

Mount Royal Academy

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



*Parent/Student Handbook
High School
2011-2012*

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I. Introduction

Welcome to Mount Royal Academy

Dear Families,

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

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

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

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

God Bless You,

David A. Thibault

David Thibault
Headmaster

Office Hours

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

School Hours

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

Visitors

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

Weather Information

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

Administration, Faculty and Staff

Chairman of the Board

Mr. Thomas Broom

Board Members

Mr. Frederick Bocko
Mr. C. Edward Broom
Mr. Thomas Broom
Mr. Gerry Grimo
Mr. William Mealey
Mr. M. Scott Nelson
Mr. Thomas Ryan
Mr. Edward Walsh
Mr. Michael Correa

Headmaster

Mr. David Thibault

Admissions Director

Mr. Derek Trembaly

Office Manager

Mrs. Kathleen McDonald

Bookkeeper

Mrs. Corina Ouellette

Faculty Members

Dr. Mary Bellino	Math Teacher
Dr. Mitchell Kalpakgian	English/Literature, Latin
Mr. Derek Tremblay	Theology & History Teacher
Mrs. Margaret Dwyer	Art Teacher
Mrs. Leeann Wesoja	Music Teacher
Mrs. Marie Lovell	Foreign Languages
Ms. Taylor Fitzgerald	Jr. High English
Mr. William Tighe	Public Speaking
Mrs. Kelley Ouellette	Biology
Mr. Allen Ouellette	Physics
Dr. Bonnie Akerman	Jr. High Pre Algebra & Life Science
Mr. Matthew McDonald	Jr. High Computer

2011-2012 Important Dates Calendar

September 6	Students' First Day of School
September 7	Opening of School Mass 6:30 pm at St. Joachim Church, Sunapee
September 14	Back to School Night for Parents 7 pm

October 3	School Picture Day
October 10	Columbus Day - No School

November 11	Veteran's Day - No School
November 16 & 17	Parent-Teacher Conferences
November 23	Thanksgiving Break—Dismissal at 12:00 Noon
November 24 & 25	Thanksgiving Break - No School

December 8	Feast of the Immaculate Conception —Holy Day - No School
December 23-31	Christmas Vacation - No School
January 6	Early Registration Due
January 23 - 24	Pro-Life March, Washington D.C. – Grades 7 – 12th - No Classes
February 20 - 24	Winter Vacation – No School
March 2	Re-Registration Due
March 24	Professional Development Day for Teachers – No School
April 5 - 13	Easter Vacation - No School
May 28	Memorial Day - No School
June 1	Book & Materials Fees Due
June 1	Last day of school for 8 th and 12 th graders
June 9	Graduation Mass - Saturday, Grades Pre-K - 11 th - requested Attendance, 10:00 am
June 15	Awards Night - 7 pm
June 15	Last Day of School – 11:15 Dismissal

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

Mission Statement

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

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

Educational Philosophy

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

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

Mount Royal Academy’s Catholic faith is central in our educational philosophy. As stated in our mission we are called to inspire students to grow in their knowledge of and love for God, which will enable them to love and serve those around them. To accomplish this mission we look to Jesus Christ, our Redeemer, as both our model and our means. We also acknowledge the vital witness of our parents, teachers, administrators, board of trustees, and priests as they reveal the Christian message, not only by word, but also by their example. We understand that the teaching of our Catholic faith is not limited to religious instruction in the classroom or during liturgical celebrations throughout the year but 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

II. Administrative Policies

A. Administrative Organization

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

B. Admissions Procedure

1. Inquiry by phone
2. Visit to the school
3. Application process
 - a. Application forms and recommendation forms
 - b. Application fee of \$50 per child (grades 1-12)
 - c. Student takes the Mount Royal Academy placement exam
4. Meeting with the Headmaster
5. Student is accepted, placed on the waiting list, or denied acceptance by the Headmaster.
6. Registration Process (for students who have been accepted)
 - a. Registration Form
 - b. Registration fee of \$100 per family
 - c. Copy of Birth Certificate
 - d. Copy of Sacramental Records (Baptism, First Holy Communion, Confirmation), if applicable
 - e. Health Form with Immunization Record
 - f. Financial Agreement Form
 - g. Parental Authorization Form
 - h. Student Emergency Card
 - i. Parent/Student Handbook, Uniform Order Form, and School Year Calendar are sent to families.
 - j. Book & Material Fee of \$250 (per student in Grades 9-12).
7. All students are initially admitted on a four-month probationary period.

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

C. Financial Policies

Each year our school board prepares a Tuition and Fee Schedule for the following school year. Families are asked to register their students and sign their financial agreement 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. One half of the tuition may be paid in August and the other half in January.
3. Tuition may be paid over a ten-month period (August through May).

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

D. Family Service Hours

Mount Royal Academy depends on its families to help in its cleaning, building maintenance, chaperoning, coaching, fundraising, etc. This keeps our tuition costs down since we do not hire staff to do these jobs. Each family with students enrolled at Mount Royal is required to complete 25 hours of service per school year. Families may choose what types of service they would like to contribute depending on their talents, time schedules, etc. There is a notebook with a page for each family to record their service hours in the entrance to the Upper School. If a family chooses not to complete the Family Service Hours, they will be charged an extra \$500 per year.

E. Re-registration Procedures

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

1. Registration Form
2. Registration fee of \$100 (per family)
3. Update Sacramental Records (Baptism, First Holy Communion, Confirmation), if applicable
4. Update Health Form with Immunization Record
5. Financial Agreement Form
6. Parental Authorization Form
7. Student Emergency Card
8. Book & Material Fee of \$250 (per student in Grades 9-12) is due on June 1st.

F. Transfer/Withdrawal

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

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

The student's official transcripts will then be released.

G. Benefactors

Mount Royal Academy tries to provide an education with a Catholic formation for students at the lowest cost possible. We understand how difficult it is for large families to pay for private school. Our staff is paid far less than they would earn at a public institution. Benefactors have paid for our buildings. Even families that pay full tuition are paying only a percentage of the true cost to educate their children. Many families do not pay full tuition based on their financial need. Throughout its 18 years, Mount Royal would not have survived without the generosity of many benefactors. We are eternally grateful to them!

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

H. Bi-monthly E-mail Newsletter

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

I. HASA

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

J. Sports

Mount Royal Academy offers extra-curricular sports teams according to student interest and coach availability. In 2010-2011, we had a co-ed. 7th-12th grade soccer team and a boys' 7th-12th grade basketball team. Home-schooled students and other local school students are welcome to join our teams as well. Sports are encouraged to develop 1) an understanding of the games, 2) the body's coordination, strength and endurance, and 3) sportmanship/discipline. Students must maintain a 2.0 (C) grade point average to be able to participate in sports. Students should return team uniforms at the end of the season or they will be charged the cost of replacing the uniform.

K. Ski Program

Each January and February, students (6 years and older) have the option of skiing/snowboarding at Mount Sunapee on five Wednesday afternoons for our physical education program. Information is sent home before Thanksgiving break listing the cost of the

lessons/ afternoon lift tickets and rentals. Students are required to wear helmets. We do need chaperones both in the lodge and on the slopes. Ski chaperones receive a free lift ticket, and being a ski chaperone does count toward your Family Service Hours. Parents are responsible for transporting their children to the ski mountain at 11:30 a.m. or finding a ride for their children with another parent. Parents should plan to pick up their students at Mount Sunapee at 4:00 p.m.

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

L. Pro-life March

The Supreme Court case *Roe vs. Wade* legalized abortion in the United States on Jan. 22, 1973. Each year tens of thousands peacefully march on Jan. 22, asking for the reversal of this case/law. Mount Royal Academy supports the belief that life begins at conception, that abortion/euthanasia should be illegal and that Christians should be politically active for morally important legislation. A majority of the Mount Royal high school students go to Washington D.C. for this Pro-life March. Therefore, in support of their efforts, Mount Royal Academy's 7th – 12th grades do not hold classes on these days (check the school calendar for this year's dates). If your student would like to go on the Pro-life March, please talk with the Headmaster. The number of students is limited, due to transportation availability and chaperones.

III. Attendance Policies

A. Arrival and Dismissal

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

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

B. Student Drivers

Juniors and seniors may drive cars to school. However, driving to school is a privilege that can be withdrawn if it is abused. If the student arrives late 3 times during a quarter, they will no longer be allowed to drive to school until a date the parents and the Headmaster agree upon. Students' cars must be parked in the parking lot (not left parked along the circular driveway). 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. Students may not drive other students during school hours.

C. Attendance

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

D. Tardiness

When a student is tardy, he should come to the office for an admittance slip before going to class. For tardiness to be excused, a note from the parent is required. A student who is tardy without excuse three times within a marking period will receive a demerit.

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 the Headmaster.

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. If a prescription medication must be taken during school hours, **parents** must bring the exact amount of the medication, labeled with the student’s name, the medication name, and the time which the medication should be taken, to the office. The parent must also sign a legal permission slip documenting these instructions. The medication will be kept under lock and will be administered to the student by the office manager or Headmaster at the listed time.

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

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

IV. Communication Policies

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

A. Written Communication from the School

Each Wednesday, a Weekly Fact Sheet and other informational attachments will be sent home by e-mail. Parents please make sure to have a current email address onfile in the office.

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

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

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

B. Morning/ Afternoon Assemblies

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

C. Phone Calls (incoming)

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

D. Phone Calls (outgoing)

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

E. Parent/Teacher Conferences

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

F. Cell Phones

Cell phones may **not** be used during the school day. If a cell phone is seen being used by a student during the school day, it will be taken away by the teacher and given to the Headmaster. The parents will be notified to pick the cell phone up in the office.

G. E-mailing Teachers

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

dthibault@mountroyalacademy.com
kmcdonald@mountroyalacademy.com
mbellino@mountroyalacademy.com
mkalpakgian@mountroyalacademy.com
dtremblay@mountroyalacademy.com
bakerman@mountroyalacademy.com
tfitzgerald@mountroyalacademy.com
mlovell@mountroyalacademy.com
wtighe@mountroyalacademy.com
mmcdonald@mountroyalacademy.com
kouellette@mountroyalacademy.com
ouellette@mountroyalacademy.com

H. Grievance Procedure

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

V. Uniform Policies

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 a respectful, studious presentation, modesty, and avoid status designated by styles, brand-names or the American pop-culture. **All bold items must be worn each day and purchased through JB Edwards Uniform Company.** Sweaters or fleeces are not mandatory but if worn in class during the school day must be purchased through JB Edwards Uniform Company. Please refer to the JB Edwards Uniform Ordering Form for the item numbers, prices, and company phone number.

A. Girl's Uniform List

Girls are expected to maintain skirt length below the knee. Skirts are to be worn from the waistline, not from the hips. Skirts and blouses must not be tight-fitting. Shirts must be worn tucked in. White under-shirts/cami's should be worn under blouses for added modesty. Jewelry and hairstyles should not be distracting or showy. High School girls may wear a modest amount of neutral tones of

makeup and nail polish. Only shoes with low-heels, and closed-toes/heels, such as ballet flats or loafers, are acceptable. No sandals, clogs, high heels, or chunky heels are permitted.

Girls Grades 9 –12

Khaki pleated skirt

White or blue monogrammed oxford shirt, short or long sleeves

Navy monogrammed micro fleece v-neck pullover or vest

Tights – navy or skin-toned tights or knee-socks

Shoes – Black, navy or brown

B. Boy's Uniform List

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

Boys Grades 9-12

Pants – Khaki, pleated or plain-front dress

White or blue monogrammed oxford shirt, short or long-sleeves

Navy monogrammed micro fleece v-neck pullover or vest

Red striped tie

Socks –black or brown

Shoes –black or brown

Belt – black or brown

C. Physical Education Uniforms

Red t-shirts with the MRA logo

Navy blue shorts

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

White athletic socks

Sneakers

Occasionally students will be informed to wear their Phys. Ed. uniforms for a specific field trip or special activity at school. All uniforms are to fit students appropriately for their specific size. Oversized, tight, or excessively worn uniforms are not permitted. Shorts must reach at least mid-thigh. Sneakers may be worn for Phys. Ed. and recess only.

E. Uniform Enforcement

The enforcement of the Uniform Dress Code is primarily the responsibility of the parents. However, if the student still does not follow the dress code, it becomes the responsibility of the teachers and Headmaster. A student, who does not obey the rules of the dress code, will be reminded verbally. If the student continues to disregard the dress code, the student will be given a demerit, stating the problem. This will need to be signed by the parents/ headmaster and returned to the school office (and put into the student's file). After the third uniform demerit, the student and their parents will meet with the Headmaster.

F. Formal Extra-curricular Events

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

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

Girls: Modest skirts/blouses or dresses (no sleeve-less or low-cut necklines, clothing should not be tight-fitting, skirts that fall to or below the knee). Dress slacks are acceptable for sports banquets.

G. Informal Activities/ Sports Practices

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

Do's:

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

Don't's:

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

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

H. Tag Day Guidelines

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

I. Lost and Found

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

VI. Academic Policies

A. 2011 - 2012 Calendar for Academic Events

September 6	Students' First Day
September 14	Back to School Night for Parents 7pm

October 7	Mid-Quarter Grades Close
October 14	Progress Reports Go Home

November 9	1st Quarter Ends
November 16 & 17	1st Quarter Report Cards Given at Parent-Teacher Conferences

December 17	Mid-Quarter Grades Close
December 22	Progress Reports Go Home

January 25	2nd Quarter Ends

February 3	2nd Quarter Report Cards Go Home

March 2	Mid-Quarter Grades Close
March 9	Progress Reports Go Home

April 3	3rd Quarter Ends
April 18 & 19	3 rd Quarter Report Cards Given at Parent-Teacher Conferences

May 18	Mid-Quarter Grades Close
May 25	Progress Reports Go Home

June 15	Last Day of School / 4th Quarter Ends

* 4th Quarter Report cards will be mailed home *

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

B. Book Care

Textbooks, paperbacks, and photocopies are expensive, and the high school students cover huge amounts of reading. Therefore, stewardship (the proper care for what we have been given) is very important. 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. Parents will be contacted if students repeatedly abuse textbooks or school materials. Students/parents will be charged the additional cost of texts lost or ruined by students. Proper book usage will allow texts to be reused for multiple years and will keep the book fees from increasing.

C. Class Time

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

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

1. Be on time for class. Students should be at their "desk" with their books and other materials ready before the start of each class. If the student is tardy, they may be given a demerit.
2. Students should treat their teachers with great respect.
3. Small class size and "round table" 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. Late homework should be penalized.
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. 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 term-papers and science fair projects, are also scheduled to develop organization and independent study skills.

Due to the need for balance between school, playtime, family time and rest, homework should not regularly exceed 1 ½ hours to 2 hours for Grades 9 – 12. If a student's homework is steadily taking longer, the parent should set up a parent-teacher conference to discuss possible problems/solutions.

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 complete their homework.

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

E. Testing

Students will be notified of the date for a test and the specifically defined unit to be covered prior to testing. Although testing is often important in demonstrating the acquisition of knowledge in the high school, it should not be the exclusive element used for assessment. Typically tests should not be given on Mondays. Tests may be postponed due to unforeseen circumstances or due to the teacher's decision that more student comprehension is required before the test. However, tests should not be postponed often, or it will discourage the students who have worked hard to prepare for the test on the assigned day.

F. Spelling Guidelines

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

G. Cheating

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

H. Report Card Grades

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

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

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

I. Student Eligibility for Extra-Curricular Activities

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

J. Failure Policy

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

K. Graduation Requirements

All high school students must earn the following credits required for graduation:

4 credits English	4 credits Religion
3 credits Math	1 credit Art
3 credits History	1 credit Music
3 credits Science	1 credit Physical Education
<u>2 credits Foreign Language</u>	<u>3 credits Electives</u>

for a total of 25 credits to graduate.

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 will take a full course load (a minimum of 5 full credit classes).

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.
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, 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. Students should not bring soda, energy drinks, or excessively sugary candies to school. These foods do not help concentration; instead they cause hyperactivity.
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, but we welcome students of all beliefs. Students may not be excused from religious services, classes, etc. Catholics believe that Jesus, Our Lord and Savior, resides in the Holy Eucharist. (John 6: 47-66) This is why Holy Communion is so important to us. Bishop John McCormack has given Mount Royal permission to have the Holy Eucharist reside in the Tabernacle in our Adoration Chapel. The chapel is a special place for prayer, and all are welcome to visit with silence and reverence.

C. Electronic Equipment:

Acceptable Use Policy

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

As a school Mount Royal will use filtering software, block inappropriate web sites from our network (i.e. Face book and MySpace), make sure student computer screens are visible by teachers, and monitor all student use of electronic technology to help maintain an appropriate, safe learning environment. However, 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 rights 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 will not be brought to Mount Royal Academy at any time. Cell phones are a great way for students and parents to communicate outside school hours. However, students must turn off their phones and not use them during the school day for making calls or texting. 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 their cell phone during the school day, it will be given to the Headmaster and the school will notify the parents to pick up the phone 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. Remember, when we go out into the world, we are Christ's ambassadors.

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 identify 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 our greatest attributes. 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 encouraged at Mount Royal Academy. Instead, group social events, sports, and service projects provide fun, informal settings for students to become lifelong friends.

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 students do not follow the rules. In all matters of correction, charity and respect for the offender are important. The teachers and Headmaster are there to help the student. Verbal correction always begins the process, privately if possible. In each case it is important for the wrongdoer to apologize to the offended party, ask forgiveness, and state that they will try not to do it again.

If punishment becomes necessary to motivate change in behavior, they must be appropriate; neither harsh nor permissive. A **demerit** is a formal written complaint informing parents that their student has committed either a serious infraction against a rule or repeated less serious misconducts. The demerit should be signed by a parent and returned the following day. The demerit will also be signed by the Headmaster and placed in the student’s file.

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

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

Fighting Policy

Individuals involved in a fight resulting in physical contact will be immediately removed from the school activity, parents will be called to come and get the students, and the students will not return to school until decided upon by the Headmaster. Disciplinary action will be decided on an individual basis, but typically includes suspension.

Drugs/Alcohol

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

Mount Royal Academy reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

IX. Conclusion

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

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

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

Parents/Guardians:

Student/Students:
