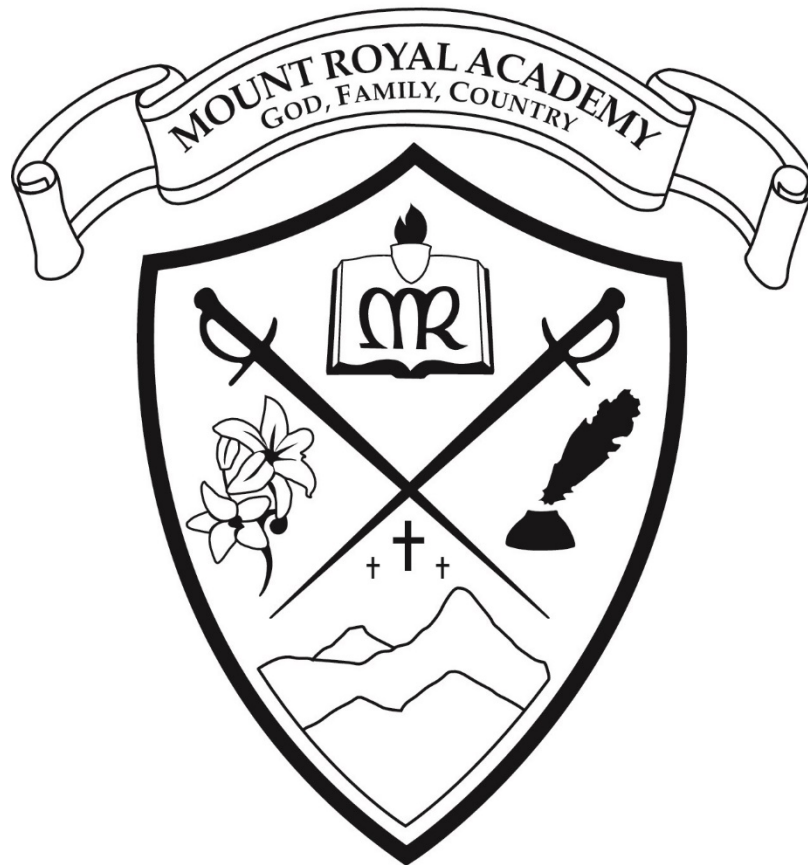


# *Mount Royal Academy*

*26 Seven Hearths Lane/PO Box 362*

*Sunapee, NH, 03782*

*(603) 763-9010*



*Parent/Student Handbook  
2018-2019*

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## I. Introduction

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.

Signing your enrollment contract implies that you have read and understood this handbook and are aware of the expectations contained within.

Please join me in asking our patron, St. Joseph, to intercede for Mount Royal in providing all that we need.

Yours Truly in Christ,

Derek Tremblay  
Headmaster

### Office Hours

The school office is open from 7:45 a.m. to 2:30 p.m. each school day.

### School Hours

**Garden:** Morning arrival for students in the Garden classes is from 7:45 – 8:00 a.m. Dismissal for half-day students in the Pre-Kindergarten class is at 11:00 a.m.

Dismissal for all full-day Garden students is at 2:00 p.m. Both Pre-Kindergarten and Kindergarten students are accompanied to the Garden walkway by teachers, where they may be picked up.

**Elementary:** School hours are from 8:00 a.m. to 2:15 p.m. Morning classes begin promptly at 8:00 a.m. Students in grades K-5 are dismissed at 2:15 p.m.

**Jr. High and High School:** School hours are from 7:53 a.m. to 2:26 p.m. Homeroom begin promptly at 7:53 a.m. Students are dismissed from class at 2:26 p.m.

On scheduled half days, dismissal is at 11:30 a.m., unless otherwise communicated.

### Visitors

All visitors to the school must sign in at the office in the elementary school. Visitors include parents, guests, and prospective families. Visitors cannot enter the St. Joseph Center or high school building unless they have signed in. 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 and Emergency Alerts

School cancellations and emergency alerts are announced by e-mail or text through Alma, as well as WMUR television.

Only families and staff members can control the notification preference for emergency alerts on Alma via their own profile settings. The school cannot change nor control the manner in which families or staff members are notified. Please note that the system automatically defaults to a phone call, unless the settings are changed by the user on the Alma profile.

The emergency notification settings can be changed by clicking 'settings' on the top right-hand corner of the dashboard. Inactive profiles (for example, a parent has never logged into Alma) default to phone notification. If you are still receiving phone calls at your home, it is likely because one parent has not activated his or her account and changed the settings, or the active user never adjusted the settings.

## **Administration, Faculty and Staff**

### **Chairman of the Board**

Mr. Thomas Broom

### **Board of Directors**

Dr. Barry Cunningham, Vice Chairman

Mr. Dale Bellavance, Secretary

Mr. Victor Prieto, Treasurer

Mr. Christopher Merino, Director

Mr. Jason Bassi, Director

### **Headmaster**

Mr. Derek Tremblay

### **Academic Dean**

Dr. Amy Sansone

### **Admissions Director**

Mr. Matthew McMenaman

### **Athletic Director**

Mr. Andrew Mihaly

### **Office Manager**

Mrs. Kathleen McDonald

### **Faculty Members**

|                          |                       |
|--------------------------|-----------------------|
| Mrs. Nicole LeBlanc      | Pre-Kindergarten      |
| Mrs. Elizabeth Heath     | Kindergarten          |
| Mrs. Karen Walsh         | 1 <sup>st</sup> Grade |
| Mrs. Robin Moorehouse    | 2 <sup>nd</sup> Grade |
| Mrs. Jacqueline Diebold  | 3 <sup>rd</sup> Grade |
| Ms. Ellienne Planchet    | 4 <sup>th</sup> Grade |
| Mrs. Corrine Jones       | 5 <sup>th</sup> Grade |
| Ms. Margaret McKenna     | Humanities            |
| Ms. Erin Hurd            | Humanities            |
| Mr. Michael Yost         | Humanities            |
| Ms. Keri Lamontagne      | Mathematics           |
| Mr. Matthew McMenaman    | Theology              |
| Mr. Andrew Mihaly        | History               |
| Mrs. Kelly Ouellette     | Mathematics           |
| Dr. Mary Bellino         | Science               |
| Mrs. Heather Jacques     | Foreign Language      |
| Mrs. Delphine Hill       | Foreign Language      |
| Mrs. Katherine Yost      | Music & Sacred Choir  |
| Mrs. Linda Reeves-Potter | Fine Arts             |
| Mrs. Heidi North         | Physical Education    |

### **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 foreign languages; 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 through 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

### **Virtue Formation 2018-2019**

Reflecting on the silver jubilee of the founding of Mount Royal Academy leads one to a place of gratitude. The founding families who gathered around a vision of hope for their children could not have fully envisioned what they were undertaking. Their dedication, sacrifice, and perseverance were blessed by God and the school has grown significantly over the past 25 years. Each year, more and more people enter in the ever-expanding family of MRA.

All who have, and continue to, contribute to the growth and success of the school's mission are witnesses to the hope that "he who promised is faithful" (Heb 10:23). The cold calculations of mere human effort would hardly conclude that a small Catholic contingent in the heart of a state not known for its faith would be on the leading edge of an educational movement that is restoring the original purpose of learning and Catholic education itself. The classical education model adopted here in 1994 is now a movement sweeping across America.

Even so, the school’s mission depends not on human efforts alone, but rather, “the confession that gives hope.” (Heb 10:23) It is the God who proved with his own blood that what we deem impossible, is simply, the one attainable Truth. This Truth, revealed in the person of Jesus Christ, is the source and summit of hope.

Thus, it is appropriate that the theological virtue crowning this year’s virtue of the month program is hope. As the Catechism of the Catholic Church states “the virtue of hope responds to the aspiration to happiness” (CCC 1818) placed in every heart by God. It grounds one’s actions in the eternal reward won by Jesus and combats discouragement. “Buoyed up by hope, [man] is preserved from selfishness and led to the happiness that flows from charity.” (ibid.) The focus on hope is placed in December, as the new liturgical year begins with the season of Advent.

The other virtues selected for this year will serve to maintain focus on the development of character and personal holiness as teachers and students together embark on the journey to pursue the true, the good, and the beautiful knowledge and wisdom of the created world.

|           |                             |
|-----------|-----------------------------|
| September | Respect (justice)           |
| October   | Prudence                    |
| November  | Industriousness (fortitude) |
| December  | Hope (theological)          |
| January   | Meekness (temperance)       |
| February  | Affability (justice)        |
| March     | Foresight (prudence)        |
| April     | Loyalty (justice)           |
| May       | Modesty (temperance)        |

**2018 – 2019 Academic Calendar**

*\*\*\*Accessible on Alma\*\*\**

## **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 and Academic Dean to oversee the day-to-day running of the school.

### **B. Admissions Procedure**

#### **1. Inquiry**

The first step in the admissions process is when the family contacts the school via phone or email. Upon request the family receives an admission packet which includes general information about the school, a tuition schedule, and an application.

#### **2. Visit the school**

We welcome families to come and see for themselves the important work that takes place at the Academy every day. During this visit, parents are encouraged to sit in on classes, talk with the teachers and staff, and see firsthand the successful learning that takes place at Mount Royal Academy. During their visit, families meet with the Admissions Director or the Headmaster who will guide them through the enrollment process.

#### **3. Application Forms / Entrance Exam**

The application can be completed online, and the remaining documents are sent to the Admissions Director. The application fee of \$50 is submitted to the main office. Students applying for first grade through high school then schedule an entrance exam to be reviewed prior to acceptance.

**4. Student is either accepted, placed on the waiting list, or denied acceptance.**

**5. Enrollment contract meeting with Headmaster.**

**6. Registration forms (for students who have been accepted) completed online.**

### **C. Notice of Non-Discrimination Policy for Schools of the Diocese of Manchester**

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.

The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

While the Catholic Schools of the Diocese of Manchester do not discriminate against students with special needs, a full range of services may not be available. Please contact the school to if you have questions about any accommodations your child may need.



## **D. 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, or a payment plan is established.

All families are required to sign and return enrollment contracts for the upcoming school year by June 1<sup>st</sup>.

## **E. Registration Procedures**

Each year in January and February families need to re-register their students for the next school year. This helps the school board appropriately and prudently plan for teachers and classrooms.

Families must also submit all of the required paperwork, including the parent authorization form, emergency contact information card, and health immunization records. All forms can be filled out electronically. This needs to be completed before October 15<sup>th</sup>.

For more information, please consult the enrollment contract and/or tuition schedule.

The registration of a student at Mount Royal Academy is deemed to be an agreement on his or her part and on the part of the parents or guardians to comply fully with all policies, rules, and regulations of the school as outlined in this handbook.

## **F. Transfer/Withdrawal**

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

1. Exit interview with member of school leadership
2. Pay all outstanding fees and tuition.

The student's official transcripts will then be released.

## **G. Student Records**

Unless otherwise specified by parent(s)/guardian(s), a student's records will be made accessible to all Mount Royal Academy faculty and administration. Information from a student's records will not be made available to outside agents without the written permission from a parent/guardian or the student (18 years or older) or if required to do so by court order.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court-certified copy of the court order.

## **H. HEART**

HEART (Hospitality, Education, and Recreation Team) is an organization that facilitates parents, faculty and administration working collectively on behalf and in support of the school. The organization is committed to enhancing the school experience for our children and families through enriching academic, social, and extracurricular activities. All parents are part of the HEART organization.

HEART works closely with the school's administration and staff to organize and support many of the fundraisers, programs, activities, parties and class trips throughout the school year. The organization facilitates collaboration between faculty and parents to enhance the mission of the school.

Objectives:

- Organize events, social functions, activities and programs that enrich our children's school experience and reinforce the values.
- Provide and promote communication between parents, teachers and administration.
- Serve as a formal channel for communication between parents and the Board of Directors.

## **I. Athletics**

Mount Royal Academy offers interscholastic sports teams according to student interest and coach availability. MRA is a member school of the New Hampshire Interscholastic Athletic Association (NHIAA). We also have allowed home-schooled students and other local school students to join our teams. Students should return team uniforms at the end of the season or they will be charged the cost of replacing the uniform. All student-athletes, parents, and coaches are required to read Appendix 1. Signing the enrolment contract indicates that you have read the athletic code of conduct. No student-athlete can participate in interscholastic athletics unless the code of conduct has been carefully read and signed. Once signed, any violation of the expectations discussed will result in disciplinary action by the athletic director.

Any student athlete carrying a failing grade in any class may be suspended from play until the grade is no longer an F.

If a **junior high or high school student** athlete is staying on school premises after school hours until the start of a game or practice, it is expected that the student will remain in the high school building. That time should be used for homework completion; behavior will be appropriate and in conformance with school expectations. No student will leave campus during that time without prior parental permission.

## **J. Ski Program**

Each January and February, students (6 years and older) have the opportunity of skiing/snowboarding at Mount Sunapee on five Wednesday afternoons for our physical education program. Information is sent home in the fall 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. Parents are responsible for transporting their children to the ski mountain or finding a ride for their children with another parent. All students in grades 1-12 are dismissed from school at 11:00 a.m., whether or not they are participating in the ski program. Parents should plan to pick up their students at Mount Sunapee at 4:00 p.m.

Mount Royal does not have class on these five Wednesday afternoons. The **Pre-Kindergarten and Kindergarten** classrooms will remain in school, but there is no Aftercare on ski program days.

## **III. Attendance Policies**

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

Morning arrival takes place between 7:45 - 7:53 a.m. Children may be dropped off no earlier than 7:45 a.m. Arrival later than 7:55 a.m. is considered tardy. The school day begins at 7:53 a.m. The dismissal times are staggered in order to help improve traffic flow, but more importantly to ensure a safe and secure environment. The Pre-Kindergarten is dismissed at 2:00 p.m., grades K-5 are dismissed at 2:15 p.m., and grades 6-12 are dismissed at 2:26 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. The lane on the right is the pick-up lane. The lane on the left is the pass through lane. Please do not park in the parking lot unless you are assisting in an afternoon activity (sports, for example), or unless you have a scheduled appointment with a staff member. Parents are expected to stay in vehicles to make sure that when their children are dismissed they can leave the parking lot safely and quickly. Please do not park on the road in front of the school.

Parents who are picking up children across multiple grade levels are welcome to park their vehicles in the school lot during dismissal. If parking spaces are full, please park in the pick-up lane.

Parents are only allowed to park on the right hand side of Seven Hearths Lane which directly abuts the school campus, in the event that there is no space in the parking lot. Parents cannot keep their vehicles on Seven Hearths Lane for an extended period of time, unless there is a school event and limited parking spaces available.

In short,

1. After the first day, any parent walking a child into school must use a parking space (not along the elementary school curb).
2. TWO lanes exist: the right hand lane is for dropping off and the left hand lane is for driving through.
3. No vehicles should be parked permanently along the curb.
4. Please do not drop off or retrieve students in the drive through lane. This holds up the line for everyone else.
5. If you are waiting in the drop off lane, please always move forward as soon as space allows. Do not park in front of high school and hold up the drop off lane.

## **B. Student Drivers**

Due to the limited availability of parking spaces on campus, 11th and 12th grade student drivers may be allotted a designated space on a first come, first served basis. An annual fee of \$50 will be charged to student drivers to reserve a parking spot.

Students may not drive other students during school hours. Student drivers may not leave campus unless prior parental permission is provided to the office manager; student drivers are expected to remain on campus for the duration of the school day, unless attending college classes off site. If 12th grade student drivers do not have classes after block four they may leave campus for the remainder of the school day with prior parental permission. Accommodations may be granted for Extended Learning Opportunities. All student drivers must abide by attendance policy; tardiness or early departure requires visiting the main office for documentation. Student drivers who do not abide by the policy will lose their privilege to drive to school. The fee is not refundable.

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.*

Students absent from school, or from two or more class periods, without prior permission from administration, will not participate in athletic or other co-curricular programs on that day. Students who are dismissed early due to illness will not participate in extracurricular activities that day.

## **D. Tardiness**

All students arriving late for school must report to the main office in the elementary building. For tardiness to be excused, notification from the parent is required.

## **E. Early Dismissal**

If a student needs to leave school early, the parent must inform the office manager that the student is leaving and leave a note

stating the date, time and reason for early dismissal.

#### **F. Excessive Absence**

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

#### **G. 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.

#### **H. Medication**

According to state law, students may not have any type of medication (prescription or “over the counter”) in their possession at school.

No medication will be dispensed unless the medication is delivered to the school in the original pharmacy container, along with written parental permission and dosing instructions. Medication will be kept under lock in the office, and will be administered to the student by the office manager or another faculty member. The administration of Tylenol also requires a special parent permission form to be completed at the beginning of each school year. Students who carry inhalers, Epipens or insulin are required to submit the same written authorization.

*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.*

#### **I. Aftercare**

The school offers an Aftercare program in order to accommodate after school child care needs of Mount Royal families. The cost is \$5 per student, per hour. Students must be picked up by 5:15 p.m. in order to avoid a late fee. Activities include snack time, time for homework, indoor and outdoor play (weather permitting), and occasionally a movie. Please contact the office manager to schedule Aftercare for your student. The designated Aftercare location is the Pre-Kindergarten classroom.

All elementary school students remaining after school must be checked in to Aftercare; elementary students are not to be unsupervised on campus after dismissal.

#### **J. Lice**

Head lice commonly occur nationwide at the beginning of a school year. Please know that we take it very seriously. In an effort to avoid a lice outbreak, we kindly ask each parent to review the CDC information online. Any student who contracts lice cannot return to school until they have been completely treated including the full removal of ALL nits. Once all nits have been removed and the student has returned to school, it is imperative that daily combing sessions and head checks continue at home for two weeks to verify that all nits have been removed. **Parents are responsible for screening and treating their children.**

#### **K. Immunizations**

Any child being admitted to Mount Royal Academy must present proof of meeting immunization requirements. Failure to comply with this provision may result in exclusion from school for the child. The office manager is responsible for documenting student immunization prior to school entrance in accordance with RSA 141-C:20-a.

School administration will notify parents/guardians at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c from his/her physician that immunization will be detrimental to his/her health. A child will be excused from immunization for religious reasons, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs. The link for the immunization waiver is available on the parent portal of the school website.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time to be established in consultation with the NH Dept. of Health and Human Services, if such students are considered to be at risk for the disease that they have not been immunized against.

Legal References:

RSA 141-C:20-a, Immunization

RSA 141-C:20-c, Exemptions

RSA 141-C:20-d, Exclusion During Outbreak of Disease

#### **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. School Newsletter**

Each Wednesday, a weekly newsletter will be sent home via email. Updates and announcements are also communicated to parents via email. Some types of communication from the school, such as permission slips, may require a parent's signature and must be returned to the school.

##### **B. Printed Material or Posters**

Distribution of printed matter or posters must receive administrative approval before being circulated or posted. Once approval has been given, students are responsible for posting signs only on bulletin boards. Signs or posters are never to be taped to walls and doors. All signs and posters are to be removed immediately after the event announced.

##### **C. Homeroom/Morning Assembly**

For elementary students in grades 1-5, each morning begins with an assembly promptly at 8:00 a.m. with the teachers and students gathered for a prayer, the Pledge of Allegiance, and announcements. These announcements often include important information such as upcoming events, cancellations, and reminders. Please have the students at school early enough so that they are ready to listen to these announcements.

For junior high and high school students, each morning students report to their assigned homeroom teacher for a reading of the daily gospel, prayer, the Pledge of Allegiance, 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. Students are marked as tardy if they are late to homeroom, even if they were dropped off at an appropriate time.

##### **D. 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.

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

The school telephone may only be used with permission from a teacher or an administrator. Students cannot use cell phones during the day to call parents.

### **F. 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 first and third 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 online sign-up made available the week before the fall/spring scheduled parent-teacher conferences.

### **G. Cell Phones**

Elementary students are not allowed to bring cell phones to school.

Junior high and high school students may **NOT** use cell phones during the school day. If a cell phone is seen in the possession of a student during the school day, it will be taken by the teacher and given to the Academic Dean. Parents will be notified. School administrators reserve the right to look at a student's confiscated cell phone with their permission.

### **H. Emailing Faculty**

Email has become a helpful and easy means of communication. Teacher email addresses are available on the Alma directory. Parents are encouraged to discern whether or not an email is the most effective and appropriate form of communication. If the nature of the content is serious enough, please schedule a meeting or make a phone call. We strongly discourage sending emails regarding content that is more suited for a direct conversation. Tone, tempo, and other factors are simply indiscernible in an email. Teachers, although expected to reply in a timely manner, may not respond to an email the day it was sent.

### **I. 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 dissatisfied with the outcome of the meeting with the teacher, he/she should make an appointment with the Headmaster or Academic Dean to discuss the issue. Please indicate the nature of your concern to the Headmaster or Academic Dean prior to the meeting. In the event the parent is still dissatisfied after meeting, 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. Parents are also strongly encouraged to contact the HEART president, as HEART is the formal channel of communication between parents and the board.

### **V. Dress Code Policies**

Please refer to Lands' End store online for specific uniform options.

**GIRLS:** Jumper/skirt length must fall at or below the knee. Shirts must also fit appropriately; no excessively tight, transparent, or low-cut blouses. Appropriate undergarments must be worn. Girls in Pre-Kindergarten through fifth grade must wear navy or black shorts underneath their jumpers every day for modesty. Only white blouses may be worn with jumpers and only blue shirts may be worn with khaki pants (Nov. 1-March 30). The blue shirt is not required to be tucked in. Jewelry, hair styles, and hair accessories should not be distracting or showy. Girls cannot come to school with hair that is dyed with an unusual color scheme (for example, red, yellow, green, blue, or purple tints or tips). Girls in Pre-Kindergarten through fifth grade may not wear makeup. Clear or light pink nail polish is acceptable. Henna or temporary tattoos are not allowed. Only shoes with low-heels, and closed-toes/heels, such as "Mary-Janes," are acceptable. Dress shoes may be brown, black, or navy. No sandals, slippers, clogs, high heels, sneakers (including brown, black or navy sneakers), or chunky heels are permitted.

**BOYS:** Boys must always have shirts tucked in, with a conventionally colored belt (brown, black, or navy), appropriate fitting pants, and dress shoes (brown or black). Boys cannot come to school in black or brown sneakers. For high school boys, who wear a tie every day, the top-button must be buttoned. All collars must be kept neatly in place. If boys are going to wear a t-shirt underneath the uniform shirt, it must be a white t-shirt. Boys cannot come to school with an eccentric hair style that distracts other students; hair length cannot exceed below the collar. Boys cannot come to school with hair that is dyed with an unusual color scheme (for example, red, yellow, green, blue, or purple tints or tips). All boys must be clean-shaven; no facial hair is allowed.

**All items must be purchased through Lands' End. Purchasing non-sanctioned clothing and asking other companies to embroider the clothes is a violation of the dress code.** Sweaters or fleeces are not mandatory, but if worn in class during the school day must be purchased through Lands' End. **Students are not allowed to wear non-sanctioned sweatshirts on campus during the school day. Items that are considered part of the physical education uniform and may not be worn in class are: crew sweatshirt, hooded zip-front sweatshirt and hooded pullover sweatshirt.** All other sweater options may be worn in class. Please refer to the Lands' End link on the Parent Portal of the school website for the item numbers, prices, and company phone number. Previously approved uniform items will be grandfathered in for the 2018-2019 school year, provided they meet all dress code requirements.

All MRA athletic apparel or spirit wear, except for sports uniforms, can be worn on gym day. On game days, student athletes may wear uniform jerseys in place of uniform shirts, except for Mondays and Fridays.

Students will wear their physical education uniforms all day on their weekly gym day, instead of their regular uniform. Occasionally students will be informed to wear their physical education uniforms for a specific field trip or special activity at school. Sneakers may be worn for physical education and recess only.

#### **A. Dress Code Enforcement**

The enforcement of the 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 administration. A student who does not obey the dress code will be reminded verbally. If the student continues to come to school dressed incorrectly, the parents will be contacted in person, by phone, or by e-mail. Ongoing failure to comply with the dress code represents a violation of the enrollment contract, and will require additional action by the school administration.

Teachers will be notifying administrators of dress code infractions. Students not in dress code will not be allowed to report to class, as this is a cause for distraction.

#### **B. Formal Co-Curricular Events**

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

Boys: Dress pants, dress shirts, ties, and dress shoes

Girls: Modest dresses, skirts/blouses, dress pants/blouses

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

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

##### Acceptable

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

##### Unacceptable:

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

No sandals, flip-flops, slides, slippers  
 No knee-high boots  
 No jeggings/leggings, yoga pants, skin tight pants

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.

#### **D. 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. 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.

#### **E. 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 in elementary school coatroom. At the end of each school-year, all remaining items will be distributed to local charities.

### **VI. Academic Policies**

#### **A. Junior High/High School Schedule Changes**

Once a student's schedule has been created, schedule changes are made only if the student has been incorrectly placed in a level or course. Course changes will not be made simply to place students in classes with friends or to change teachers. The Academic Dean will approved any changes. The last date to change course placement is by the end of September.

#### **B. Book Care**

Students should lightly write their name in pencil inside the front covers of their books, so they may be returned if misplaced. 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. Students should not write in textbooks or fold down the corners of pages. Students/parents will be charged the additional cost of texts lost or ruined by students.

#### **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 for class. Students should be at their desk with their books and other materials ready before the start of each class. A pattern of tardiness will be address with parents.
2. Students should treat their teachers with respect, referring to them as "Mr.," "Ms." etc.
3. Small class size and seminar discussions encourage students to ask questions, make comments, and debate ideas. Students should wait to be recognized and should not interrupt others.
4. Homework should be completed on its assigned day. Teachers are permitted to give partial or no credit for late homework.
5. If a student needs to leave the room during class, they must obtain permission from the teacher.
6. At the end of class, students should throw away scraps of paper and push in the chairs.
7. If a student misses a class, it is the student's responsibility to find out what was missed and make up the work.



## D. Study Halls

Study halls are intended for academic work completion of junior high and high school students. All study halls are silent. All students will report to the study hall in which they are assigned and are not free to roam the campus; students must receive permission from the Academic Dean in order to attend an activity other than the assigned study hall. Cell phones and earbuds are not permitted in study halls.

## E. 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 essays and projects, are also scheduled to develop organization and independent study skills.

Due to the need for balance between school, leisure, and family time, 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>                   | 40 - 50 minutes  |
| 6 – 8                             | 60 - 90 minutes  |
| 9 – 12                            | 90 - 120 minutes |

If a student's homework is steadily taking an extended amount of time, 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. Failure to turn in homework assignments on the specified due date will result in a penalty to be determined by each particular teacher. Students on sports teams may also be asked to sit-out games if they fail to regularly complete their homework.

## F. 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 and the specifically defined unit to be covered, prior to testing. 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.

## G. Cheating

Cheating is violation of one's own integrity and should never occur. If a student is caught cheating, the teacher will contact the student's parents and the Academic Dean within 24 hours (this includes plagiarizing.) An appropriate and formative consequence will be given to ensure the student understands the seriousness of dishonesty.

## H. Report Card Grades

Report cards will be issued four times throughout the school year through Alma. Grading scales are below:

|           |               |
|-----------|---------------|
| <b>A+</b> | <b>97-100</b> |
| <b>A</b>  | <b>93-97</b>  |
| <b>A-</b> | <b>90-93</b>  |
| <b>B+</b> | <b>87-90</b>  |

|           |              |
|-----------|--------------|
| <b>B</b>  | <b>83-87</b> |
| <b>B-</b> | <b>80-83</b> |
| <b>C+</b> | <b>77-80</b> |
| <b>C</b>  | <b>73-77</b> |
| <b>C-</b> | <b>70-73</b> |
| <b>D+</b> | <b>67-70</b> |
| <b>D</b>  | <b>63-67</b> |
| <b>D-</b> | <b>60-63</b> |
| <b>F</b>  | <b>0-60</b>  |

**Conduct and Effort**

|                          |               |
|--------------------------|---------------|
| <b>Excellent</b>         | <b>90-100</b> |
| <b>Good</b>              | <b>80-90</b>  |
| <b>Satisfactory</b>      | <b>70-80</b>  |
| <b>Needs Improvement</b> | <b>0-70</b>   |

**Proficiency Scales**

|          |               |
|----------|---------------|
| <b>1</b> | <b>90-100</b> |
| <b>2</b> | <b>80-90</b>  |
| <b>3</b> | <b>70-80</b>  |
| <b>4</b> | <b>0-70</b>   |

**G. Student Eligibility for Co-Curricular Activities**

In order to be eligible to participate in any co-curricular activities (such as sports, yearbook, drama, etc.), students must maintain a 2.0 (C) grade point average and must not be failing any one class. The administration will communicate with the Athletic Director, teachers, coaches/advisers, and parents in determining a student’s eligibility for co-curricular activities.

**H. Failure Policy**

Students who receive a failing final grade in a subject must complete an action plan developed by the administration, 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 core courses, will not be promoted.

**I. Graduation Requirements**

|                    |             |
|--------------------|-------------|
| English            | 4 credits** |
| Theology           | 4 credits   |
| Math               | 4 credits   |
| History            | 3 credits   |
| Science            | 3 credits   |
| Foreign Language   | 3 credits*  |
| Fine Art           | 1 credit    |
| Physical Education | 1 credit    |
| Electives          | 2 credits   |

25 credit minimum required for graduation

\*1 foreign language credit must be in Latin I\*

\*\*12th graders must complete Senior Seminar essay in order to graduate.

The essay must be presented to high school student body\*\*

A full academic year of work in a major subject equals 1 credit; four years of work in a minor subject equals 1 credit (art, music, physical education); all seniors must take a full course load (a minimum of 5 full credit classes).

### **K. Senior Privilege**

Senior students are not required to enroll in study hall during class-free blocks. Instead, seniors may study independently in areas designated for that use. Should a senior student become disruptive or problematic during this time, this privilege will be revoked and the student will be enrolled in a supervised study hall. Seniors who have completed classes by the end of block four may leave campus for the remainder of the day with prior parental permission.

### **L. Transcripts**

Any student wishing to obtain an official transcript should contact the office manager.

### **M. Lockers**

Junior high and high school students are assigned lockers for their use during the school year. Students may not change lockers at any time. Students are responsible for keeping their valuable property properly identified and stored for safe keeping. Students are strongly advised to place locks on their lockers and to keep them locked at all times. Students are discouraged from sharing their locker or locker combination with others. The school is not responsible for lost or stolen articles. The school has the obligation to maintain a safe environment, and where there is suspicion of a condition which endangers the health and/or safety of any student, the school reserves the right and has an obligation to examine locker contents. The locker is and remains the property of the school.

## **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, justice, 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, priests, parents, visitors, and fellow students appropriately.
2. Students will give their undivided attention to others when speaking or listening to them; 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, horseplay, or unnecessary roughness.
6. Food and drink should be consumed only in designated eating areas. Proper table manners should be observed at all times. Chewing gum is not permitted. Breath-mints are highly recommended as a suitable alternative. Students should not bring soda, energy drinks, or excessively sugary candies to class.
7. Students should show respect for people's belongings, the building and grounds at all times. They should help keep their classrooms, hallways, and coatrooms neat and clean. Vandalism will be punished.
8. Older students will strive to be good examples to younger students.

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

Mount Royal Academy is a Catholic school, and we welcome students of all beliefs. Students may not be excused from religious services, classes, etc. Although students are not required to actively participate, they must maintain a respectful demeanor. Catholics believe that Jesus, Our Lord and Savior, resides in the Holy Eucharist (John 6:47-66). This is why Holy Communion is so important to us. Bishop Emeritus John McCormack has given Mount Royal Academy 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.

## C. Electronic Equipment

### Acceptable Use Policy

Electronic technology use at Mount Royal Academy is a privilege, not a right. This applies to all electronic devices including, but not limited to: laptop computers, desktop computers, digital cameras, digital projectors, cell phones, MP3 players, iPods, school phones, copier machines, overhead projectors, fax machines, and scanners.

Elementary aged students cannot bring cell phones or tablets to school. Students in grades 6-12 are not allowed to use their cell phones or mobile devices (including tablets) at all during school hours, for any reason. Cell phones are a great way for students and parents to communicate outside of school hours. However, students must turn off their phones and cannot use them during the school day. If a student needs to make a call during the school day they need to seek permission and use the school phones. If a student uses or is seen with their cell phone during the school day it will be given to the Academic Dean and the school will notify the parents to pick up the phone.

All students must keep their cell phones or mobile devices either in their locker or backpack throughout the school day, **not on their person**. Students are not allowed to listen to music during school hours, or use their headphones, for any reason.

Students are never allowed to access, view, or share any of the following social media websites on campus: Facebook, Instagram, Snapchat, Vine, YouTube, Twitter, etc., unless they have teacher permission and supervision. Mount Royal Academy will not be held responsible when a student willfully circumvents these protective measures in order to use technology inappropriately.

Mount Royal Academy reserves the right to monitor, access, retrieve, read, and disclose any information regarding inappropriate content found on any electronic equipment to any agency the school deems appropriate. This includes personal equipment owned by the students.

Please note that electronic gaming devices and electronic music players cannot be brought to Mount Royal Academy at any time. If any type of electronic equipment is being used by a student during the school day, it will be given to the Academic Dean and parents will be notified to pick it up in the office.

## D. 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.

Parents who are volunteer drivers must provide the office with a copy of a valid driver's license and proof of insurance.

## E. 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 take attendance of all their students after the building is evacuated.

All doors in hallways should be closed.

All windows should be closed.

## **F. 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 attributes of all students. Students are encouraged to develop healthy friendships. High school is the time to prepare for the rapidly approaching adult years by savoring time with family, studying to prepare for college, working to earn money for college/car/etc., and enjoying the special friendships made during this time. Therefore, exclusive and intimate relationships between boys and girls that lead to courting and marriage are not allowed at Mount Royal Academy. Instead, group social events, sports, and service projects provide fun, informal settings for students to become lifelong friends.

The school prohibits public displays of affection, physical signs of affection, flirtatious behavior, etc. on campus at any time.

## **G. Campus Service**

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.

## **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 administration 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 disciplinary action 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 student has not finished their assigned work, they may be retained during free-time or co-curricular activities to work on the assignment. If a student 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.

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. **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 and parents will be called to come and get the students. Disciplinary action will be decided on an individual basis, but typically includes suspension. Students will not return to school until decided upon by administration.

### **Drugs/Alcohol**

Mount Royal Academy is a drug-free school zone. Alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, and all illicit drugs are strictly prohibited on campus. Failure to comply will result in serious disciplinary action.

### **Weapons**

Absolutely no weapons are allowed on campus, included but not limited to pocket knives, knives, box cutters, guns, cross bows, bow and arrow, sling shot, and BB guns. This applies to students and guests. Teachers may use specific instruments for academic activities, but any sharp object must be secured on campus.

## **Right to Search Policy**

All wall lockers, gym lockers, desks and storage cubbies are the property of Mount Royal Academy, not any individual student, and are therefore subject to search at the discretion of school administration and faculty at any time.

A request may be made by school administration and faculty to search personal property such as bags, pocketbooks, backpacks, pockets, etc. upon the establishment of reasonable suspicion that items of contraband (including but not limited to alcohol, tobacco, e-cigarettes, any form of drug paraphernalia or illicit drugs) or any items potentially injurious to the health and safety of students or faculty may be found on the student's person or in their possession. A request to search any student vehicle parked on school grounds may also be made upon establishment of reasonable suspicion.

School administrators have the right to question a student regarding suspicion of possession of alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, illicit drugs or any items potentially injurious to the health and safety of students or faculty.

Failure to comply with a request to search or answer cooperatively will result in a call to the parent or guardian of the student. School administrators may choose to send the student home immediately in the event of a failure to comply.

If the situation is of an emergency nature, Mount Royal Academy reserves the right to conduct such searches without prior permission from the student.

*Mount Royal Academy reserves the right to discipline a student for actions committed off-campus if the action directly degrades the dignity of another student, if they create a material and substantial disruption to the educational environment, or if the culture of the school is jeopardized in any way.*

## **IX. Garden Supplement**



### **Mission**

The Garden at Mount Royal Academy is dedicated to providing a quality academic environment. Children aged 3 – 6 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 seek to foster the development of skills, strong values, and a desire to make good choices. This cultivates 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 them. 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 and Dismissal**

Morning arrival for students in the Garden classes takes place from 7:45 – 8:00 a.m. Arrival later than 8:00 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 difficult for the student who is late. Please try to have your child at the classroom door on time.

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

When dropping off children in the **Garden Pre-K class (ages 3 & 4)**, parents must park and accompany children to the classroom: Please use the downstairs Garden entrance to the building at arrival. We ask that you assist your child with belongings, coat, etc. at the cubbies inside the classroom door before departing. 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. The Garden entrance is locked from 8 a.m. until 2 p.m., so any time a parent or designated caregiver needs to drop off or pick up a student during the day, you will need to enter the building at the Front (or Main) entrance by the office.

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 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.

**Dismissal** for half-day students in the Garden Pre-Kindergarten class takes place at 11 a.m. Dismissal for all full-day Garden students will take place at 2:00 p.m., prior to dismissal for the rest of the school in order to enable parents to come in and pick up the very young students before meeting older students. Both Pre-Kindergarten and Kindergarten students are accompanied to the Garden walkway by teachers, where they may be picked up.

### **Discipline**

The philosophy of discipline outlined in the Elementary School Parent/Student Handbook will also apply in the Garden classes. 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 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 Lands' End. These articles are marked with bold letters on the following uniform lists. Ordering information may be found on the Parent Portal of the school website. Other articles may

be purchased elsewhere, provided that they meet the requirements described below.

**GIRLS:** 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. Henna or temporary tattoos are not allowed. 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.**

**BOYS:** 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 khaki pants to promote confidence and independence in bathroom use,** and to keep shirts tucked in. Please, do not send your son with a belt unless he can unbuckle and buckle it without any assistance.

Please send your child dressed in the gym uniform on the regularly scheduled gym day (no need for changing at school). Gym uniforms may also at times be called for on field trip days, or for other events such as field day.

### **Assessment**

Children in the Garden classes will be assessed on an on-going basis for development of core skills, as well as overall maturity. Quarterly reports will be made to parents four times during the school year through Alma, with parent-teacher conferences available at the close of the first and third quarters, or as deemed necessary by either the teacher or a parent.

### **Homework and Home Support**

One of the most important skills we will strive to teach your child in the Garden is to read, and the key to success in this is practice. When reading homework is assigned, please take the time to listen, and encourage your child to practice beginning reading skills.

### **Grading Policy for the Garden**

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

### **Food and Drink**

The Garden students will eat meals in their classrooms. Please send one or two snacks, water/drink, and a wholesome lunch each day, and make sure your child can open packages/containers independently. Please, no candy, soda, or other unhealthy or unmanageable foods for very young children.

### **Toys**

No toys from home will be allowed for use during the school day.

### **Pre-Kindergarten Attendance**

The only days Pre-Kindergarten students may attend are the days selected when your child is registered. There will be no make-up days for Pre-Kindergarten 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.

## **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 have carefully read and discussed the Parent/Student Handbook and understand all expectations held within.

**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 that all parents and students have carefully read and discussed the Parent/Student Handbook and that you understand all expectations held within.

## **Appendix I**

### **Athletic Code of Conduct for Student-Athletes, Coaches, Parents**

#### **INTRODUCTION**

This section has been written to enhance communication between parents, coaches, and school administrators. Please familiarize yourselves with the rules and regulations that govern participation in our program. If you have any questions, please direct them to Athletic Director Andrew Mihaly. Parents are asked to demonstrate their support by attending as many athletic events as possible. Student-athletes really appreciate seeing their parents at their games. Complete schedules are available at the start of every season. By design, athletic participation is filled with successes and failures, setbacks and triumphs. Parents can make a big difference in how these situations are handled. Parents who encourage their son or daughter to go to their coaches for clarification, understanding and counsel are contributing to their child's normal growth, development, and maturity.

#### **ATHLETIC DEPARTMENT PHILOSOPHY:**

The Athletic Department at Mount Royal Academy views athletics as an opportunity for students to carry the love of Christ into yet another part of their developmental and educational experience. While the ultimate goal of athletic competition is commonly conceived as knowing victory, we stress the importance of cultivating crucial virtues that will assist students within and outside of athletics. Thriving athletic traditions are founded upon the concepts of charity, honesty, humility, meekness, moderation, purity, and good sportsmanship. Coaches, athletes, and parents alike must strive to ensure that the athletic teams at Mount Royal behave in a manner that is conducive to allowing the love of Christ to permeate the bodies and souls of the wider community.

#### **TO THE STUDENT-ATHLETES:**

The Mount Royal Academy Athletic Department is very pleased you have chosen to become a member of one of our athletic teams. Interscholastic athletics provide many opportunities for you to grow and develop as a young adult. We hope the friendships you make, the challenges you face, and the excitement you generate will make each season a memorable experience.

It is crucially important to remember that you are above all a student-athlete. Participation in interscholastic athletics is a privilege, not a right. Therefore, you must maintain good academic standing in order to be part of any athletic program.

As an athlete, your actions on and off the field reflect on the entire school community. Your behavior helps to shape the perceptions of those who make decisions that will impact the future of Mount Royal. The School Administration and the school community cherish the values associated with competitive athletics and support our program accordingly. We expect our athletes to conduct themselves in a manner consistent with the school's values and formative philosophy.

"Knights" Athletic Teams take tremendous pride in their preparation and performance. Our athletes work long and hard, compete intensely, and treat opposing teams with respect. Our athletes are not interested in selfish gain or personal popularity, but in the greater good of the team and wider community. We strive above all to bring Christ to others in an athletic setting. No social situation prevents us from serving our Lord and each other. We are counting on you to continue this successful tradition of using athletics as a path for personal growth, but more importantly as a way to contribute to the happiness of teammates, opponents, coaches, and parents alike.

We encourage you to set high goals and commit yourself to their attainment. The rewards will not come quickly or easily, but when you do succeed, the sense of accomplishment will be well worth the effort. One athletic season is loaded with a series of life lessons. Adversity ought never to cause you to quit the team, and therefore let your teammates down.

Interscholastic Athletics can be a fun, rewarding, and memorable part of the high school experience. While academics offer the primary source for formal education, athletics can contribute to the total value of that education in many different ways. Building upon the concepts of teamwork, fair play, sportsmanship, and self-esteem, athletics can help to provide a well-rounded educational experience.

To those who strive to succeed in the classroom comes the privilege to compete outside of it. Student-athletes earn playing time through good work ethics in practice, skill development, sportsmanship, and overall team attitude.

Activities held in the off season, whether it be for weight training and conditioning, team camps, summer/fall leagues, specialized training, or any other type of out of season participation, can in no way affect an athlete's ability to try out for or participate (playing time) on an in season team. Participation in any out of season activity is strictly voluntary on the part of the athlete. Coaches may not mandate nor pass judgment based upon out of season participation. A parent reserves the right to send his/her child to any out of season source for the purpose of conditioning, training, or specialized instruction.

### **MOUNT ROYAL STUDENTS ARE MOUNT ROYAL ATHLETES:**

Mount Royal values communion and solidarity. In the spirit of that community, Mount Royal requires that all student athletes may only participate in interscholastic sports for their school, Mount Royal Academy. Effective for students in the Class of 2012 and thereafter, Mount Royal students may not play interscholastic sports for any school other than Mount Royal if the sport is available at Mount Royal.

### **TO THE PARENTS:**

Being a parent can be rewarding and challenging. Hopefully this handbook assists your understanding of the Mount Royal Athletic athletics mission, the benefits of the MRA athletic program objectives, offerings, policies, procedures and guidelines, and insight into some of the responsibilities of being a student-athlete and a parent of a student-athlete. Please take the time to review the information in this handbook with your child. In the end, you and your child will have to sign stating that you have read, understand, and agree to abide by the policies contained in this handbook.

## **SECTION A: RELATIONSHIPS**

### **PLAYER-COACH RELATIONSHIP:**

All too often during athletic events, situations arise where many adults become too involved in the game in progress, professing to know more than the coaches or even the officials in charge. While this expertise may heighten a person's appreciation for a particular sport, it in no way changes the status of the individual as a parent-spectator. You should be there only to observe and enjoy the athletic performance. The player-coach relationship is perhaps the most critical of all relationships in athletics. Parents can have a very profound effect upon this important and delicate balance. While you as a parent may not agree with all decisions that a coach may make, how and when you express your feelings can have a decided effect upon your child. If you express a negative opinion in front of your child, you need to remember that he or she may carry your convictions to the next practice or game. This in turn can lead to a player-coach confrontation. You as a parent have great influence upon this delicate relationship. Please allow the coaches to do the job for which they were hired. Coaches are expected to be leaders to their players and role models for their players. They are expected to teach and guide the players who play for them. They are not there to be friends or buddies. Coaches must demand respect from their players and give respect to their players in return. **Concepts such as charity, honesty, humility, and good-sportsmanship provide the foundation upon which our coaching philosophy is based.**

### **PARENT-COACH RELATIONSHIP:**

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. Again, you are asked to please allow the coach to do his/her job. Should you have any questions or concerns, do not approach the coach immediately after a game. At this time, coaches have other responsibilities and it may be a very emotional moment. Call and make an appointment for a later time and approach this meeting in a calm and logical manner. For many coaches, one of the post-game responsibilities is to meet with his/her players. Athletes should not be expected to stop and talk to parents and friends immediately after a game is over. These team meetings are essential to the learning process and are important in efforts to build team unity and understanding.

### **PARENT-PLAYER RELATIONSHIP:**

Sometimes parents may try to re-live their own athletic memories through the real life athletic efforts of their children. Being

positive and supportive is very important, but adding pressure and unrealistic expectations may be extremely harmful. Allow your child to enjoy and to grow and to take responsibility for his/her athletic experiences. Encourage your child to give 100% effort and to become a team player, not an individual statistic seeker. In the end, it is the child's perception of the game that really matters, not that of the parent's.

#### **PARENT/PLAYER-GAME OFFICIALS RELATIONSHIP:**

It is often the case that if a game is seemingly leaning toward one side over the other, irate fans will infer an unfair advantage given by the officials. Game officials agree to and follow a code of conduct and ethics. They really do not have a vested interest in which team emerges victorious. It is very essential to understand that officials are an integral part of the game. While you may not agree with all of their calls, please do not harass and taunt game officials. Parents should be good role models for their children. Remember that officials are in charge of the game and have complete authority to have unruly spectators removed.

Many times a given team may see the same officials on several occasions throughout the course of a season. Coaches, Athletic Directors and School Administrators work hard to establish good working relationships with game officials. This relationship can be easily damaged or destroyed by spectator interference.

#### **SECTION B: RESPONSIBILITIES**

##### **RESPONSIBILITIES OF THE ATHLETE:**

Athletes are expected to adhere to the following guidelines:

1. The team's goals and success should always come before individual interests.
2. Athletes need to be in attendance at all scheduled practices and games, including weekends and holiday breaks.
3. Athletes must be receptive to coaching styles.
4. Team members are responsible for all issued uniforms and equipment.
5. Athletes are responsible for the security of all personal items. Use assigned lockers.
6. As a team member an athlete must abide by established team rules.
7. All injuries must be reported to the coach.
8. Strive for academic success in order to assure athletic eligibility.

##### **RESPONSIBILITIES OF THE COACH:**

Coaches are responsible for all of the following:

1. Running fair and balanced training regimes and practices.
2. Determining the style of play, including offensive and defensive philosophy.
3. Teaching, instructing, and overseeing all practice sessions.
4. Determining starting lineups and making decisions regarding playing time.
5. Selecting position players.
6. Establishing and enforcing team and school rules.
7. Coordinating communication with players and parents with regards to games and practices.
8. Providing appropriate supervision at all times (before, during, and after all games and practices).
9. Presenting themselves as appropriate role models.
10. Be willing and available to discuss player-coach or parent-coach issues.
11. Be consistent, fair, and respect individual differences.
12. Develop team and individual objectives and goals.
13. Foster a healthy atmosphere for athletic competition.
14. Lead by example.

**It is important to remember that participation on an athletic team is a privilege and not a right. Being part of and maintaining one's membership on a given team means accepting all the responsibilities of an athlete. Unlike recreational or intramural teams, equal or guaranteed playing time is not assured. Coaches are encouraged to prioritize equal playing opportunities, balanced by an awareness of older student athletes who have dedicated multiple years of hard work to the program. Coaches will make the necessary decisions and utilize those players best suited to the conditions or demands of the particular contest on any given day.**

## **POST PRACTICE – GAME RESPONSIBILITIES:**

Athletes should not be loitering on school property after practices or games. In an effort to avoid potential risk of injury, property damage, or theft, the following responsibilities have been established.

For the Coach:

1. Secure all equipment, locker rooms, and appropriate facilities.
2. Supervise locker rooms, lobbies and hallways until all athletes have vacated.

For the Athlete:

1. Arrange in advance for transportation after practices or games.
2. Leave school property within one half hour after the end of practices or games.
3. Do not leave personal property unattended or unsecured.
4. Help coach secure all equipment, locker rooms, and appropriate facilities

## **SECTION C: SPORTSMANSHIP**

### **SPORTSMANSHIP PROCEDURES: THE SCHOOL’S ROLE:**

It is the expectation of Mount Royal Academy, and more specifically the Athletic Department, that everyone in the school community will conform to and demonstrate good sportsmanship and fair play during all athletic contests. This concept is presented to the staff and to the athletes throughout the school year. The Mount Royal Administration and Athletic department reserve the right to expel from athletic events any student-athlete, coach, parent, or fan who if failing to meet the required expectation for charitable conduct.

**The Athletic Department at Mount Royal Academy views the need for good sportsmanship as a very important issue, because of the standard of charity modeled by our Lord while he preached and healed on earth. We will continue in our efforts to assure that every student-athlete understands that need as well.**

Sportsmanship also involves a commitment to fair play, ethical behavior, and integrity. This means that:

1. Vulgar or inappropriate language from student-athletes or fans is not tolerated nor permitted.
2. Taunting or trash talking with opponents or with their fans is not tolerated.
3. Spectators cannot leave the bleachers or step onto the court or field of play during a game or contest.
4. Fans should be supportive and positive. Cheering should be done for our team, not against our opponent.
5. Fans should not interfere with the opponent’s cheerleaders preventing them from leading their cheers.
6. Fans should let the officials officiate. Remember it is a game.

## **SECTION D: IMPORTANT PARTICIPATION INFORMATION**

### **RISKS ASSOCIATED WITH ATHLETIC PARTICIPATION:**

The very nature of athletic competition provides for potential risk and injury to occur. Even with protective equipment, proper supervision, and sound instruction, injuries still do happen. In extremely rare cases, even death could result. All athletes and parents need to be aware of the potential hazards that exist within the athletic arena. We in the MRA Athletic Department will always do whatever we can to ensure that our athletes have a safe and healthy athletic experience.

### **PRE-PARTICIPATION ELIGIBILITY CHECKLIST:**

**Athletes and their parents have certain responsibilities to uphold even before training begins. All of the following requirements must be satisfied before any student will be allowed to training, practice, or participate on an athletic team at Mount Royal:**

**Physical Examination Form:** This form must be completed, signed by the parents/guardians and the physician and submitted to the Athletic Director to be kept on file. Athletes’ must have a “current year” physical exam form on file in order to be cleared and eligible for athletic participation. It is suggested that physical exams be scheduled over the summer months

so the entire school year will be cleared for athletic participation.

**Emergency/Athletic Information Form:** This form must be signed by both the athlete and his/her parents/guardians as evidence of reading and understanding the information contained in the Parent/Student Handbook, and must be returned to school before the start of athletic practices in August. Student-athletes will not be allowed to participate in athletic practices until this form is submitted.

### **EXPECTATIONS OF ROSTERED PLAYERS:**

All athletes, who after tryouts, are selected as final rostered players must agree to the following:

1. As a rostered student-athlete you are expected to serve as role models for others. Efforts in the classroom are just as important as efforts on the field. Respect and responsibility go hand in hand. You lead by example when it comes to sportsmanship.
2. As a rostered student-athlete you agree to comply with all school and team rules.
3. As a rostered student-athlete you agree to maintain academic and disciplinary eligibility throughout the season.
4. As a rostered student-athlete you must finish the season once you commit to participation by the fixed commitment date.

### **PRACTICE SESSIONS AND GAMES:**

Practice sessions may be closed to spectators at the discretion of the coaches. These sessions are the equivalent of a teacher's classroom and there is real instruction taking place. Interference and interruptions to an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic classroom. Coaching should not be compromised.

### **PRACTICE SESSIONS:**

1. May last up to, but not more than, two hours.
2. May start and end at different times due to the schedule of coaches and/or the availability of our facilities.
3. Will not be held when school is dismissed early or closed due to inclement weather.
4. May be held in the evening, on weekends, and over holiday break periods. Under no circumstances may practices be held on Sundays.
5. Require mandatory attendance. Lateness will not be tolerated.
6. Are secondary to academic or school disciplinary requirements. However, athletes may not be penalized for missed practice time in order to gain academic help or to make up missed tests or quizzes.

### **ELIGIBILITY, ACADEMIC OR DISCIPLINARY:**

**The student-athletes at Mount Royal Academy are here for their education first and foremost.** Athletic participation is a privilege and granted only to those who are deserving of this opportunity. Problems with grades and or behavior are justifiable reasons for Academic or Disciplinary Ineligibility. Athletes are expected to:

1. Meet all academic criteria for eligibility as stated in the Student Handbook.
2. Remain in good disciplinary standing.
3. Attend school on time in order to be eligible to practice or play on a daily basis.

### **COLLEGE VISITATION:**

Students are responsible for any missed academic work during these visits. Coaches may not penalize an athlete for missing practice time due to a college visit and students are eligible on the day of a college visit. See the school attendance policy and the section on eligibility for extra-curricular activities.

### **LOCKER ROOM CONDUCT**

1. All changing for practices and games/matches must be done in a locker room and not in a school bathroom.
2. No one except assigned coaches and players are allowed in the locker room.
3. No one is allowed in the locker room or the coach's room without a coach present.

4. Rough housing or throwing towels or other objects is not allowed in the locker room.
5. The use of cell phones in locker room areas is strictly prohibited. Abuse will result in immediate disciplinary action.
6. No glass containers are allowed in the locker room.
7. At no time should shoes with cleats be worn inside the building. Serious injury can occur from slipping on cement or tiled surfaces, and damage is done to the building.
8. Do not leave personal items unattended or unsecured in locker rooms or hallways. Take personal items to practice with you, if necessary.
9. Absolutely no photos can be take in the locker room.

#### **UNIFORMS AND EQUIPMENT:**

Students have an obligation and responsibility for all equipment issued to them. Each student is responsible for the proper care and retention of their equipment from the date of issue to the date of return. Mount Royal cannot be responsible for personal belongings or issued equipment of student athletes. If a student loses school equipment or fails to return same, they are responsible to meet the current replacement cost of the equipment. Payment is required at the time of the loss, prior to the next season of athletic involvement, or graduation, whichever comes first. No student will be allowed to try out for another sport until all outstanding equipment has been returned or paid for. If an athlete leaves the team during the season due to injury, academics, discipline or quitting, it is his/her responsibility to return all school equipment immediately to either the coach or the Athletic Director.

#### **BUILDING AND FACILITY ACCESS:**

At the conclusion of each school day, student athletes should bring all items they will need the next day into the athletic locker room area. Students will not be allowed access to the main school building after practice, games, or on non-school days. No student will be allowed access to any athletic facility without proper supervision by a school staff member. Students may not use the gymnasium unless there is a coach, teacher, or staff member present.

#### **TRANSPORTATION:**

Families are responsible for transporting student athletes to all practices and games.

#### **OFF SITE PRACTICES AND GAMES:**

For some sports, off campus facilities are used. Transportation to and from these off campus locations must be organized and planned. Mount Royal does not have the budget to provide daily transportation for these activities so parental assistance or individuals driving may be necessary. Again, parental permission is essential regarding any transportation needed outside of normal team bus transport.

### **SECTION E: ATHLETIC POLICIES**

#### **DRUGS, ALCOHOL AND TOBACCO:**

Student-athletes who make a commitment to sports do so with the knowledge that the commitment brings extra responsibilities, obligations, and effort. Medical research substantiates the fact that the use of steroids, tobacco, alcohol and any type of mood modifying substances produces harmful effects on the body. Further, the use of such substances alters the individual's ability to make reasonable choices and to live up to the commitments that have been made. The student-athlete may not use tobacco in any form nor **possess, use, transmit, be in the presence of, or be in the possession of paraphernalia for the use of, or be under the influence of any alcohol, unlawful drug, or narcotic at any time, on or off school premises.** Any athlete who violates this policy will be suspended from sports participation for a period of time to be determined by the Director of Athletics in consultation with other Administrators. During the period of suspension the student may not have any contact (other than a meeting with the coach) with the team at meetings, practices, scrimmages, games, or activities. The student will be allowed to practice with the team beginning seven days prior to the first scheduled game/event in which he/she is allowed to participate for conditioning/training purposes. The suspension from one activity may mean suspension from succeeding activity seasons depending on the severity of the incident(s), and/or the time in the season that the offense occurs. Any second violation of this policy will result in the student being removed for any sport in season and may result in suspension of the student from all sports and extracurricular activities for a period of one year, twelve months,

from the date of the offense.

Prior to returning to participation the suspended student may be required to attend a substance abuse program sponsored or approved by Mount Royal and to submit proof of such attendance to the Director of Athletics and the Administration. After a student is allowed to return to a team the coach will make all decisions regarding participation including role, playing time, uniform number, position, etc. The student and the student's parent(s) will be notified of the suspension and the time that the student is allowed to return to participation. An arrest or court conviction is not necessary before a student may be suspended for violation of this policy. Consequences under this policy may be in addition to other consequences imposed by the school, the organization, and/or the community.

**THEFT:**

Stealing will not be tolerated under any circumstances, whether it is from teammates, opponents, or others. Any athlete involved in a theft will be immediately dismissed from his/her team and normal disciplinary procedures will be imposed. This is a zero tolerance policy.

**HAZING PROCEDURES:**

The process of hazing, forced or coerced commitment of an unpleasant or undesired action, by members of a team or the coaching staff, is strictly forbidden. **Hazing activities will carry a punishment to include possible dismissal from a team by those involved, and any other stated disciplinary procedures established by the school and/or state law.**



## Appendix II



### Be a Mount Royal Knight!

The school athletic teams at Mount Royal are the Knights of our Lady. Knights during the Middle Ages followed a code of law called “chivalry.” Students at Mount Royal will work to develop the following habits (or code) of study which will enable them to be successful and foster a positive learning environment in the school.

**Kind and thoughtful participation:** Good students are not passive creatures who are simply present and merely attend class. They come prepared with homework completed, ready to contribute to class discussion, and attentive to the teacher’s instruction.

**Noble and professional work ethic:** Students are expected to contribute to the serious, dignified activity of learning by their proper conduct.

**Industrious:** They need to inform themselves of homework assignments, consult with teachers about completing missing work, and taking tests.

**Gratefulness:** Education is a gift and a privilege, and the proper response to a gift is gratitude and appreciation—to cherish the gift and use it wisely, not waste it. In the words of Leonardo da Vinci, “Lord, you give us all things at the cost of an effort.”

**Honesty:** Copying another student’s homework, lending one’s own homework for other students to copy, and attempting to write an essay on a book a student has not read are dishonest acts, forms of deception that amount to lies.

**Timeliness:** Students who miss the deadline and turn in late work of any kind must provide a note from a parent explaining the reasons (if any) for tardy work.

**Steadfast attendance:** Students who are absent for various reasons have an obligation to complete all homework and take missing tests.

## **Appendix III**

### **Bullying Policy**

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

Mount Royal Academy is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Headmaster and Academic Dean are responsible for ensuring that the Anti-Bullying Policy is implemented.

#### **1. Definitions**

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

#### **2. Statements of Prohibition**

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

Mount Royal Academy reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting- A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Headmaster or Academic Dean.

Retaliation- Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the Headmaster or other staff member that he/she is fearful of retaliation, the Headmaster or Academic Dean shall develop a plan to protect that student from possible retaliation.

#### **3. Reporting Incidents of Bullying**

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

##### a. Reporting During School Hours

*Reporting by Students-*

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

*Reporting by Parents/Guardians and School Volunteers-*

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the Headmaster.

*Reporting by School Employees-*

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Headmaster or Headmaster's designee.

b. Reporting Outside of School Hours

The diocese will make available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

**4. Response to Reports**

Investigation

The Headmaster or Academic Dean shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian

The Headmaster or Academic Dean shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Board of Directors if such waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Board of Directors if necessary.

Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the Headmaster or Academic Dean shall promptly report the findings of the investigation to the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

### Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

### **5. Disciplinary Action for Substantiated Bullying**

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Headmaster or Academic Dean shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the Headmaster or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying, as defined above, will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the Headmaster or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

### **6. Notification**

Handbooks- Mount Royal Academy will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

Training- *Students* shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

*Parents*- Periodically, the Headmaster or Academic Dean shall provide parents/guardians with information about bullying.

*Staff and Volunteers*- The Headmaster or Headmaster's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

## **Appendix IV**

### **Human Sexuality Policy**

All members of the school community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in all aspects of their lives. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. The school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for each student's behavior and development in the complex area of human sexuality. As a Catholic institution, we believe that human bodies are gifts from God and temples of the Holy Spirit. All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being".

The Church also teaches that "sexuality, in which man's belonging to the bodily and biological world is expressed, becomes personal and truly human when it is integrated into the relationship of one person to another, in the complete and lifelong mutual gift of a man and a woman". We believe that human sexual behavior is only properly oriented to the ends of love and life in the context of Holy Matrimony.

The proper understanding of human sexuality requires personal integrity and full integration of body and soul as created by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it. It tolerates neither a double life nor duplicity in speech."

We believe that the body and soul are intimately united: the body does not contain the soul like water in a glass, but the two are intimately dependent upon each other to express man as the highest order of creation. We believe that the sexes are complementary and that as "male and female he made them". Our given biological sex is part of the divine plan. The Church teaches that sexual identity is "a reality deeply inscribed in man and woman," it constitutes but is more than one's biological identity, and a person "should acknowledge and accept his sexual identity". One's biological sex and gender expression are not to be disaggregated, but should be seen in harmony, according to God's plan.

As a Catholic educational institution, we understand truth to be the correspondence of mind to reality: a reality which is created by and held in existence by God and which entails the fullness of God's creation and divine plan. We also affirm that reality is knowable through the use of properly functioning senses and reason, as well as through the aid of divine revelation and the teaching of the Church.

We believe that man and woman share the same humanity and "inalienable dignity which comes to them immediately from God their Creator." We believe "they are equal as persons ("bone of my bones...") and complementary as masculine and feminine." Therefore they are deserving of respect, and no harassment, violence, or discrimination because of one's sex will be tolerated.

Offenses against chastity and marriage, including those described in the Catechism of the Catholic Church, will not be tolerated. Members of the school community may not advocate for such behaviors, share conversations or publications of a prurient nature, or otherwise impede chastity in the context of our Catholic school classes, activities, or events.

Behaviors that are contrary to Catholic morality and the expectations of this school include but are not limited to: vulgar language and gestures of a sexual nature, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, expressing a gender that is discordant with one's biological sex, adultery, cohabitating in a

sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

### **Athletic Policy**

Students are only eligible to participate on our school's sport teams consistent with their biological sex from birth.

### **Bullying Policy**

The common good and Christian justice and charity demand a school environment that is safe and affirming of the dignity of all persons. Bullying of any kind will not be tolerated. For more information, please consult the bullying policy.

### **Chastity**

All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. This requires modesty in language, appearance, and behavior.

### **Dance Policy**

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered, advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted.

### **Dress Code**

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex from birth while on campus and while representing the school at outside functions. Modesty is expected at all times.

### **Facilities Use Policy**

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex from birth. The latter policy applies in any state of undress in front of others.

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

### **Formal Titles and Names**

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Ms., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative) and correlating pronouns.

### **Gender Identity**

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed" within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

The school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan.

### **Mission Integrity**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.