Mount Royal Collegiate
Student Handbook
&
Calendar 2019 - 2020

2220 Rusholme Road
Saskatoon SK   S7L 4A4
Phone: (306) 683 -7800
Fax: (306) 657- 3950
Semester 1 & 2 Regular Schedule

Period 1  8:55 – 9:55
Period 2  10:00 – 11:05
Break     11:05 – 11:20
Period 3  11:20 – 12:20
Lunch     12:20 – 1:20
Period 4  1:20 – 2:20
Period 5  2:25 – 3:25

Alternate Schedule (Thursday)

Period 1  8:55 – 9:40
Period 2  9:45 – 10:30
Period 3  10:35 – 11:20
Break     11:20 – 11:35
Period 4  11:35 – 12:20
Period 5  12:25 – 1:10
Lunch     1:10 – 2:00
PD         2:00 – 3:30
### STAFF

#### ADMINISTRATION
- **Principal** – Ms. Bernadette Laliberte
- **Vice Principal** – Mr. Brad Smith
- **Vice Principal** – Ms. Tobi Tamblyn

#### TEACHERS
- Ms. C. Aldred
- Mr. W. Avery
- Mr. K. Barrett
- Ms. L. Barry
- Ms. J. Blacklock
- Mr. V. Booth
- Ms. L. Caughlin
- Ms. T. Cholod
- Ms. B. Daniels
- Ms. C. Davis
- Mr. E. de Coninck Smith
- Ms. E. Demmans
- Ms. D. Doherty
- Mr. B. Dunbar
- Ms. M. Gordon
- Ms. K. Guttormson
- Ms. A. Hamm
- Ms. T. Helms
- Mr. C. Holowaty
- Mr. T. Homenuk
- Ms. B. Janzen
- Mr. R. Johnson
- Ms. T. Johnson
- Ms. C. Johnston
- Ms. D. Kachur
- Ms. B. Kirkham
- Mr. G. Kucey
- Ms. A. Lacelle
- Ms. J. Lerat
- Ms. K. MacLeod
- Ms. E. McKay
- Mr. J. McMurtry
- Mr. L. McQueen
- Mr. D. Millar
- Mr. G. Moody
- Ms. C. Muir
- Ms. L. Neigum
- Ms. A. Niessen
- Mr. R. Paul
- Mr. Q. Pierce
- Mr. D. Possberg
- Ms. C. Propp
- Mr. B. Reinhardt
- Mr. A. Robertson-Boersma
- Mr. V. Rovensky
- Mr. J. Seel
- Ms. M. Settee-Usiskin
- Mr. R. Shandler (Bridges)
- Mr. C. Smith
- Mr. N. Stewart
- Ms. J. Stock
- Ms. M. Tegenkamp
- Ms. S. Trinh
- Ms. L. Walters
- Ms. M. Wegner
- Mr. J. Wiebe

#### ADMINISTRATIVE ASSISTANT
- Ms. G. Nicholson

#### EDUCATIONAL ASSISTANTS
- Ms. R. Andreas (Bridges)
- Ms. C. Bell
- Ms. A. Dutnall
- Ms. C. Garbe
- Ms. J. Kardal
- Ms. S. Kennedy
- Ms. K. Kurtenbach
- Ms. J. Mager
- Mr. S. Manning
- Ms. W. Mason
- Ms. K. Price (Bridges)
- Ms. R. Whitrow

#### SECRETARIES
- Ms. K. Wall
- Ms. S. MacDonald
- Ms. S. Mullen

#### CAFETERIA
- Ms. P. Lambden
- Ms. N. Tran
- Ms. P. Waldbilling

#### CARETAKERS
- Mr. R. Hegg (Building Operator)
- Mr. J. Guinto (Ass’t B.O.) (p.m.)
- Mr. B. Faulds (weekend)
- Ms. L. Horbay (a.m.)
- Mr. T. Jo (p.m.)
- Mr. P. Kaimal (p.m.)
- Mr. C. Maher (p.m.)
- Ms. T. Cote (weekend)
- Mr. D. Zwack (p.m.)

#### NURSE PRACTITIONERS
- Ms. T. Daigneault

#### OTHER
- Ms. K. Dahl, In-School Liaison
- Ms. M. Brown, Community School Co-ordinator
- Ms. S. Kennon, Restorative Justice Worker
- Ms. A. Mager, Library Technician
IN AND AROUND THE SCHOOL

STUDENT SERVICES OFFICE
The Student Services office has two counselors to help you with educational and career opportunities as well as personal matters. The office secretary is Ms. Kaelyn Wall. If you require more information or want to make an appointment with a counselor please call (306) 683-7806.

MAIN OFFICE
The secretaries and administrators in the Main Office are here to help you whenever they can. If you have a question, wish to buy a bus pass, or pay school fees, just stop in.

SCHOOL NURSE / NURSE PRACTITIONER
A Public Health Nurse is available in our school. Check the board outside the nurse’s office or with the office for their schedule. One-to-one counseling sessions related to health issues are offered upon request. The nurse may be contacted through the Student Services Office at (306) 683-7806.

COMMUNITY SCHOOL COORDINATOR
Mount Royal's Community School Coordinator, Ms. Melinda Brown, assists with new program development and the implementation of Integrated School Linked Services and community education initiatives. Ms. Melinda Brown’s phone number is (306) 683-7807 or email her at brownm@spsd.sk.ca.

BUILDING OPERATORS
Our caretakers at Mount Royal are friendly and efficient. We all take great pride in our school atmosphere and appearance, and we cooperate to keep our school clean and safe. Please report any problems to Mr. R. Hegg our Building Operator, or the Main Office.

SASKTEL STUDENT INNOVATION STATION
The SaskTel Innovation Station, located in the cafeteria area, is a place where students can go when they have a spare period, a class cancellation or with teacher permission from class with teacher permission. The SaskTel Innovation Station is open from 8:00 a.m. - 3:30 p.m. Students can relax, play board or card games, watch TV, do homework or socialize with friends. Our In-school Liaison Worker, Ms. Kim Dahl, supervises the area and is available to help students with personal issues, homework and special projects.

CAFETERIA
The Cafeteria is a great place to eat your lunch, meet your friends or read a book. Hot meals are available at a reasonable cost during the noon hour.

LIBRARY   (Hours of Operation:  8:15 a.m. to 4:00 p.m. Monday to Friday)
The Mount Royal Library aims to assist student in acquiring the literacy skills they need to be successful. It is an active learning space which provides a variety of resources and services including books, magazines, internet access, networked computers, and limitless online resources. If you need assistance, Ms. L. Walters or Ms. A. Mager are happy to help you. Sign out a book with your student card, drop by to read or study, join the book club, play board games with friends, surf the net, the possibilities are endless in the Mount Royal Library.
DRIVER EDUCATION
A course including the theoretical and practical phases of motor vehicle operation will be offered. Preparation for, and writing of, the provincial Learner's License are included in the course. Students must be 15 years on the first day of the Driver Education Course to be eligible.

Driver Education is available in Semesters I and II. Students may miss a maximum of two class periods for any subject. The entire course will be offered twice during the summer months. For more information contact the Driver Education Manager at the Board of Education Office at (306) 683-8268.

All new drivers wishing to obtain a class 5 drivers license, must take driver education, in the school system or from a private driving school. Upon successful completion of the high school driver education course, you will be given a Certificate of Driver Education, which must be shown to S.G.I. before your class 5 road test will be administered. Upon turning sixteen years of age this certificate can also be obtained by taking a minimum of four hours of in-car training from a private driving school.

CHILD CARE
Students who are the parents of infants (0 – 18 months) or toddlers (18 – 29 months) may be eligible for childcare in The Sharon Van Cleave Child Care Centre. Quality childcare is provided by a well-trained staff while students attend classes. This service is offered free of charge to students who are less than 22 years of age and enrolled in high school classes. For information about this service, call (306) 683-8383. Childcare facilities are also available at the Royal West Campus (306) 683-8390 for children ages 2 weeks to 5 years.

EMERGENCIES OR ACCIDENTS
Students are asked to report any emergencies or accidents to the Main Office immediately. The main office number is (306) 683-7800.

MONEY AND VALUABLES
The school carries no insurance on students’ property and cannot guarantee security of lockers. The school advises students to leave money and valuables at home. Students are advised not to bring articles such as leather jackets and electronic equipment to school.

If there are occasions when students must have valuable items with them at school, they should report to the office for advice as to what they should do with them for that particular day. Students are reminded to notify the Main Office immediately about the disappearance of any valuable article. If students are aware of anyone damaging or illegally gaining access to lockers, they should report this to the Main Office.

When a student is aware of any illegal activity and wishes to remain anonymous, we would strongly urge that they report the incident to STUDENT CRIMESTOPPERS AT 1-800-222-TIPS (8477) or online at www.saskatooncrimestoppers.com. If your information leads to an arrest or case being cleared, you could qualify for a cash reward.

Security cameras are installed at various locations in the school to help eliminate some of the problems related to damage and theft from lockers.
CLUBS AND GROUPS

Art Club
Beading Group
Book Club & Games Club
Chess Club
Cooking Club
WE Day and Human Rights Club
   (Anti-Racism & Cross Cultural Training)
Drama Club
Drumming & Singing Group
Dungeons and Dragons
GSA (Gay and Straight Alliance)
Hip Hop Media Club
JHL Hockey Program

Magic the Gathering
Manga & Anime Club
Rockin’ Royal
Summer Math Camp
SADD – Students Against Drinking and Driving
Skills Canada Club
SRC—Student Representative Council
Voyageurs
Yearbook

SPECIAL EVENTS

Arts Showcase
Athletic Awards Banquet
Bowlt Classic Basketball Tournament
Career Fairs
Drama Production
Grade 8 Spend-A-Morning
Graduation
Intertribal Powwow/Festival of Nations Committee

M.I.6 Volleyball Tournament
Pep Rallies
Public Speaking Opportunities
Remembrance Day
Show & Shine
Student Forums
Welcome Week

ATHLETICS

Badminton
Basketball
Cross Country
Curling
Football
Golf
JHL Hockey
Soccer
Track & Field
Volleyball
Wrestling

INTRAMURALS

Aerobics
Dodge Ball
Badminton
Floor Hockey
Basketball
Soccer
Volleyball
Weight Training
Yoga
Zumba
**MUSTANG FITNESS CLUB**

Mustang Fitness Club is open to all Mount Royal Students. For an annual fee of $20.00 or $10.00 per semester *(payable to Mount Royal Collegiate)* students can access the Fitness Centre with teacher supervision. This may be before school, during break, lunch, after school, or if a student has a spare and there are no classes scheduled in the Fitness Centre. See the Phys. Ed. office to purchase your membership!

**Fitness Club Rules:**

1. You must have your membership card with you when you train;
2. You must not let anyone without a membership card enter the room;
3. You must be wearing gym clothes;
4. There must be at least two people training at a time;
5. Food, drinks, bags and outdoor clothes are not allowed in the Fitness Centre;
6. Students should report any damaged or poorly functioning equipment to the Phys. Ed. Department;
7. Weights must be returned to their proper storage area after use. Do not leave weights on the bars or benches;
8. Students must know who the supervising teacher is and where that teacher may be found.

**OUTSIDE AGENCIES**

- MOBILE CRISIS (24hr / day) .......... (306) 933-6200 or (306) 933-6201
- Addiction Services .................. (306) 655-4100
- Alcoholics Anonymous (AA) ........... (306) 665-6727
- Bus Service (Saskatoon Transit) .... (306) 975-3100
- Can Sask
  (formerly Canada Employment Centre) (306) 933-6281
- Child & Youth Services............... (306) 655-7800
- CRU Youth Wellness Centre.......... (306) 978-0391
- Fire / Police Emergencies .......... 911
- Indian & Métis Friendship Centre... (306) 244-0174
- Saskatoon Interval House............. (306) 244-0185
- Legal Aid Saskatchewan .......... (306) 933-5300
**PROGRAM REQUIREMENTS**
Students are encouraged to take advantage of the diversity of programs offered at Mount Royal by enrolling in the maximum number of courses each semester.

Grade 9 and 10 students are required to take 10 classes. All other students are encouraged to take 8 classes. A minimum of 4 classes per semester is required unless extenuating circumstances dictate otherwise.

All Grade 9 and 10 students must take Physical Education unless medically unable to do so as certified by a doctor. Wellness 10 is required for graduation.

**PROGRAM CHANGES**
The proper way to obtain a program change is as follows:

- Discuss the situation with your classroom teacher first;
- Go to the Student Services Office and consult with a Counselor. The Counselor will issue a program change form if required;
- Complete the program change form. This process is intended to protect the best interest of the student while at the same time ensuring effective communication with all concerned including the Ministry of Education in Regina.

**COURSE REQUIREMENTS FOR GRADUATION**
Mount Royal Collegiate Required Courses of Study for Grades 10, 11 and 12.

<table>
<thead>
<tr>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 10B or 11A</td>
<td>English 20 or English 21</td>
<td>English 30A or 31A</td>
</tr>
<tr>
<td>English 10B or 11B</td>
<td>Apprenticeship math 20, Foundations of math 20 or math 21</td>
<td>English 30B or 31B</td>
</tr>
<tr>
<td>History 10/11 or Native Studies 10</td>
<td>1 Science</td>
<td>History 30/31 or native studies 30</td>
</tr>
<tr>
<td>Apprenticeship math 10, Foundations of math and Pre-calculus 10 or math 11</td>
<td>Health science 20, physical science 20, environmental science 20, computer science 20 or science 21</td>
<td>Two Grade 12 electives</td>
</tr>
<tr>
<td>Science 10 or 11</td>
<td>1 *Social Science</td>
<td></td>
</tr>
<tr>
<td>Wellness 10</td>
<td>Economics 30, history 20 or 21, law 30, native studies 20, psychology 20, or psychology 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*May be taken in either Grade 11 or 12</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Requirements:** Students must select electives to a total of 24 credits, two of which must be an Arts Education and/or a Practical and Applied Arts. In addition, Grade 10 students must select Physical Education/Wellness 10. Additional Mathematics, Science or Social Science courses may be taken as electives.

**Please Note:** Meeting minimum graduation requirements does not necessarily satisfy entrance requirements for post-secondary institutions. Please see a counselor to confirm program choices.
GRADUATION
The Grade 12 ceremony is held at the end of June after final exams. Student committees plan and organize many aspects of the graduation events with the advice and assistance of staff personnel.

In addition to the planning of the formal school sanctioned ceremonies and events, a Chem-Free After Grad celebration may be organized by the graduates’ caregivers. Our Chem-Free After Grad committee members attend workshops to learn about Chem-Free Graduations. The committee meets with the entire graduating class, at which time they update them on activities planned, fund raising activities, etc. The student After Grad Committee works closely with a group of parents and a staff advisor in the planning of activities.

ELIGIBILITY CRITERIA FOR GRADUATION
Students may qualify for Mount Royal’s graduation ceremony provided they satisfy the following criteria:

- Have completed all Saskatchewan requirements for a complete Grade 12 standing
- Have not graduated before from a secondary school
- Have paid their compulsory school fees and their graduation fee; (if you have extenuating circumstances please go to Student Services.)

A student’s graduation status may change upon review of failures at the end of the spring semester.

SCHOLARSHIPS
THE FACTS about post-secondary funding:

- Millions of dollars are waiting for students to apply for each year;
- Scholarship amounts range from $200 to $50,000;
- Many scholarships aren’t limited to students with 90+ averages;
- Grade 10 isn’t too soon to start searching for scholarships;
- Scholarships are available for all types of post-secondary education, not just university;
- Information and help on applying for scholarships and bursaries is available in Student Services;
- Information will be available electronically. Please provide email addresses to Student Services;

TYPES OF POST-SECONDARY FINANCES

- Scholarship – free money applied for, and given, on the basis of academic standing and, usually, other criteria.
- Bursary – free money applied for, and given, on the basis of academic standing, financial need, and usually other criteria.
- Award – free money granted to a student, usually on the basis of academic and/or other criteria.
- Loan – money borrowed for education and repaid in the future (proceed with caution!).

SEARCH STRATEGY

1. Start with the booklets/summaries in Student Services (ie: Financing Your Education) and key web sites.
2. Follow-up any scholarship by checking Student Services files for details, and forms. Remember, there are some scholarships specific to Mount Royal Collegiate.
3. Check the awards office at your chosen post-secondary institution for scholarships you may be eligible for.
4. Check for “hidden” scholarships through family connections and/or career training goals.
5. Check other sources of money you may be eligible for (grants, government funds, etc.).
6. Remember... Ask for help, be persistent, apply for everything you’re eligible for, and make follow-up enquiries.
7. Students who are looking for support and advice about scholarships should speak with our Grade 12 Counselor.
Pathways academic programming is designed for motivated students to gain an enhanced learning experience tailored to their interests and strengths. It is a modern and progressive education that gives students an advantage upon pursuing academic and career interests after high school. Students will be challenged to make their learning meaningful and to develop the skills necessary to be successful beyond the classroom.

Extended Learning Focus
Unlike other programs, Pathways seeks to support students in pursuing their interest over an extended amount of time. Students will explore how they can pursue their passions in high school, in their post-secondary education and beyond. In grade 9, students are exposed to a large number of options that may spark a passion that lasts a lifetime. Students complete personal inventories and explore career options to help learn more about themselves and who they wish to become. In grade 10, students choose electives in multiple pathways to find the right fit for their academic pursuits. Students will register in one or more pathways by the end of the grade 10 year. Students focus their studies in grades 11 and 12 by choosing several electives connected to their chosen field of study. All pathways culminate with an intensive community learning experience in grade 12.

Community Learning Experiences
What sets the Pathways program apart from other enriched academic programs is the unique opportunity to round out the classroom learning with real-world experience. As students move from grade 9 to 12 they benefit from an increasing number of out-of-school experiences. Community learning experiences are tailored to the student and allow them to explore their interests in supportive academic and workplace settings. Students are expected to accumulate at least 35 hours of community-based learning experiences in the field of interest in grade 11. Grade 12 students complete an intensive 70 hour community learning experience in a professional or academic placement.

Pathways of Study
Students can choose from the following fields of interest:

Applied Science and Health Care – Science has become a crucial field for maintaining and bettering our lives. Students choosing this field will have a keen interest in the workings of the world around them and how we can apply our knowledge to solve complex problems.
  - Engineering Pathway - includes architects, engineers, engineering technologists, industrial designers and land surveyors
  - Medicine Pathway - includes dentists, medical secretaries, medical technologists, nurses, nutritionists, optometrists, paramedics, pharmacists, physicians, psychiatrists, and surgeons

Arts and Culture – The health of a society can be measured by its commitment to the arts. Students choosing this field will be interested in capturing the attention and imagination of a variety of audiences through creative expressions using various media.
  - Digital Arts and Media Pathway – includes A/V equipment technicians, animators, broadcast technicians, camera operators, film and video editors, graphic designers, and photographers
  - Music Industry Pathway – includes composers, music directors, musicians, radio disc jockeys, singers, sound engineers, and talent agents
Information Communication Technology – No industry has grown more than the computer industry in the last 25 years and the impact of its growth can be seen in every area of human endeavor. Students choosing this field will seek new ways to harness the power and potential of computer technology.
  o Information Communication Technology Pathway - includes computer programmers, customer service representatives, database administrators, IT help desk support, and network administrators

Manufacturing and Construction – To start from nothing but raw materials and to end up with the structures and machinery that define our modern world produces a feeling of accomplishment like no other. Students choosing this field will enjoy the challenge of finding practical solutions to real problems using the technical skills of an artisan.
  o Carpentry Pathway - includes cabinetmakers, carpenters, construction workers, craftpersons, furniture finishers, general contractors, and homebuilders
  o Metal Fabrication Pathway – includes machine maintenance workers, machinists, metal fabricators, millwrights, sheet metal workers, and welders

Public Service – There is no higher calling that those that wish to serve others for the good of all. Students choosing this field will be interested in helping others be safe, healthy, and happy.
  o Education Pathway – includes college instructors, early childhood educators, educational assistants, elementary school teachers, guidance counsellors, high school teachers, and school administrators
  o Emergency Services Pathway – fire protection service technicians, fire safety inspectors, forest firefighters, municipal firefighters, paramedics and law enforcement
  o Sports and Recreation Pathway – includes athletic therapist, athletic trainers, coaches, fitness instructors, physiotherapists, and recreational technologists

Tourism and Hospitality – Every day is a get-away in the tourism and hospitality industry. Students choosing this field will find fulfillment in the joy of others.
  o Culinary Arts Pathway – includes bakers, chefs, cooks, dieticians, event planners, food and nutrition workers, food scientists, restauranteurs, and waitstaff

For more information please contact Mount Royal Collegiate Student Services (306-683-7806)

No matter what you are interested in ... it is your path to discover!
ATTENDANCE

It is expected that students will be at each class, be on time and work to the best of their ability, Mount Royal asks parents to contact the attendance line (306) 683-7805 and leave a message prior to an absence from school in all cases except emergencies. In an effort to ensure that parents are notified when students are absent from class, we have a computerized attendance notification system. This system allows us to call every home each evening about any unexplained absences that students have. Our goal is to communicate with parents/guardians in a timely way so that they can follow up on these incidents as they occur. We are hopeful that this daily contact concerning attendance will be useful to parents and students.

Students who are absent, regardless of the reason, are still responsible for work missed or tests not written. The overall time missed from classes directly influences the opportunity for success, and consequently needs to be monitored closely.

Students absent for the following reasons will be recorded as absent:
- **Illness** – verified by a phone call or note from a parent, guardian or doctor;
- **Medical or dental treatment** – verified by a note or call from a parent, guardian or doctor;
- **Court/Legal** – verified by a court document (summons, subpoena);
- **Compassionate** – verified by a phone call or note from parent or guardian;
- **Extended absence** – approval granted by a parent, teacher and administrator documented on an extended absence form prior to the absence;
- **Special circumstances** – verified by a phone call from a parent or guardian and discussed with the principal or vice principal.

Absences for all other reasons (i.e. slept in, missed bus, working etc.) will be recorded as unacceptable absences.

GENERALLY, THE FOLLOWING SEQUENCE OF EVENTS WILL TAKE PLACE TO DEAL WITH ABSENCES.

1. With every unacceptable absence our computerized attendance notification system calls home to inform parents/guardians.
2. Subject teachers will contact the parent/guardian to discuss the student’s attendance after multiple absences. The student may be called to the vice principal’s office for clarification of the consequences of poor attendance.
3. Should these absences continue, a conference between the student, vice principal and parent/guardian may be scheduled to discuss the situation and explain the consequences of continued absences. A contract may be needed to improve attendance.

LEAVING SCHOOL EARLY
Students who become ill or who must leave for any other acceptable reason during the day must report to, and sign out with the Attendance Secretary before leaving school. They will be allowed to use the office phone to contact a parent/guardian to inform them that they are leaving. Students under age 16 will require school contact with parents or guardians prior to leaving the school.

EXTENDED ABSENCES
Students who will be absent for more than three days must obtain a form from the Attendance Secretary prior to the absence. Each teacher will list on the form any academic consequences of the absence that are known at the time, and the assignments that must be completed. It is also understood that an extended absence from school may adversely affect the student’s mark on evaluation of the course content covered during the absence.

LATES
Any student who comes to school late or is late for a class for any period of the day is expected to report directly to their class. Students who are habitually late for class will be subject to the same sequence of events as students who are poor attendees.
EXPECTED BEHAVIOUR/BEHAVIOURAL SUPPORT

SCHOOL RESOURCE OFFICER (SRO) IN OUR SCHOOL
The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians and the community within the school environment.

The goals of the School Resource Officer Program include:
- developing positive attitudes and relationships between children, youth and the police;
- helping to create a safe school environment;
- serving as a resource for the school community in the areas of law, the police role in the community and legal consequences; and
- liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.

School Resource Officers:
- serve as a positive role model to students and school staff;
- establish and maintain open lines of communication with students, parents, guardians, and school staff;
- provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students;
- reduce crime through education, enforcement and personal interaction with students and staff;
- take reports and investigate incidents within the school. In some cases, mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

RESTORATIVE ACTION PROGRAM – R.A.P.

Tired of conflict, being bullied, having arguments with friends and staff?
RAP might be just the solution you are looking for!

The Restorative Action Program helps students, staff and community members turn incidents of conflict into opportunities for learning, growth and change. RAP provides an opportunity for those in dispute or difficulty to sit down together and be assisted by a mediator, in exploring better ways of resolving problems. Often, mediation is the first time that people in conflict have actually spoken with each other, communicated their concerns, or truly listened to how their words and actions affect other people. Having the opportunity to communicate in a safe and neutral environment helps people to understand opinions, get rid of rumors, apologize, find solutions that satisfy everyone, take responsibility for wrongdoings, make restitution, feel less victimized or heal important relationships.

The R.A.P. Program Coordinator has an office located in Student Services. Students may be referred to the R.A.P. Program by an administrator or a teacher, a friend, or come in on their own.

BEHAVIORAL GUIDELINES
Mount Royal believes it is important to have a safe and caring environment. We believe this congenial atmosphere comes about as a result of the consideration, cooperation and tolerance that people show for one another. Common sense, courtesy, and respect for the rights and property of others are the key ingredients. It is impossible to anticipate all situations that may arise, and it’s impossible to write perfect rules. The rules set out in this handbook are guidelines to be applied with discretion.

Individual teachers and departments may have rules and expectations in addition to those stated here. These will be communicated to students at the beginning of a course.
DRESS CODE
Mount Royal Students are expected to dress in a way that is respectful to themselves and others. Students may be asked to change clothes if seen wearing revealing, suggestive, or offensive clothing. Student dress should be clean, neat and reflect good taste and judgment. Students that are wearing clothing in violation of the dress code will be asked to cover up with a jacket, T-shirt/or suitable clothing from the physical education department. Repeat offences will result in referrals to administration.

HEAD GEAR
Students are encouraged to wear head coverings in keeping with their families’ religious practices. Hats may be worn in the hallways and cafeteria and in the classrooms with the permission of the teacher. Hats are not allowed in the library, gymnasium, or any office. All hoods must be worn down and off the head to encourage good relationships amongst students and staff. Other forms of head gear are not to be worn at school at any time (bandanas, do-rags, head/sweat bands).

VIOLENCE / HARASSMENT
Any form of violence or harassment towards others will not be tolerated at Mount Royal. Staff, administration and students recognize and value the importance of a safe environment in which learning takes place. Our expectation for students is that they treat every individual with respect, tolerance and a sense of caring. Any instance of harassment or violence either as a participant or a spectator in such inappropriate activity can expect consequences related to their behavior. These may include reprimand, suspension, or transfer. Should conflicts arise, students are expected to try to work out their differences in a respectful and peaceful manner. The school Restorative Action Program Worker, located in Student Services, is available to provide mediation services to students experiencing conflicts.

SEXUAL HARASSMENT
Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a nature that takes place under any of the following circumstances:
(a) When sexual conduct unreasonably interferes with a person’s work performance and creates an intimidating, hostile, or offensive work or learning environment;
(b) Sexual harassment will be considered to have taken place if a reasonable person ought to have known that such a behavior is unwelcome.

ILLEGAL SUBSTANCES / WEAPONS
Possession, use of, or trafficking in alcohol, illegal drugs, or any other abusive substance as well as possession of dangerous weapons will not be tolerated. Violations will be dealt with as disciplinary matters with the involvement of appropriate law enforcement officers. Students involved in such matters will face due process ranging from contact with parents/guardians, suspension, and/or disciplinary transfer. Counseling and rehabilitation programs may be a condition of return to an educational setting.

SPITTING
Spitting is unsightly, unsanitary and illegal. It poses a threat to health and is not welcome at Mount Royal Collegiate.

FOOD AND DRINK
Whenever possible, students should consume food and drinks in the cafeteria. Students may eat in other areas of the school provided they have permission from the classroom teacher (if eating in a classroom) and clean up after themselves (hallways, washrooms or classrooms). We ask that you do not use stairs or staircases as places to consume food. Students are expected to clean up after themselves and remind others to do the same. A clean school reflects well on all of us!!
SMOKING / TOBACCO USE
Saskatoon Public Schools has a “Smoke Free” Policy for all school buildings and grounds. A location near the school property has been established for those who choose to smoke. This includes the use of vaporizers. This area will be the only location for smoking and tobacco use and will need to be maintained and cleaned by those students who use it. Students who are not familiar with the designated area should check with a staff member. Mount Royal students are expected to demonstrate good citizenship and community spirit while using this area. The school will follow due process for those who do not cooperate with this approach. The school is also willing to support those students who wish to quit smoking. Please see Student Services for access to smoking cessation programs and supports.

LOITERING ON PRIVATE PROPERTY
It is important to establish and maintain good relationships with those living around the collegiate. Therefore, sidewalks and property across from the school on Avenue W and across the street on Rusholme Road are not to be used as congregation areas for students.

SAFETY DRILLS
In keeping with fire regulations for an educational center, there will be eight to ten fire and/or lock down drills held at various times during the school year. These will be scheduled during the first or last five minutes of a class. Safety procedures will be discussed at the beginning of the school year.

FALSE ALARMS
If any student intentionally pulls an alarm, they will no longer be welcome at Mount Royal, charges will be laid and the courts will be requested to assign the $1,500.00 fine that goes with this criminal offense.

STUDENT ACCIDENT INSURANCE
The Saskatoon Board of Education carries a policy which provides full coverage for all students while in attendance at school, participation in any school approved activity, or travel to and from school or a school-based activity.

Optional coverage is available directly from the insurers and may be purchased by the family. This coverage provides protection against injury 24 hours a day, 365 days a year. It is the responsibility of the injured party, or representatives thereof, to initiate a claim. Claim forms are available from the Main Office at Mount Royal.

UNASSIGNED TIME/SPARES
Students are requested to be in the library, cafeteria, SaskTel Innovation Station, or outside the school during unassigned time.

PLAGIARISM POLICY
Plagiarism is presenting someone else’s ideas or words as your own. Using direct quotes or ideas without clearly acknowledging the source, whether that is a book, a magazine, the Internet, a TV show, or whatever, is dishonest and unacceptable.

Plagiarism is easily avoided by making research jot notes in your own words and by following one of the formats for acknowledging information sources as shown in the back of this handbook.

If you have any questions about proper citing of information, ask a teacher before you hand in your work.
STUDENT VIOLATIONS

STUDENTS WHO VIOLATE BEHAVIOR RELATED RULES ARE SUBJECT TO ONE OR MORE OF THE FOLLOWING:

A. Reprimand;
B. Loss of school privileges;
C. Detention;
D. Short term suspensions by the school authorities;
E. Extended suspension by Saskatoon Public Schools;
F. Request from the school for the parents to transfer their son/daughter to another school in the city.

DEALING WITH SEXUAL HARRASSMENT:
In all disciplinary cases, parents will be contacted by the school and the student and parents are entitled to a fair hearing by the school officials. Students/parents are encouraged to report incidents of sexual harassment to one of the following:

A. School Administrator;
B. Guidance Counselor;
C. A Teacher. The employee receiving the report shall, with the consent of the complainant, provide the Superintendent of Human Resources with the details of the incident(s) in writing

RESPONSIBILITY:
The onus is on the employee or student to report instances of sexual harassment as soon after the incident as is reasonably possible.

CONFIDENTIALITY:
Reports of sexual harassment shall be dealt with in strict confidence. However, the complainant must understand that confidentiality must be distinguished from anonymity.

INVESTIGATION:
Reported cases of sexual harassment shall be investigated, in keeping with the laws of the Province of Saskatchewan and the provisions of Saskatoon Public Schools.

DUE PROCESS:
Following the investigation, appropriate remedies or sanctions shall be applied in keeping with due process. Such action may include verbal warning, a written reprimand, transfer, suspension and/or dismissal.

FALSE REPORTS:
Every effort will be made to ensure everything that is fair and reasonable, given the circumstances, is done to protect staff or students against complaints or accusations made by other staff members or students that are trivial, frivolous, or made in bad faith.

HARASSMENT:
Harassment, which is of a verbal or physical nature, will not be tolerated. Students who harass others will be subject to the penalties listed under “Student Violations.”
TECHNOLOGY ETIQUETTE

CELLULAR PHONES/MP3 PLAYERS

Cellular phones are permitted at school. However, students must turn them off when they are in instructional areas of the school (for example: classrooms, library, gymnasiums, technology, and home economics areas). **EXCEPTION:** If students are expecting an emergency call during class time, **it is the duty of the student to inform the teacher at the beginning of class that a call is expected.** The cell phone MUST be put on ‘vibrate’ and the student is expected to quietly leave the room when the call arrives. **This should be a rare occurrence and if abused will result in that student not being allowed a cell phone at school.**

**Other cell phone guidelines:**
- Cell phone cameras and video options are not to be used on school property without the consent of school administration.
- In the event of a student taking photos or videos of others without permission that student may have their phone confiscated and turned over to police for investigation.
- Text messaging in class is not allowed unless permission from the teacher is granted. Texting during exam periods may result in a zero - “0” for the exam, and a possible withdrawal from the class.

**MP3/4 Players, iPods, and related devices.**

Devices such as MP3/4 players are a part of modern society and the school accepts that many students will possess them. However, their application and relevance to learning are limited.

**Policy:**
1. It is our preference that students not bring MP3/4 players, iPods and similar devices to school.
2. The school accepts no responsibility for MP3/4 players, iPods and similar devices that are brought to school and undertakes no responsibility to investigate their misplacement, loss or theft.
3. A teacher may give permission for students to use MP3/4 players, iPods and similar devices in class; students must not assume that they have the right to use without this consent.
4. When students choose not to follow these guidelines, their MP3/4 players, iPods and similar devices will be confiscated by the teacher and kept in a secure location. Students will be required to go to the main office where they will discuss the school policy with school administrators prior to receiving their device back.

INTERNET PROCEDURES

The following are guidelines for acceptable Internet use at Mount Royal Collegiate:

1. Saskatoon Public Schools access to the Internet is an individual privilege, not a right. Any student who violates the **Acceptable Use Guidelines** will have his or her access removed for such period of time as deemed appropriate by staff.
2. New technologies at MRC are a privilege. Any abuse or mistreatment of equipment will result in a loss of use for students involved.
3. Students are to access appropriate materials only.
4. Parents/guardians may, at any time, request that their son or daughter not have Internet access.