January 23 - 24	Pro-Life March, Washington D.C. – <b>Grades 7 – 12<sup>th</sup> - No Classes</b>
February 20 - 24	Winter Vacation – No School
-----	
March 2	<b>Re-Registration Due</b>
March 24	Professional Development Day for Teachers – No School
-----	
April 5 - 13	Easter Vacation - No School
-----	
May 28	Memorial Day - No School
-----	
June 1	<b>Book &amp; Materials Fees Due</b>
June 1	Last day of school for 8 <sup>th</sup> and 12 <sup>th</sup> graders
June 9	Graduation Mass - Grades Pre-K - 11 <sup>th</sup> requested Attendance, 10:00 am
June 15	Awards Night - 7 pm
June 15	Last Day of School – 11:15 Dismissal

\*\* Please notice that Mount Royal takes off days for Holy Days of obligation. \*

### Mission Statement

Mount Royal Academy's mission aims to educate the whole person through the spiritual, academic, and physical formation of each student. Our aspirations direct all temporal efforts toward our Father's Eternal Kingdom through:

- Inspiring our students to grow in their knowledge of and love for God, which will enable them to love and serve those around them.
- *Implementing a rigorous academic curriculum that teaches the truth* which is the foundation of all knowledge.
- Fostering the physical development of each student through our athletic programs.
- Developing responsible and qualified leaders for all vocations within the Church, their families, and in their communities.

### Educational Philosophy

Mount Royal recognizes each student's dignity as a child of God, uniquely created with their own strengths, weaknesses and "calling". Our curriculum is classical in that we appreciate the developmental stages of our students and use that understanding when making important curriculum decisions. In the elementary years the focus is on developing a strong foundation in phonics, reading comprehension, writing, spelling, penmanship, grammar, composition, math concepts and math facts. We believe it is important for our students to learn about our world through religion, science and history and have a strong foundation in the arts.

In the High School students study in this "classical" approach by reading challenging "Great Books"; analyzing the authors'

worldviews and the books' themes and supporting details; evaluating their transcendent truths, measuring them in light of errors, comparing them with Natural Law, the Church's teachings and Scripture; and relating these truths to the students' real life experiences. This in-depth study, illuminated by our Catholic faith, makes Mount Royal's academics unique in many ways. The high school offers college-preparatory math, science, literature, history and Latin; as well as, theology, art, choir, and physical education.

Mount Royal Academy's Catholic faith is central in our educational philosophy. As stated in our mission we are called to inspire students to grow in their knowledge of and love for God, which will enable them to love and serve those around them. To accomplish this mission we look to Jesus Christ, our Redeemer, as both our model and our means. We also acknowledge the vital witness of our parents, teachers, administrators, board of trustees, and priests as they reveal the Christian message, not only by word, but also by their example. We understand that the teaching of our Catholic faith is not limited to religious instruction in the classroom or during liturgical celebrations throughout the year but includes modeling Christianity as a comprehensive way of life. It should animate our attitudes and be integrated into all our activities as we strive to create an environment in which students' faith and virtue will gradually mature.

\* Adapted from *The Holy See's Teaching on Catholic Schools* by Archbishop J. Michael Miller, CSB

## **II. Administrative Policies**

### **A. Administrative Organization**

Mount Royal Academy's governing body is its School Board. These School Board members are ultimately responsible to maintain Mount Royal Academy's Catholic identity and to approve the school's budget, policies, staff, curriculum, and facilities. The School Board hires a Headmaster to oversee the day-to-day running of the school. Our school board typically meets once a month, and continually seeks new members. We greatly appreciate these crucial, behind-the-scene, hard-working volunteers!

### **B. Admissions Procedure**

1. Inquiry by phone
2. Visit to the school
3. Application process
  - a. Application forms and recommendation forms
  - b. Application fee of \$50 per student (grades 1-12)
  - c. Student takes the Mount Royal Academy placement exam
4. Meeting with the Headmaster
5. Student is accepted, placed on the waiting list, or denied acceptance by the Headmaster.
6. Registration Process (for students who have been accepted)
  - a. Registration Form
  - b. Registration fee of \$100 per family
  - c. Copy of Birth Certificate
  - d. Copy of Sacramental Records (Baptism, First Holy Communion, Confirmation), if applicable
  - e. Health Form with Immunization Record
  - f. Financial Agreement Form
  - g. Parental Authorization Form
  - h. Student Emergency Card
  - i. Parent/ Student Handbook, Uniform Order Form, and School Year Calendar are sent to families.
  - j. Book & Material Fee are paid to the school.
7. All students are initially admitted on a four-month probationary period.

*Mount Royal Academy welcomes and does not discriminate against students of any race, creed, color, or national/ethnic origin. Each student is entitled to the same rights, privileges, programs, and activities available to all students of the school.*

### **C. Financial Policies**

Each year our school board prepares a Tuition and Fee Schedule for the following school year. Families are asked to register their students and sign their financial agreement form in January and February. They may also apply for financial aid at this time. FACTS TUITION manages our three payment plans:

1. Tuition may be paid in full in August.
2. Half of the tuition may be paid in August and the other half in January.
3. Tuition may be paid over a ten-month period (August through May).

If a family becomes unable to pay their tuition, the parents should make an appointment with the Headmaster to discuss the

situation. Students will not receive their report cards if their tuition has not been paid. Students will not be allowed to re-enroll for the next academic year until all account balances are paid in full. Students' transcripts will not be issued until all account balances are paid in full. Registration, academic materials fees, and Tuition are non refundable. In the event that a student is withdrawn from school during the year the family is expected to honor their financial commitment for the entire school year.

#### **D. Family Service Hours**

Mount Royal Academy depends on its families to help in its cleaning, building maintenance, chaperoning, coaching, fundraising, etc. This keeps our tuition costs down since we do not hire staff to do these jobs. Each family with students enrolled at Mount Royal is required to complete 25 hours of service per school year. (These hours are prorated for families with only Pre-K students.) Families may choose what types of service they would like to contribute depending on their talents, time schedules, etc. There is a notebook with a page for each family to record their service hours in the entrance to the Upper School.

#### **E. Re-registration Procedures**

Each year in January and February families need to re-register their students for the next school year. This seems quite early, but it helps the school board to plan accurately for teachers and classrooms.

1. Registration Form
2. Registration fee of \$100 (per family)
3. Update Sacramental Records (Baptism, First Holy Communion, Confirmation), if applicable
4. Update Health Form with Immunization Record
5. Financial Agreement Form
6. Parental Authorization Form
7. Student Emergency Card
8. Book & Material Fee is due on June 1<sup>st</sup>.

#### **F. Transfer/Withdrawal**

To withdraw a student during a school year, parents will:

1. meet with the Headmaster
2. complete the proper forms
3. pay all outstanding fees and tuition

The student's official transcripts will then be released.

#### **G. Benefactors**

Mount Royal Academy tries to provide an education with a Catholic formation for students at the lowest cost possible. We understand how difficult it is for large families to pay for private school. Our staff is paid far less than they would earn at a public institution. Benefactors have paid for our buildings. Even families that pay full tuition are paying only a percentage of the true cost to educate their children. Many families do not pay full tuition based on their financial need. Throughout its 15 years, Mount Royal would not have survived without the generosity of many benefactors. We are eternally grateful to them!

Each year in January, Mount Royal Academy has an **Annual Fund Campaign**. If you know of any friend, relative, or business, who might be interested in making a contribution, please contact our office manager with their name and address. Mount Royal Academy is a nonprofit organization. A contribution receipt can be provided for tax-exemption documentation.

#### **H. Bi-monthly E-mail Newsletter**

Every other month Mount Royal sends out a one page e-mail newsletter. It typically includes pictures of the students and an article describing an event they were involved in. This is a wonderful resource to share with your family and friends. If you would like to receive these newsletters, please submit your e-mail address, as well as the e-mail addresses of others you think would enjoy them, to the office manager.

#### **I. HASA**

HASA (Home And School Association) is Mount Royal's parent-teacher organization. Typically, HASA meets once each month for approximately one hour. HASA organizes the upkeep and maintenance of the facilities, fundraising events, social events, field trips, and teacher appreciation luncheons. HASA tries to help support the teachers in any way possible. HASA also chooses a liaison to communicate questions or concerns from the parents to the school board. All parents are welcome to join this highly active group!

## **J. Sports**

Mount Royal Academy offers extra-curricular sports teams according to student interest and coach availability. In 2008-2009, we had a co-ed. 7<sup>th</sup>-12<sup>th</sup> grade soccer team and a boys' 7<sup>th</sup>-12<sup>th</sup> grade basketball team. In the past we have offered 7<sup>th</sup>-12<sup>th</sup> grade girls' basketball. We also have allowed home-schooled students and other local school students to join our teams. Sports are encouraged to develop 1) an understanding of the games, 2) the body's coordination, strength and endurance, and 3) sportmanship/discipline. Students must maintain a 2.0 (C) grade point average to be able to participate in sports. Students should return team uniforms at the end of the season or they will be charged the cost of replacing the uniform.

## **K. Ski Program**

Each January and February, students (6 years and older) have the option of skiing/snow boarding at Mount Sunapee on five Wednesday afternoons for our physical education program. Information is sent home before Thanksgiving break listing the cost of the lessons/ afternoon lift tickets and rentals. Students are required to wear helmets. We do need chaperones both in the lodge and on the slopes. Ski chaperoning is free and does count toward your Family Service Hours. Parents are responsible for transporting their children to the ski mountain at 11:30 a.m. or finding a ride for their children with another parent. Parents should plan to pick up their students at Mount Sunapee at 4:00 p.m.

If you choose not to participate in the ski program, please remember that Mount Royal does not have class on these five Wednesday afternoons. You will need to pick your student up at 11:30 on these days.

## **L. Pro-life March**

Mount Royal Academy supports the belief that Life begins at conception, that abortion/euthanasia should be illegal, and that Christians should be politically active for morally important legislation. The local Catholic parish has been taking a commercial bus down to Washington, D.C. each year in protest of the Supreme Court case *Roe vs. Wade* which legalized abortion in the United States on Jan. 22, 1973. Tens of thousands peacefully march on Jan. 22, asking for the reversal of this case/law. A majority of the Mount Royal high school students go on this parish-run pilgrimage. Therefore, in support of their efforts, Mount Royal Academy's 7<sup>th</sup> – 12<sup>th</sup> grades does not hold classes on these days (check the school calendar for this year's dates). If your student is not a parish member of St. Patrick / St. Joachim and would like to go on the Pro-life March, please talk with the Headmaster. Additional students are limited, due to bus availability and chaperones.

## **III. Attendance Policies**

### **A. Arrival and Dismissal**

Morning arrival takes place between 7:30 - 8:00 a.m. Children may be dropped off no earlier than 7:30 a.m. Arrival later than 8:00 a.m. is considered tardy. The school day begins at 8:00 a.m. and ends at 2:15 p.m.

When dropping off and picking up students, parents are requested to enter by the first driveway, circle around the parking lot, and exit through the second driveway. Please park in the parking lot if you need to come into the school building or talk with another parent to keep the flow of traffic moving smoothly. Please do not park on the road in front of the school.

### **B. Student Drivers**

11<sup>th</sup> and 12<sup>th</sup> grade students may drive their brothers/ sisters to school. Parents, who allow their children to ride to and from school in vehicles driven by high school students, must submit permission in writing to the office.

### **C. Attendance**

Regular and punctual attendance is essential. If a student is consistently late or absent from school, valuable class time is lost. Toleration of this behavior also gives the student the impression that school is not important. Mount Royal Academy grants excused absences for illness, or doctor/dentist appointments. When the student returns to school, parents are required to send a note or e-mail to the office explaining what days have been missed from school and the reason they should be recorded as an "excused absence". *It is the student/parent's responsibility to find out the missed assignments/tests and to complete them in a timely manner.*

### **D. Tardiness**

When a student is tardy, he should come to the office for an admittance slip before going to class. For tardiness to be excused, a note from the parent is required.

### **E. Attending Morning Mass**

Families may attend Mass locally before school. If a student attends morning mass, they will not be marked tardy, but they still need to check in at the office.

### **F. Early Dismissal**

If a student needs to leave school early, the parent must give a note to the office manager stating the date, time, and reason for early dismissal. The student must sign out at the office when they leave.

### **G. Excessive Absence**

Students who are absent ten (10) days from any subject during a semester will receive a failing grade in that course. Special circumstances may be reviewed by the Headmaster.

### **H. Injury/Sickness During School Hours**

Students who become sick or injured during the school day are asked to notify their teacher, who will in turn notify the office. The office will inform the student's parent and, if necessary, the parent may pick up the child.

If emergency care is required, and the parents or family physician cannot be contacted, the school will obtain the necessary treatment by utilizing the parental authorization for emergency care form which is on file in the office.

### **I. Medication**

According to state law, students may **not** have **any** type of medication (prescription or “over the counter”) in their possession at school. If a prescription medication must be taken during school hours, **parents** must bring the exact amount of the medication, labeled with the student’s name, the medication name, and the time which the medication should be taken, to the office. The parent must also sign a legal permission slip documenting these instructions. The medication will be kept under lock and will be administered to the student by the office manager or Headmaster at the listed time.

At the beginning of the year, a permission slip will be sent home listing common “over-the-counter” medications (such as Tylenol for a headache). If a student comes to the school office requesting one of these “over-the-counter” medications, the office will also contact one of the student’s parents.

*Mount Royal Academy is a drug-free school zone. Alcohol, tobacco, and all illicit drugs are prohibited on the grounds and in the buildings of MRA. This applies both when the school is in session and out of session.*

### **J. Afterschool Program**

Mount Royal Academy has an afterschool program for students whose parents are not able to pick them up at 2:15 pm. The cost is \$4 per hour. Students must be picked up by 5:00 pm at the latest. Students report to the Lower School kitchen. Activities include an afternoon snack, time for homework, outdoor play when weather permits, indoor playtime, and occasionally a movie. Please contact the office manager to schedule either regular or occasional afterschool program for your student.

## **IV. Communication Policies**

Teachers, parents, and administrators need to communicate openly on a regular basis regarding individual student progress. Newsletters, conferences, telephone calls, and various notices are all part of the effort to provide productive communication.

### **A. Written Communication from the School**

Each Wednesday, a Weekly Fact Sheet will be sent home in a manila envelope labeled with your family’s name. Parents, please tell our office manager which student from your family that you would prefer information to be sent home with. Please return the envelopes promptly so they may be reused each week.

Mount Royal is using e-mail more and more often to deliver quick, easy and paper-free communication to its parents. Please let the office manager know if you do not have e-mail at home. Mount Royal will print copies of these e-mails and send them home with your student instead.

Last minute updates and announcements are also posted on the doors to the school buildings or on the bulletin boards in the entry hallways.

Some types of communications from the school may require a parents' signature and must be returned to the school, such as:

1. Occasional correspondence packets,
2. Report Card Envelopes and Mid-quarter Progress Reports
3. Notes regarding missed homework
4. Notes regarding disciplinary problems
5. Requests for parent/teacher conferences
6. Permission slips for school activities
7. Grades, quizzes, and tests upon request of teachers

## **B. Morning/ Afternoon Assemblies**

Each morning begins with an assembly promptly at 8:00 with the headmaster, teachers and students gathered for a short Scripture reading, a prayer, and announcements. These announcements often include important information such as updated times, directions, cancellations and reminders. Please have the students at school early enough so that they are ready to listen to these announcements. The high school also closes with an afternoon assembly during which additional announcements may be made.

## **C. Phone Calls (incoming)**

Please feel free to call the school to set up a conference, ask questions, and/or relay a message to a student or a teacher (preferably before 2:00 P.M.). Except in emergencies, teachers will not be interrupted during the school day and students will NOT be excused from class to take phone calls.

## **D. Phone Calls (outgoing)**

The school telephone may only be used with permission from a teacher (such as calling a parent to tell them soccer practice was cancelled because of bad weather).

## **E. Parent/Teacher Conferences**

It is important for parents to become acquainted with their child's teachers and work closely with them. Parent-teacher conferences are scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters, but it is not necessary to wait for a scheduled parent-teacher conference day or for the teacher to initiate the conference. Parent-teacher conferences may be arranged by appointment through the office, by e-mailing the teacher, or by the sign-up sheets posted the week before the fall/spring scheduled parent-teacher conferences.

## **F. E-mailing Teachers/ Faculty**

E-mail has become a helpful and easy means of communication. Teachers will check their accounts at the beginning and end of their school day. Please remember that sometimes a message may not be read due to unforeseen circumstances. If a message is important to reach the recipient immediately, a phone call is more appropriate. Here are our teacher/ faculty's school e-mail addresses:

[bakerman@mountroyalacademy.com](mailto:bakerman@mountroyalacademy.com)  
[kmcdonald@mountroyalacademy.com](mailto:kmcdonald@mountroyalacademy.com)  
[btighe@mountroyalacademy.com](mailto:btighe@mountroyalacademy.com)  
[eh Heath@mountroyalacademy.com](mailto:eh Heath@mountroyalacademy.com)  
[crichardson@mountroyalacademy.com](mailto:crichardson@mountroyalacademy.com)  
[jdiebold@mountroyalacademy.com](mailto:jdiebold@mountroyalacademy.com)  
[cdabrowski@mountroyalacademy.com](mailto:cdabrowski@mountroyalacademy.com)

[mbellino@mountroyalacademy.com](mailto:mbellino@mountroyalacademy.com)  
[tfitzgerald@mountroyalacademy.com](mailto:tfitzgerald@mountroyalacademy.com)  
[dtremblay@mountroyalacademy.com](mailto:dtremblay@mountroyalacademy.com)  
[lwesoja@mountroyalacademy.com](mailto:lwesoja@mountroyalacademy.com)  
[mdwyer@mountroyalacademy.com](mailto:mdwyer@mountroyalacademy.com)  
[mmcdonald@mountroyalacademy.com](mailto:mmcdonald@mountroyalacademy.com)

## **G. Grievance Procedure**

Mount Royal Academy will work with families to resolve any concerns they may have about policies, school events, and situations as they arise. In the event a student or parent disagrees with a school policy or with a situation that has occurred during a school-related activity, the parent will set up a time after or before school to meet with the teacher to discuss the problem. If the parent is unsatisfied with the outcome of the meeting with the teacher, he/she should make an appointment with the Headmaster to discuss the issue. The nature of the concern should be made when scheduling the meeting. In the event the parent is still unsatisfied after meeting with the Headmaster, a formal letter describing the nature of the grievance should be sent to the Board of Directors. The Board of Directors will address the letter at the next board meeting and respond appropriately.

## V. Uniform Policies

Uniforms should fit properly. Jumper/ skirt length must fall below the knee. Skirts must be worn from the waistline, not from the hips. Shirts must be worn tucked in. Plain white under-shirts may be worn under blouses for added warmth or modesty. Jewelry and hair accessories should not be distracting or showy. Girls in pre-kindergarten through 8<sup>th</sup> grade may **not** wear makeup. Clear or light pink nail polish is acceptable. Only shoes with low-heels, and closed-toes/heels, such as “Mary-Janes”, are acceptable. No sandals, slippers, clogs, high heels, or chunky heels are permitted. Girls in Pre-K through grade 5 must wear navy or black shorts underneath their jumpers every day, for modesty. **All bold items must be worn each day and purchased through JB Edwards Uniform Company.** Sweaters or fleeces are not mandatory but if worn in class during the school day must be purchased through JB Edwards Uniform Company. Please refer to the JB Edwards Uniform Ordering Form for the item numbers, prices, and company phone number.

### Girls Grades Pre-K 3—6

#### **Jumper**

**Blouse** – monogrammed rounded collar, white, long or short sleeve

Shoes - Black or navy

Navy or black modesty shorts

Navy monogrammed cardigan sweater without pockets

Uniform knee socks or tights – Navy

### Girls Grades 7-8

**Skirt** – Khaki, pleated

**Blouse** – monogrammed oxford white, long or short sleeve

Navy monogrammed micro fleece v-neck pullover or vest

Navy tights

Shoes – Black, navy or brown

## **B. Boy's Uniform List**

Boys must keep their uniforms and personal appearance in a neat and orderly fashion. Shirts must be tucked in and shoes tied at all times. Hair is to be neatly cut (no "mod" hairstyles) and kept above the collar line. No jewelry is to be worn, other than a watch and/or religious medal. No hats are to be worn inside the buildings.

Boys Grades K- (Asterisks designate Gala Uniforms; all Capital letters designate Harvey Uniform Company products)

**Pants** – Khaki, pleated dress Chinos (no corduroy or cargo pants) 3&4 year old boys may purchase elastic waistband khakis.

#### **Red monogrammed polo shirt**

Navy monogrammed micro fleece v-neck pullover or vest

Socks – Black or navy

Shoes – Black or Brown

Belt – Black or Brown

Boys Grades 7-8 (Asterisks designate Gala Uniforms; all Capital letters designate Harvey Uniform Company products)

**Pants** – khaki, pleated dress Chinos (no corduroy or cargo pants)

#### **Red monogrammed polo shirt**

Navy monogrammed micro fleece v-neck pullover or vest

Socks – Black or navy

Shoes – Black or Brown Dress

Belt – Black or Brown

## **D. Physical Education Uniforms**

#### **Red t-shirts with the MRA logo**

#### **Navy blue shorts with the MRA logo**

Navy monogrammed warm-up suit with white stripe – jacket and pants

White athletic socks  
Sneakers with no media logos (e.g. television, comic book, skulls)

Students may wear their Phys. Ed. uniforms all day on their weekly gym day, instead of their regular uniform. Occasionally students will be informed to wear their Phys. Ed. uniforms for a specific field trip or special activity at school. All uniforms are to fit students appropriately for their specific size. Oversized, tight, or excessively worn uniforms are not permitted. T-shirts are to be neatly tucked in. Shorts must reach at least mid-thigh. Sneakers may be worn for Phys. Ed. and recess only.

### **E. Uniform Enforcement**

The enforcement of the Uniform Dress Code is primarily the responsibility of the parents. However, if the student still does not follow the dress code, it becomes the responsibility of the teachers and Headmaster. A student, who does not obey the dress code, will be reminded verbally.

1. Students in the pre- k through 5<sup>th</sup> grades: If the student continues to come to school dressed incorrectly, the parents will be contacted in person, by phone, by e-mail or in a note sent home with the student.
2. Students in the 6<sup>th</sup> through 8<sup>th</sup> grades: If the student continues to disregard the dress code, the student will be given a demerit, stating the problem. This will need to be signed by the parents/ headmaster and returned to the school office (and put into the student's file). After the third uniform demerit, the student and their parents will meet with the Headmaster.

### **F. Formal Extra-curricular Events**

Throughout the school year, Mount Royal hosts "formal" events, such as school concerts, Jazz Night, etc. Students/parents will be informed whether the students should wear their gala uniform or the following dress code:

- Boys: Dress pants, dress shirts, ties, and dress shoes
- Girls: Modest dresses or skirts/blouses

### **G. Informal Activities/ Sports Practices**

All clothing worn by students for athletic practices and informal extra-curricular activities, on/off campus, must obey the following guidelines:

#### **Do's:**

Jeans, cargo pants, casual pants,  
or shorts if it is 50 degrees or warmer.  
All pants and shorts must rest at the waist.  
Shorts must reach at least mid-thigh.  
T-shirts, sweatshirts, sweaters, flannel shirts  
Sneakers, boots, or clogs

#### **Don'ts:**

No baggy/saggy pants  
No low-rise pants/shorts  
No short shorts or mini skirts  
No sleeveless shirts, midriff-revealing shirts,  
tight-fitting or low-cut shirts  
No offensive advertisements/cartoons/skulls  
No sandals, flip-flops, slippers

Students wearing clothing for after school activities that do not meet the above criteria will be asked to change back into their uniforms or their parents will be called to bring a different outfit.

### **H. Tag Day Guidelines**

From time to time, the Headmaster may allow the students to have a "Tag Day". On these days the students are allowed to wear casual clothing rather than the usual uniforms. Typically students are required to wear something particular, such as something green on St. Patrick's Day, and pay \$1 as a fundraising event for a charity. All tag day clothing must be consistent with school policy as stated above in the *Informal Activities* section. Students who come to school wearing inappropriate clothing will be asked to remain in the office until their parent brings in more suitable clothing.

### **I. Lost and Found**

Please clearly mark all clothing items with each student's name so that they may be returned if misplaced. If your student has lost any clothing, lunch bag or books, please check the Lost and Found box in the office. At the end of each school-year, all remaining items will be distributed to local charities.

## VI. Academic Policies

### A. 2011-2012 Calendar for Academic Events

September 6	Students' First Day
September 14	Back to School Night for Parents 7pm
-----	
October 7	Mid-Quarter Grades Close
October 14	Progress Reports Go Home
-----	
November 9	1st Quarter Ends
November 16 & 17	1st Quarter Report Cards Given at Parent-Teacher Conferences
-----	
December 17	Mid-Quarter Grades Close
December 22	Progress Reports Go Home
-----	
January 25	2nd Quarter Ends
-----	
February 3	2nd Quarter Report Cards Go Home
-----	
March 2	Mid-Quarter Grades Close
March 9	Progress Reports Go Home
-----	
April 3	3rd Quarter Ends
April 18 & 19	3 <sup>rd</sup> Quarter Report Cards Given at Parent-Teacher Conferences
-----	
May 18	Mid-Quarter Grades Close
May 25	Progress Reports Go Home
-----	
June 15	Last Day of School / 4th Quarter Ends

\* 4<sup>th</sup> Quarter Report cards will be mailed home \*

The report card envelopes must be signed by a parent and returned to the school office.

### B. Book Care

Stewardship (the proper care for what we have been given) of our textbooks, workbooks, and school supplies is very important. Students should not write in textbooks or fold down the corners of pages. Students should treat the books carefully and return them in good condition when the class has finished using them. Books may be covered with paper covers by the students. Please do not use cloth book-covers because the elastic loosens the bindings. Parents will be contacted if a student repeatedly abuses textbooks or school materials. Students/parents will be charged the additional cost of texts lost or ruined by students. Proper book usage will allow texts to be reused for multiple years and will keep the book fees from increasing.

### C. Class Time

Most of the student's time in school is spent in the classroom. The quality of the education each student receives depends on his attention and effort in class and his study outside of class.

The following habits will help make each student's class time more effective:

1. Be on time and follow directions quickly.
2. Treat teachers with great respect.
3. Small class size encourages students to ask and answer questions. Students should raise their hand until recognized by the teacher. Students should not interrupt others.
4. Students should work quietly; chatting with friends during class time is not appropriate.
5. Homework should be completed on its assigned day.
6. If a student needs to leave the room during class, they must obtain permission from the teacher.
7. At the end of the day, students should help neat the classroom.
8. If a student misses a class, it is the student's (and for younger students their parent's) responsibility to find out what was missed and make up the work.

## **D. Homework**

Homework can be used by a teacher to prepare students for class. It may include reading a section of a textbook/novel/hand-out, preparing for oral presentations, or studying for a test/quiz. Homework may also be used to practice specific skills and concepts learned in school to produce mastery. Long-range assignments, such as book reports and science fair projects, are also scheduled to develop organization and independent study skills.

Due to the need for balance between school, playtime, family time and rest, homework should not regularly exceed the following limits:

K	10 - 20 minutes
1 <sup>st</sup> & 2 <sup>nd</sup>	20 - 30 minutes
3 <sup>rd</sup> & 4 <sup>th</sup>	30 - 40 minutes
5 <sup>th</sup> & 6 <sup>th</sup>	40 - 75 minutes
7 <sup>th</sup> - 8 <sup>th</sup>	75 - 90 minutes

If a student's homework is steadily taking longer than these suggested limits, the parent should set up a parent-teacher conference to discuss possible problems/solutions.

Late homework assignments may result in a lower grade. Teachers should inform parents when assignments have been skipped. Students on sports teams may also be asked to sit-out games if they fail to complete their homework.

Assignment books are highly suggested to assist in the organization of materials and time. It is helpful to have a quiet, orderly place to study. Families are encouraged to limit TV, movies, and computer games on school nights.

## **E. Testing**

Tests are used to analyze individual student's mastery on a specifically defined unit, such as 20 spelling words, or chapter 18 in a history text. Although tests are often a helpful and important tool, they should not be the only way subject grades are determined. Student's daily work, class participation, projects, written assignments, etc. should also be used to assess student learning. Students will be notified of the date for a test. Typically tests should not be given on Mondays. Tests may be postponed due to unforeseen circumstances or due to the teacher's decision that more student comprehension is required before the test. However, tests should not be postponed often, or it will discourage the students who have worked hard to prepare for the test on the assigned day.

## **F. Spelling Guidelines**

Writing is a vital part of education. Students should grow in their ability to write correctly, using proper grammar and spelling. Teachers may take off a few points on papers, homework assignments, quizzes, or tests for spelling or grammar errors. However, teachers must not overwhelm students. Gradual improvement, focusing on the most important objectives, while gently pointing out areas for improvement, will bring balanced success.

## **G. Cheating**

Cheating is violation of one's own integrity and should never be done. If a student is caught cheating, the teacher will contact the students' parents and the Headmaster within 24 hours. (This includes plagiarizing.) The student may be punished with demerits, detentions or, if repeated, with suspension.

## **H. Report Card Grades**

Report cards will be issued four times throughout the school year. Progress reports will be sent home half way through each quarter. Evaluation marks will be administered as follows:

Preschool & Kindergarten:    E = Excellent  
  G = Good  
  S = Satisfactory  
  N = Needs Improvement

First Grade:                    A = Exceeds expectations with excellent performance  
  B = Meets grade level expectations with acceptable performance  
  C = Approaches grade level expectations with partial accomplishment  
  D = Does not meet grade level expectations

## 2<sup>nd</sup> – 8<sup>th</sup> Grades:

A+	97-100		
A	93-96	Excellent	
A-	90-92		
B+	87-89	Good	Extra marks for activities and conduct:
B	83-86		
B-	80-82		HP High Pass
C+	77-79	Average	E Excellent
C	73-76		P Pass
C-	70-72		G Good
D+	67-69	Below average	S Satisfactory
D	63-66		NI Needs Improvement
D-	60-62		F Fail
F	59-Below	Failing	

Progress reports and the report card envelopes must be signed by a parent and returned to the school office. No report cards or transcripts will be issued for students whose family has unpaid fees or tuition.

### **I. Student Eligibility for Extra-Curricular Activities**

In order to be eligible to participate in any extracurricular activities such as sports, students must maintain at least a 2.0 (C) grade point average. Eligibility may also be based upon the recommendation of the corresponding teachers and the Headmaster.

### **J. Failure Policy**

Students, who receive a failing final grade in a subject, must complete an Action Plan developed by the Headmaster, teacher, parents, and student. This may include an approved summer school program or a course with a tutor. Any student, who receives a failing final grade in three subjects, will not be promoted.

## **VII. Policies for Conduct**

### **A. General Guidelines for Conduct**

Mount Royal Academy strives to develop a high standard of morals and virtues in our students. We believe God has set this standard and will help us grow in it when we seek His aid. Some of the virtues which we practice daily in the classroom include: charity, obedience, humility, self-control, responsibility, honesty, moderation, courtesy, patience, respectfulness, kindness, forgiveness, gratefulness, and perseverance. The following rules help us work on these virtues:

1. Students should make eye contact, smile, and greet teachers, visitors, parents, and fellow students.
2. Students will give their undivided attention to others when speaking or listening; they should look them in the eyes and avoid interrupting them.
3. Students will exercise courtesy in speech at all times. The use of "please," "thank you," and "excuse me" are especially encouraged. Foul language, improper tone of voice, rudeness, sarcasm, gossip and slander will not be tolerated.
4. Students should exercise proper posture and appropriate body language (e.g., no hands in pockets, slouching, or tipping chairs). Proper posture is especially important during prayers and the Pledge of Allegiance.
5. Students should avoid pushing, or unnecessary roughness.
6. Students should show respect for people's belongings, the building/ grounds at all times. They should help keep their desk, classroom, hallways, and coat-area neat and clean. Vandalism will be punished.
7. Occasionally students will be asked to help with small cleaning jobs. These might include wiping off tables, emptying trash baskets, sweeping/vacuuming, shoveling a snowy walkway, etc.
8. Older students will strive to be good examples to younger students.

### **B. Food Policies**

1. Food and drink (other than water) should be consumed only during designated eating times.
2. Students are encouraged to bring a refillable water bottle to school for use during classes, especially gym!
3. Proper table manners should be observed at all times.

4. Students are not allowed to trade their food in their lunch bags.
5. Students in the Pre-K through 5<sup>th</sup> Grade are not permitted to bring in food to be heated in the microwave. This has caused problems in the past, making students and teachers miss both lunch and recess.
6. Students should bring healthy lunches and snacks!
7. Students should not bring soda, energy drinks, or excessively sugary candies to school. These foods do not help concentration; instead, they cause hyperactivity.
8. Chewing gum is not permitted.

### **C. Catholic Masses, Prayers, Religious Education, and the Adoration Chapel**

Mount Royal Academy is a Catholic school, but we welcome students of all beliefs. Students may not be excused from religious services, classes, etc. Catholics believe that Jesus, Our Lord and Savior, resides sacramentally in the Holy Eucharist. (John 6: 47-66) This is why Holy Communion is so important to us. Bishop John McCormack has given Mount Royal permission to have the Holy Eucharist reside in the Tabernacle in our Adoration Chapel. The chapel is a special place for prayer, and all are welcome to visit with silence and reverence.

### **D. Cell Phones and other Electronic Equipment**

Cell phones may **not** be used by Pre-K through 8<sup>th</sup> grade students at Mount Royal Academy. If your student owns one, please keep them at home. Please do not bring electronic music players or electronic gaming devices to Mount Royal. If any type of electronic equipment is being used by a student during the school day, it will be given to the Headmaster and the school will notify the parents to pick it up in the office.

### **E. Field trips**

Occasionally, Mount Royal brings its students on field trips. These may be educational, religious, community service, or recreational outings. During a field trip, students will wear seat belts when traveling in cars. Students should only eat in the car if the teacher has asked permission from the drivers ahead of time. Students should follow all school rules, including Mount Royal's uniform code. Students should stay with their teachers and chaperones, and follow their instructions. Remember, when we go out into the world, we are Christ's ambassadors.

### **F. Fire Drills**

The procedure for fire alarms is as follows:

- Walk. DO NOT RUN.
- Do not talk.
- Do not take books or other items.
- Follow the route posted in classrooms.
- Should an alarm occur during lunch or between classes, leave by the nearest exit.
- Classroom groups should stay together so that teachers can identify all their students after the building is evacuated.
- All doors in hallways should be closed.
- All windows should be closed.

### **G. Personal Relationships**

Charity toward our "neighbor" is the greatest proof of God's transforming renewal in our lives. Mount Royal Academy is one place where we put our faith into action. Friendliness and inclusiveness should be our greatest attributes. Students are encouraged to develop healthy friendships with both boys and girls. Recess, group social events, and sports provide fun, informal settings for students to become lifelong friends.

## **VIII. Discipline**

Mount Royal Academy's goal is to develop Christian virtues in every student, but sometimes humans fail to obey the rules. In all matters of correction, charity and respect for the offender are important. The teachers and Headmaster are there to help the student. Verbal correction always begins the process, privately if possible. In each case, it is important for the wrongdoer to apologize to the offended party, ask forgiveness, and state that they will try not to do it again.

If punishment becomes necessary to motivate change in behavior, they must be appropriate; neither harsh nor permissive. Younger children typically break small rules and therefore require smaller penalties. True correction can often be achieved with logical consequences. Students will be warned, and informed of the consequences. The following are some examples: If a child is disruptive during class, they may be placed in a time-out for a few minutes until they are ready to participate

appropriately. If a child has not finished their assigned work, they may be retained during free-time or extracurricular activities to work on the assignment. If a student refuses to come inside from recess on time one day, they may have a shortened recess the following day. If a child forgets their work regularly, a plan may be developed between the teacher and parents to improve the student's organization. The teacher will determine the consequences as necessary, and may request parental participation.

As students get older, discipline that is more abstract may be used to correct misbehavior. A **demerit** is a formal written complaint informing parents that their student has committed either a serious infraction against a rule or repeated less serious misconducts. The demerit should be signed by a parent and returned the following day. The demerit will also be signed by the Headmaster and placed in the student's file.

If a student receives three demerits, he must stay after school for a half hour **detention**, and a teacher/parent conference will be scheduled. If a student continues to break the rules and receives more demerits, the teacher and parents may add other punishments. (Such as cleaning part of the school, staying after school until the assignments are complete, or being removed from a class during which they are disruptive, etc.). In spite of this, if the student receives a total of six demerits, the parents/student will meet with the Headmaster and the teachers. During this meeting, the Headmaster will inform the parents that student will be suspended if they receive a total of nine demerits.

A **suspension** is a more severe punishment, requiring the student to either: stay home, or to be at school but separated from all the other students, depending on the nature of the infraction, for one or more days. If the student receives three more demerits after being suspended, the Headmaster will recommend to the School Board that the student be expelled. **Expulsion** is the official dismissal of a student for extreme forms of misconduct or continual neglect of basic rules and expectations.

### **Fighting Policy**

Individuals involved in a fight resulting in physical contact will be immediately removed from the school activity, parents will be called to come and get the students, and the students will not return to school until decided upon by the Headmaster.

## **IX. Garden Supplement**



### **Mission**

THE GARDEN at Mount Royal Academy is dedicated to providing a quality academic environment wherein children ages 3 – 7 are encouraged to develop their abilities along with values, self-discipline and an awareness of the world around them that will inspire service to others, and to the greater glory of God.

### **Philosophy**

THE GARDEN at Mount Royal Academy understands that each child is a unique person created by God – bearing gifts, facing challenges and possessing an immeasurable, innate desire to learn.

By providing a stimulating and structured academic environment, combined with quality instruction in an atmosphere of encouragement and mutual respect, we aim to promote the intellectual, spiritual and physical growth of each child who comes to our school. By guidance and example we will seek to foster the development of skills, strong values, and a desire to make good choices, thereby cultivating within each child both ability and a sense of responsibility which together result in true freedom and happiness.

Each GARDEN classroom serves for the child as the heart of the larger Mount Royal Academy community, a community that further inspires and guides the child's growing awareness of God's creation, and of the needs of others around us. Holiday celebrations, liturgical observances, community prayer and service projects, art, fun and games are all opportunities to learn with and about others. Through these shared experiences with the larger school community, compassion, understanding and a desire to participate in service beyond our community may result, calling each of our students to fulfillment by doing all things for the greater glory of God.

### **Arrival & Dismissal**

Morning arrival for students in the GARDEN classes takes place from 7:30 – 7:55 a.m. Arrival later than 7:55 a.m. is difficult for both students and teachers, since classroom activity is in progress, and late arrivals interrupt lessons that have begun, as well as make the morning transition awkward for the student who is late. Please try to have your child at the classroom door on time for the good of everyone.

Dismissal for half-day students in the Preschool class takes place at 11:00 a.m. Dismissal for all full-day students will take place at 2:15 p.m.

When dropping off and picking up children in the **GARDEN Preschool class** (ages 3 & 4), parents must park and accompany children to and from the classroom door. We ask that you assist your child with belongings, coat, etc. in the hall at both the start and end of the school day, so that the teacher may tend to the other children in the classroom. When arriving at the classroom, please part with your child at the door. Please keep your farewells brief, and know that the teacher is prepared to help your child transition into the classroom once you have departed. In the event that your child has a difficult time separating from you, please leave your child with the teacher, and we can follow up with you during the morning with a phone call to let you know how your child is doing.

Children in the **GARDEN Kindergarten** class may wish to have a parent accompany and assist them to the classroom door during the first month of the school year. However, once your child is accustomed to the routine, parents may drop off and pick up children at the front door of the building, as outlined in the Lower Elementary Parent/Student Handbook. Again, brief farewells are best, and the teacher is prepared to assist your child with the transition to the classroom upon arrival at the classroom door, if necessary.

### **Discipline**

The Philosophy of Discipline outlined in the Elementary School Parent/Student Handbook will also apply in the GARDEN classes; however the sanctions utilized will not include demerits. The primary system imposed upon students who misbehave in either GARDEN class will be one of logical consequences, wherein the sanction depends on the infraction. For example, a student who refuses to come inside from recess on time one day may have a shortened recess the following day. Students will be warned, and informed of the consequences to follow. The teacher will determine the consequences as necessary, and may request parental participation or input in imposing discipline.

### **Dress Code**

Mount Royal Academy requires its students to present themselves in a neat and clean manner at all times. The purpose of our uniforms is to promote modesty and a respectful, studious presentation. School clothing must be maintained in good condition, and be the appropriate size for each student. All clothing items should be clearly marked with each student's name or initials.

Each student will need a Gym uniform and a regular uniform even if they will only be attending preschool for a couple of days each week. The uniform list is modified for GARDEN students in order to promote independence and confidence in dressing and bathroom use. Please try to find shoes your child can put on and remove independently, and practice necessary clothing fasteners with your child at home.

Jumpers, blouses, and gym uniforms **must** be purchased from JB Edwards Uniform Company. These articles are marked with bold letters on the following uniform lists. Please refer to the green JB Edwards Uniform Ordering Form for the item numbers and prices. Other articles may be purchased elsewhere, provided that they meet the requirements described below.

#### Girls Uniform List – GARDEN

Notes: Girls' jumper length must be below the knee. Girls may wear no more than one item of moderate jewelry. Earrings must be small (no dangling earrings), and hair accessories should coordinate with the uniform. No make-up of any kind is permitted, including nail polish. "Fad" hairstyles are not permitted, and hair may not be dyed or colored. Only low heel shoes are allowed, such as "Mary-Janes; no chunky heels, clogs or sandals are permitted. **Girls in the GARDEN must wear navy or black shorts underneath their jumpers at all times, for modesty.**

#### **Jumper**

**Blouse** – monogrammed rounded collar, white, long or short sleeve

Shoes - Black or navy

Navy or black modesty shorts

Navy monogrammed cardigan sweater without pockets

Uniform knee socks or tights – Navy

#### Boys Uniform List – GARDEN

Notes: Boys are expected to maintain their appearance in a neat and orderly fashion. Shirts must be tucked in, shoes tied or fastened. Please do not send tie shoes until your son has learned the basics of tying. Hair is to be neatly cut, and may not be spiked, dyed or colored. No jewelry may be worn. **Boys in the GARDEN may wear elastic- waist navy pants to promote confidence and**



The only days preschool students may attend are the days selected when your child is registered. **THERE WILL BE NO MAKE UP DAYS FOR PART-TIME PRESCHOOL STUDENTS.** This is to allow for the planning of adequate supervision and project- and lesson-planning as well. Any long-term changes you would like to make to your child's schedule may be arranged through the office.

**Contact Information**

If it is necessary to contact teachers in the GARDEN, please call the office. There will be a phone in each classroom for the teacher to make **outgoing calls** only; these extensions must not be called directly, nor can they be answered during the school day.

**X. Conclusion**

Mount Royal Academy affirms the Church's teaching that parents are the primary educators of their children. For this reason we seek parents' close cooperation and responsible participation in the implementation of the Parent/Student Handbook. We ask all parents and students to please sign below indicating that you have carefully read and discussed the Parent/Student Handbook and that you understand all expectations held within.

Please tear out the following page and send it to the school office by the first week of school.

-----

We have read the Mount Royal Academy Parent/Student Handbook.

Parents/Guardians: \_\_\_\_\_  
\_\_\_\_\_

Student/Students: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_