

Home of the Mustangs

MOUNT ROYAL

COLLEGIATE

STUDENT HANDBOOK



TRUTH

HONOUR

WISDOM

MOUNT ROYAL COLLEGIATE STUDENT HANDBOOK 2026-2027



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**Mrs. Shauna Pierce, Principal
Ms. Kate Clements, Vice Principal**

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Welcome to your Mount Royal Student Handbook!

Welcome to another exciting year at Mount Royal Collegiate!

As we begin a new school year, I hope each of you feels a strong sense of belonging and pride in being a Mustang. High school is about so much more than academics, it is a time to discover who you are, develop your strengths, build relationships, try new things, and create memories that will stay with you long after you leave our halls.

At Mount Royal, there are many opportunities to find your place and become involved. Whether your interests are in academics, athletics, the arts, leadership through SRC, drama, clubs, or one of the many other activities available throughout the year, I encourage you to get involved. Try something new, find something you love, and make the most of your time here.

At the heart of our Mount Royal community is our commitment to **Truth, Honour and Wisdom**. These three words represent more than a motto, they are a guide for how we want to live, learn, and treat one another.

Truth means being honest, authentic, and accountable for our choices.

Honour means treating ourselves, others, our school, and our community with dignity, kindness, and respect.

Wisdom means learning from our experiences, making thoughtful choices, and understanding that we are always growing.

These values are reflected in our **Code of Conduct** and in the expectations we have for every member of our school community. We all play a role in creating a school where people feel safe, respected, included, and supported.

A great school is built by its people. We are a family, and we are a community. Students, staff, families, and community partners all have an important role to play in making Mount Royal a place where everyone can learn and belong.

Being part of a family means looking out for one another, celebrating each other's successes, supporting one another through challenges, and understanding that our actions affect those around us. We may have different backgrounds, interests, experiences, and goals, but we share our school and our community.

When we work together, listen to one another, show respect, and take responsibility for our part, we make Mount Royal stronger. Every Mustang matters, and every Mustang has something to contribute.

This handbook has been created to help you understand our school, our expectations, and the many opportunities available to you. Please take the time to read it carefully and refer back to it throughout the year. Understanding our expectations helps all of us contribute to a safe, welcoming, and successful learning environment.

Our staff are dedicated professionals who care deeply about your success and are here to support you along the way. In return, we ask that you take responsibility for your learning and your choices. Come to school ready to learn, be present and engaged, complete your work, ask questions, challenge yourself, and seek help when you need it.

Most importantly, be proud of who you are, be proud of your school, and be proud to be a Mustang.

Here's to a successful and rewarding year ahead!

Proud to be your Principal.

Shauna Pierce

Mount Royal Collegiate

Code of Conduct

The Staff and Students of Mount Royal Collegiate are committed to a school environment that promotes a sense of safety, belonging, and equality where mutual respect and the pursuit of learning are important components of our learning community.

This means we treat each person with dignity; speak with respect; honour diversity; honour individual rights tempered by the needs of the whole; celebrate our success; respect the personal space of others; and work toward our full potential.



We are a Following Their Voices School

The FTV Guiding Vision is:

Education that promotes accelerated learning for First Nations, Métis and Inuit students where learning is joyful, culture is affirmed and students are given real choice for their future.



BELL SCHEDULE AND DAILY ROUTINE

REGULAR SCHEDULE:

Period 1	9:00 – 10:04
Period 2	10:08 – 11:12
BREAK	11:12 - 11:24
Period 3	11:24 - 12:28
LUNCH	12:28 - 1:14
Period 4	1:14 - 2:18
Period 5	2:22 - 3:26

Early Dismissal:

Period 1	9:00 – 9:45
Period 2	9:49 - 10:34
Period 3	10:38 - 11:23
BREAK	11:23 - 11:36
Period 4	11:36 - 12:21
Period 5	12:25 - 1:10

Early Dismissal Dates:

- September 10 and 24
- October 8 and 22
- November 5
- December 10
- January 7
- February 8
- March 4 and 18
- April 15 and 29
- May 20
- June 10

STUDENT PROGRESS INTERVIEWS DATES

Interviews will be held four times throughout the school year on Friday, October 9th (no school), Thursday, November 26th (AM School – PM Interviews), Friday, March 12th (no school), and Thursday, May 6th (AM School – PM Interviews). Interviews on Thurs, Nov 26 and Thurs, May 6 will follow the Thursday Early Dismissal schedule with school in the morning and interviews in the afternoon. There is no school on Fri, Oct 9 and Fri, Mar 12.

STUDENT NOTICES

Members of the SLC read daily student notices over the intercom at the beginning of period 3. Notices to be included must be into the main office by **9:30 am** and must be initialed or emailed by a supervising staff member before they will be published.

UNSCHEDULED TIME DURING THE DAY

Students who have unassigned time during the day are encouraged to use it in productive ways. Students should not congregate in the halls or unsupervised spaces during class time. Students with unscheduled time during class hours should choose a following option:

- Library – the LRC is available for students from 8:15 – 4:00. It is a place where students may research, work on assignments, pursue leisure reading activities, or work in small groups. Students have access to computers if a class is not using them.
- Work Time Arranged with a Teacher – students may plan with a staff member to work in an area to complete projects and assignments.
- Leave the campus. All doors are locked around the building except for the main entrance.

NOON BREAK

- Cafeteria- Food is available to purchase during lunch. Students are welcome in the cafeteria space with the expectations of respect towards others and cleaning up after themselves.
- Gymnasium– Students have access to use the gymnasium during lunch hour with the expectations of respect towards others and being involved in intramurals.
- The LRC is supervised and available for quiet work everyday over the lunch break.
- Arrangements can be made with classroom teachers to work or eat in classroom spaces
- Many clubs and activities meet over the lunch break

CLASS TRANSITION TIME & BREAK

The times between Periods 1 and 2 and Periods 4 and 5 are designated as class transition time. This is for a quick washroom break, hydration/snack, and quickly move to your next class. You do not have time to exit the building. Students will not be permitted to leave the building during class transition time. Break time is set for after period 2 and before period 3. You are permitted to get some fresh air at the supervised area in the front of the school.

VISITORS

All visitors must sign in at the front office. Individuals who are providing rides for students are encouraged to wait outside of the school building. MRC students are not welcome at other schools during school hours unless previous arrangements have been made through school administration or supervising teacher. Students who do not attend MRC are not permitted in the building or on school property during the school day. School administration reserves the right to work with the police department when dealing with those individuals who choose to abuse visitor privilege.

MOUNT ROYAL STAFF

ADMINISTRATION

Mrs. S. Pierce – Principal

Ms. K. Clements- Vice Principal

TEACHERS

Anderson, K.
Avery, W.
Baumgarten, M.
Beattie, T
Bennett, S.
Booth, S.
Brushett, R.
Carrier, L.
Chartrande, C.
Chief, J.
Church, J.
Deconinck-Smith, E.
Dill, K.
Dupre, T.
Epp, T.
Fedrau, D.
Fisher, S.

Gerwing, M.
Gilbertson, J.
Haight, E.
Hale, T.
Hamm, A.
Holodniuk, E.
Howlett, K.
Jay, C.
Jenkins, T.
Johnson, A.
Larson, K.
MacMillan, L.
McCulloch, C.
McKay, E.
Michasiw, L.
Millar, D.
Moore, L.

Nagel, B.
Pavlin, J.
Pierce, Q.
Pilon, W.
Possberg, D.
Robinson, H.
Robinson, J.
Rovensky, V.
Simpson, C.
Smith, I.
Stead, R.
Tang, J.
Verbeem, J.
Wegner, M.
Wilcox, J.

CARETAKING

Jin, Z.
Horbay, L.
Rostata, R.
Zwack, J.

CAFETERIA

Islam, N.
Lambden, P.
Tran, N.

EDUCATIONAL ASSISTANTS/LRC/DRIVERS EDUCATION

Andreas, R.
Bell, C.
Csuka, B
Dutnall, A.
Jamshidi, M.
Javed, L.
Kurtenbach, K.

Lennox, R.
Loepky, S.
Lyttle, L.
Mager, J.
McLeod, K.
Misner, K.

Olson, Z.
Price, K.
Ticknor, W.
VanBuskirk, K.
Whitrow, R.
Wilson, C-A.

Classroom Complexity Teacher – Ms. M. Gerwing
Community School Coordinator – Ms. J. Mainville
Indigenous Student Advocate – TBD
RAP Facilitator – Ms. M. Johnston
BIRM Facilitator – Ms. J. Lerat

Student Services

School Counsellors

Ms. E. Demmans – Grade 12/RAC

Ms. M. Wagar – Grade 9, 10, 11

Student Services Assistant – Ms. E. Alamrani

In Student Services we:

- can help you choose classes, make timetable adjustments, and ensure you are registered for a pathway to graduation
- are available to listen and help with personal matters confidentially
- will help you troubleshoot college and scholarship applications
- can share information regarding opportunities outside of school
- are coordinated to assist students until they graduate, and work as a liaison with parents, teachers, administrators and other professionals

Front Office

Administrative Assistant – Ms. S. Brown

Reception/Attendance Secretary – Ms. D. Sollosy

The front office can help you with:

- school fee payments and fee information
- lost and found information
- extended leave forms
- attendance questions
- locks and lockers
- Driver Education information
- school announcements
- general information



SCHOOL RESOURCE OFFICER

The Role of the 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,
- 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 or warning diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

SEXUAL HARASSMENT POLICY

Saskatoon Public Schools is responsible for establishing policies for the protection of the human rights and dignity of employees and students. Sexual harassment of any employee or student by an employee or student is unacceptable and shall warrant disciplinary action and may be considered grounds for dismissal or expulsion. Saskatoon Public Schools also recognizes its responsibility to educate employees and students about sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Students/parents are encouraged to report incidents of sexual harassment to the principal, a counsellor, or a teacher. All Division policy on sexual harassment is intended to apply to situations between staff members or between staff and students. Harassment incidents between students may be dealt with through the legal system and/or school disciplinary procedures at the discretion of the principal. For more information, please see Administrative Procedure 451, which is available on our Division Website.

ANTI-RACISM POLICY

Saskatoon Public Schools recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural), is embedded in our society, and we support the ongoing commitment to the elimination of racism.

Individual acts of racism between students will not be tolerated in Saskatoon Public Schools. These incidents will be reported to school administration, who will follow up on all allegations of racism based on the response outlined below.

REPORTING

All members of the school community - including students, staff, parents/caregivers/ guardians have a duty to report any racist act.

- Students and parents/caregivers/guardians should report to teachers, school counsellors, school administrators or other school staff.
- Staff should report the racist act to school administration immediately.

RESPONDING

Individual acts of racism, stereotyping, and discrimination are not tolerated in Saskatoon Public Schools. Our staff will respond in the following manner:

- All staff involved will support the student who experienced the racist act by centering and prioritizing their feelings, needs, and voice.
- Parents/caregivers/guardians of the students involved will be notified.
- Response by schools should include explicitly naming the act as racist, followed by taking necessary steps in accountability.
- Restorative and collaborative approaches to responding will be emphasized, but only after responsibility has been taken.
- School staff will extend efforts to provide learning for the student who committed the racist act on the impact of their actions, and/or observers to the incident, and support from central office can be provided if requested.
- The views of the student who committed the act must be given due weight in context of the student's age and maturity, and/or special considerations such as any formal diagnoses impacting the student.
- The school-based administrator will follow division discipline procedures when implementing any consequences required for racism.

ATTENDANCE POLICIES AND PROCEDURES

Successful students are present, prepared for instruction, and are active participants within the classroom. Absences, regardless of reason, result in students missing activities and experiences which cannot be recovered. Consequently, we expect all students to attend their classes regularly and promptly so they might experience success.

ATTENDANCE IS DIRECTLY CORRELATED TO ACHIEVEMENT

A student is primarily responsible to their teacher for attendance. The parent/guardian should ensure the student attends classes and should inform the school of absences.

The Education Act states that children must attend school regularly and punctually. Teachers have a responsibility to see that a student who is habitually absent is advised of the consequences of their absence, and, if the problem persists, collaborate with parents/caregivers and the school administration to help the student solve the problem.

If a student has missed a class 5 times, the teacher will connect with the student and their caregivers. If a student misses a class 10 times the student will be brought to the attention of administration and additional education plans or conversations will take place. In addition to home contact, we may ask students to attend study sessions to make up for missed work.

ACCEPTABLE/NON-ACCEPTABLE REASONS FOR ABSENCES

With rare exceptions (i.e., court attendance, funeral attendance, death in family, medical appointments which cannot be scheduled outside of school hours), the only acceptable reason for absence is illness. Examples of unacceptable reasons for absences would be sleeping in, job-related absences, skipping classes, etc.

ATTENDANCE REPORTING

Call the attendance line (306-683-7805) to inform the school of the reason for a student's absence on the day they occur before 8:30 am when possible. Parents/caregivers are also able to log absences through Edsby. Absences for acceptable reasons will be cleared by the attendance secretary on the student's record (provided the call is made within a week of the absence), but parents/guardians need to know that the student's teachers are not ordinarily informed of this late clearance.

Parents/caregivers do not need to clear absences for any school-sponsored activity such as field trips, tournaments, or band trips. These will be documented as School Excused absences on Edsby.

LATE ARRIVALS

It is the student's responsibility to be on time and prepared for class. If a student arrives to school after the bell or is late for a class during the school day they will need to connect with their classroom teacher at the end of the class to ensure their attendance was changed from absent to late. If you are late and the door is shut please knock and wait for the teacher to open the door. Please enter the classroom quietly to ensure the least disruption to the class and the learning of others.

SIGNING OUT

Students who become ill or must leave the school for any other reason, must report to the office to sign out. Confirmation of an excused absence will need to be called in by a parent/guardian.

HOMEWORK REQUESTS FOR ABSENT STUDENTS

Students are responsible for all work and tests missed in accordance with individual teacher's expectations. Parents/caregivers are encouraged to Edsby message or email the teachers directly to get any missed work. Email addresses can be found on Edsby.

CHANGE OF FINAL EXAM DATES

Students must write final exams or attend final activities as scheduled at the end of each semester for all their classes. Final exams should be written at the time at which they are scheduled. In cases of unavoidable circumstances, requests for changes of the final exam must be forwarded to administration.

EXTENDED LEAVE

To avoid learning disruptions and a negative impact on student achievement, we ask that families prioritize in-class learning during the school year, and do not schedule vacations or lengthy family visits during periods when school is in session. While we recognize that learning outside of the classroom can be valuable, there is an impact on learning when students are away for an extended period.

Participation in classroom lessons and activities is required to meet curricular outcomes. It is difficult to respond to the academic needs of students who do not participate in classroom instruction. An extended absence from school may adversely affect the student's mark on evaluation of course content and subject-specific skills covered during the absence. Extended leaves may also result in a student not graduating on time.

Students who will miss 5 or more days of school must obtain a form from the main office prior to the absence. This form must be signed by all teachers and parents prior to its return to an administrator for approval.

Students who will miss more than 10 days of school must meet with an administrator well in advance of their absence.

When students are going to be away for extended periods of time, administration and counsellors want to work with students to create a plan in advance of their absence. Some adaptations include (but are not limited to):

- Re-timetabling courses to the next term
- Reduction of courseload
- Online courses through Sask DLC
- Summer School
- Attending a collegiate with quarter term classes prior to absence/upon return

It is up to the student and family to take responsibility for student learning during a student's absence. Teachers are not required to provide distance learning, nor to provide instruction for content missed by a student upon their return from an extended absence.

Students who are absent for more than 20 consecutive school days may be taken off-roll as per the Ministry of Education and school division procedures.

PROTOCOLS FOR TECHNOLOGY USE

Use of Saskatoon Public Schools educational technology is governed by the following administrative procedures:

- AP139 - Use of Smartphones/Personal Technology
- AP140 - Computer/Online Services Responsible Use
- AP141 – Social Media and Online Posting

INTERNET ACCEPTABLE USE PROCEDURES FOR STUDENTS

- Access to the Internet is an individual privilege, not a right. Any students who violate these guidelines will have their access removed for such period of time as is deemed appropriate by a teacher, or school administrator.
- Generally, a student's conduct on the Internet is governed by the same expectations which guide their behavior at school.
- All incidents of accessing inappropriate material will be handled according to the Saskatoon Board of Education Internet Acceptable Use Procedures and Centennial School guidelines.
- Students will not use the Internet for purposes other than those requested by a teacher.
- Students will not create, distribute, download or save any text, sounds, graphics or other material which are obscene, harassing, racist, malicious, fraudulent, libelous, or which may affect the integrity of a computer or computer network.
- Students may not attempt to read, copy or change files or passwords belonging to other people, either locally or on the Internet unless authorized to do so by the individuals.

DRIVER EDUCATION

This course is offered several times during the school year. Students must meet the age requirement of 15 years and have a SGI Customer Number to be eligible. Please pick up a Mount Royal School Driver's Education Personal Information and Consent Form if you wish to be placed on the waiting list. These forms are available at the office. This class is filled oldest to youngest. Once the student has been selected to participate in a Driver's Education class, communication will be sent through Edsby. To be enrolled in Driver's Education, you must be attending your regular classes. Commitment involves six weeks of lunch hour classes. Students cannot be in Special Physical Education, the Musical, and Driver's Education in the same semester. It is the decision of the Driver Education Department under the umbrella of Saskatoon Public Schools that a **“student who has attended Driver Education in the current school year and has dropped out on their own accord or has been removed due to poor attendance will be financially responsible to take a Driver Education Program privately in order to obtain a Driver Education Certificate”**. Further information may be obtained from the Driver Education Manager at the Saskatoon Public Schools office at (306) 683-8268.

GRADUATION

School-Based Graduation Requirements

To be able to graduate, students must satisfy the following requirements:

Be registered in Grade Twelve.

- Have not previously participated in a secondary school graduation;
- Have paid all school fees.
- Have completed all Grade Twelve Saskatchewan Learning requirements.
- Minimum of 24 credits.
- All compulsory Grade 10, 11, 12 courses as outlined in the Course Selection Booklet.

If a student is unsure of graduation status, it is the **student's** responsibility to contact a counselor.

Please Note: Students who have completed 23 credits and have a plan for completing the learning requirements may take part in the school planned graduation ceremony.

The graduation ceremony is a time to celebrate all students. The actions of graduates must be positive and supportive to all grads. Students that do not adhere may be removed from the ceremony.

All grade 12 students are invited to take part in the parent led after graduation celebrations.

SPSD Graduation Awards and Honour Roll

Calculations for awards will follow the guidelines in our division's AP 321. Both honour roll and general proficiency award requirements are listed below.

General Proficiency Awards

Grade 12 – Required Courses for Calculation

English 30 or Français 30

History 30 or Indigenous Studies 30 or Social Studies (French)

One Math 30

One Science 30

Two electives at 30 level

* Final marks from all Level 30 courses completed by a student will be included in the calculation, regardless of whether the courses were completed in Grade 11 or Grade 12. To qualify for the award, students must successfully complete at least six courses during their Grade 12 year.

Honour Roll

Schools may recognize student academic achievement through an honour roll calculated at the end of each school year.

Honour roll standing is determined by the student's average across all eligible courses (minimum of six courses) in that year and calculated to one decimal place.

The levels of honour roll are as follows:

Honour Roll (Distinction)	79.5% - 89.4%
High Honour Roll (Great Distinction)	89.5 % and above

Eligible courses include all courses taken during the current school year, including online courses provided by Saskatchewan Distance Learning (SaskDLC), for which a percentage grade is assigned. Pass/fail courses and audited courses are excluded from the calculation.

Schools may recognize honour roll students in a manner consistent with their school community. Students who transfer between schools within the division or from outside the division during a calculation period may have their honour roll eligibility determined by the receiving school using all available marks from both schools.

GENERAL INFORMATION

LOCKS AND LOCKERS

Each student provided with a locker is responsible for ensuring that their locker is kept in good condition. Combination for locks must not be shared with any other student. The locker is to be a secure place for student property and students must use the locker issued to them. MRC cannot guarantee secure lockers and carries no insurance on student property. Lockers remain the property of the school and are subject to inspection, without notice by school authorities.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycle racks are provided to which bicycles may be locked. Bike theft is a recognized issue, and the school can assume no responsibility for bicycles. We suggest using 2 effective locks to deter theft. If a bicycle is stolen, it should be reported to the vice principle as well as to the police. Skateboards, longboards and other similar transportation brought to the school must immediately be placed in lockers. You will not be allowed to carry them to classes. In the interest of safety, we asked students refrain from using the sidewalks on school property for skateboarding.

PARKING

We do not have a parking lot for students on the school grounds. Students can park along Avenue V or W. The “Visitor” lot is for school board vehicles and visitors who must register in the Main Office. Staff parking is reserved for school board employees only. Students parked in zoned parking on campus may receive a parking fine. MRC nor the school division accept responsibility for students, cars or their contents. Students must obey city bylaws when parking in the neighborhood and not block driveways or otherwise inconvenience residents. Commissioners frequently patrol this area and hand out tickets. Students are reminded that there are parking restrictions around the collegiate.

STUDENT PHOTOS

General student fees cover the cost of the student’s identification card, yearbook picture and pictures for office and guidance files. Pictures will be taken early in the school year, students who are absent for the original photo session must wait for retakes and will therefore experience a delay in obtaining the student card. (Colour student photo packages may be purchased in the fall).

LOST AND FOUND

Lost and Found operates out of an area near Student Services. Small, valuable items should be turned in and/or claimed from the main office.

SCHOOL NURSE

Students have access to an SHA school nurse in Room 1622. Schedule will be posted on the door.

HEALTHY LIFESTYLES

To comply with both municipal and provincial legislation Mount Royal Collegiate is a non-smoking/non vaping campus. Students, parents and staff agree that schools must be smoke free to promote healthy life habits. Students wishing to stop smoking or vaping are encouraged to see our school nurse or counsellor for options and educational materials on smoking or vaping cessation. Consequences for student use or possession of illicit substances may include notification of parents and law enforcement officers, suspension, transfer, or expulsion from Mount Royal Collegiate; and enrollment in counseling or rehabilitation program.

We expect students to arrive at school and school related activities prepared to participate and contribute to the best of their ability. The use of alcohol, tobacco, or non-prescription drugs does not permit this to happen. Possession, use or trafficking in illegal substances will result in our School Resource Officer’s involvement.

CHANGES TO TIMETABLES

Students are encouraged to take advantage of the diversity of programs offered at Mount Royal by enrolling in the maximum number of classes each semester. Students are expected to study the courses they chose during course selection and subsequently scheduled. Course selection changes after the course selection process are limited and not guaranteed.

Students who wish to drop a class may do so provided they have the permission of a counselor, the class teacher and administrator, and a parents/guardian.

Changes will be made when possible if the parent/guardian agrees that such changes are in the best interest of the student. Please note that when students drop semester one courses, there are no assurances that rescheduling that course in semester 2 can be accommodated.

PART-TIME ONLINE COURSES (SASK DLC)

Whenever possible, SPS recommend that students take classes in-person.

Exceptions to this would be as follows:

- the student is unable to take a course in their schedule due to a timetable conflict.
- the student enjoys online learning and exemplifies the criteria of a successful online learner.
- the student is interested in taking an online course that is not offered at their collegiate and is offered by SASK DLC
- the student requires some flexibility in their schedule and can achieve this by taking a course online.
- taking online classes supports the student's mental or physical health needs.

Students in SPS will be approved for a maximum of one online course each semester. Students registered at MRC for the 2026-2027 school year must register for any DLC courses before **November 12** in semester one, and **March 2** in semester two.

- There may be exceptions when taking more than one online course supports a student's mental or physical health. Counsellors will work with families and the school team to determine when this is appropriate.

SPS students will not be permitted to exceed five classes per semester (students may not sign up for an additional course online and carry six classes per semester).

- the only exception to this will be in the year of graduation when a student would be permitted to carry six courses with one being online in order to graduate on time.

Only grade 10 to 12 students are permitted to take part-time online courses. Students in younger grades will not be approved for courses in grade 10 or beyond.

International students must receive approval to take online courses from the supervisor of Saskatoon International Education.

SPS students are not permitted to take part-time online courses from an option other than Sask DLC. The Sask DLC was developed to provide online courses to students in public school divisions in Saskatchewan.

Dual credit courses

- SPS students who choose to take dual credit courses are responsible for the additional fees associated with the course(s). This aligns with Sask DLC policy and with Administrative Procedure 223.

WEIGHT ROOM

MRC offers an outstanding fitness facility that students can access at lunch. Arrangements can be made for supervised time before and after school. The space is free to use and open to all students.

STUDENT AND LIBRARY CARDS

All students will be issued a student card. This card entitles the student to a student rate on transit buses and will admit students to school activities. This card is also the student's library card. If a card is lost, the student should see Ms. Brown in the main office for a replacement.

CLEAN SCHOOL PROGRAM

Mount Royal Collegiate is very proud of our tradition as a clean school. Students work with the caretaking staff to keep the school and school grounds clean. Recycling containers are available in classrooms and hallways. The goal is to have the cafeteria, all hallways, and the school property free of garbage.

RESTORATIVE ACTION PROGRAM (RAP)

RAP provides supports and services to all students who are experiencing conflict. Conflict could take the form of bullying: cyber bullying, harassment, fighting, peer relationship conflict, family relationship conflict, dating relationship conflict, internal conflict, decision making, violence and criminal behavior.

The RAP worker role is to provide:

- Education and prevention resource is about conflict and managing conflict.
- Supports and interventions, such as mediation and one-on-one counseling, to help students deal with conflict.
- Supports that reconnect students that their school, family and community.

The RAP Worker is available Monday through Friday from 8:30 am until 4:00 pm in Student Services. Students are encouraged to make an appointment outside of class time. Students experiencing crisis related to conflict may access support in Student Services or the main office.

EMERGENCY PROCEDURES

EVACUATION AND FIRE DRILL PROCEDURES

Fire drills at regular intervals are required by law and are an important safety precaution. The procedure is posted in all classrooms. When the fire alarm sounds, students must leave their books behind and are not to retrieve a coat. Students are to exit according to the route posted. Walk quickly, but do not run. When outside, move far away from the doors so that others may get out easily. Proceed to a safe location designated by the classroom teacher and listen carefully to their instructions. Attendance will be taken, and this information will then be communicated to designated staff members. Students may return to the school only when the three all-clear bells sound.

SHELTER-IN-PLACE/LOCKDOWN PROCEDURES

A few times each school year, students and staff will practice shelter-in-place/lockdown procedures to ensure that everyone is prepared for a situation where students and staff are asked to remain in classrooms during an emergency situation. Teachers will discuss the importance of these procedures with students before and after the practice sessions.

LIBRARY PROCEDURES

Hours

The library is open Monday to Friday from 8:15 to 4:00.

To access Mount Royal Collegiate's Library card catalogue at home or at school:

<http://secondarylibguides.spsd.sk.ca/mountroyal>

Borrowing

No more than 4 fiction loans can be borrowed at a time. All other borrowing will depend on classroom demand and availability and will be determined at the discretion of the teacher or technician.

Loan Period

Books - two weeks. AV equipment can be checked out, but collateral must be given at the circulation desk.

Renewals

Materials may be renewed several times provided there is no other student or teacher request for the material. All items must be brought to the library to be renewed.

Security System

The library is outfitted with a security system. All library items if not checked out will set off the alarm. Personal items will be checked for library books by staff before exiting the library.

Textbooks

Textbooks are issued through the library. All textbooks must be returned at the end of each semester in order to be issued new textbooks for the following year. Students are responsible for the replacement cost of textbooks if they are damaged or lost.

Overdue Material

While there are no fines for overdue materials, a student's borrowing privileges, and computer account may be limited for not returning or renewing borrowed items in a timely manner.

Reserves

Any item out on loan may be reserved by a student by making a request at the circulation desk.

Computer Use

Student behavior on library computers must be in accordance with the Saskatoon Public Schools' Internet Acceptable Use Agreement. Due to limited bandwidth, students can only access YouTube for school-based projects. Social networking platforms and online games are not allowed to be used during the school day.

USE OF CELL PHONES

In August 2024, Saskatchewan's Ministry of Education directed all Saskatchewan school divisions to develop procedures that prohibit the use of personal electronic devices during instructional time in K-12 classrooms. Accordingly, Saskatoon Public Schools has updated its related procedure: AP 139 – Use of Personal Electronic Devices.

Summary of the updated administrative procedure:

- Personal electronic devices shall be out of sight and on silent mode during instructional time. Smart watches may be visible but not accessed during instructional time.
- Exemptions may be approved by the principal for students who require a personal device for a specific medical condition, or documented accommodation related to additional needs.
- In grades 9-12, teachers who wish to use personal electronic devices for a specific instructional purpose with students must request an exemption and gain approval from the principal.
- Principals maintain the right to make decisions about the use of personal electronic devices during non-instructional time (eg. lunch).
- All school staff will continue to model appropriate use of their personal devices to support student safety, classroom learning, assessment and communication with families.

Teachers will develop norms and procedures for the use of technology in their classrooms. Students who do not follow procedures may lose the privilege of having their cell phone on school property.

Consequences for non-compliance:

1. Phones are allowed in the classroom for educational purposes only, at the discretion of the classroom teacher. Phones are not to be used when a student is finished their work.
2. Teachers will give one warning to students if a cell phone is being used inappropriately. The classroom teacher will put a note on the student panorama page of Edsby.
3. On the second offence the student must turn their phone in to the teacher for the remainder of the class period. Families will be informed by the classroom teacher, and the teacher will put a note on Edsby.
4. On the third offence the student will be asked to bring their phone to a vice-principal where a conversation will be had, and a parent/guardian will need to pick up from the office at the end of the day. Administration will contact the family, and the administrator will put a note on Edsby.

MUSIC-PLAYING DEVICES

The use of music-playing devices (phones, etc.) during class time will be left to the discretion of individual teachers. In classes where these devices are not allowed, the consequences for use are the same as those for use of cell phones.

PUBLIC/PERSONAL BEHAVIOUR EXPECTATIONS

Mount Royal has established the standards of behavior to influence the development of positive values and social skills. These are necessary in a learning environment that fosters commitment to excellence and growth.

It is expected that every member of the Mustang family - students, teachers and support staff - will help maintain a safe, friendly and orderly place for learning. Individual teachers and departments may have rules and expectations that will be communicated to students at the beginning of each semester.

Students are expected to represent Mount Royal honourably to our community. Students engaging in disrespectful behaviour in and around surrounding community and businesses will face consequences at the school.

Swearing, blasphemy and coarse language have no place in any school setting or activity. Public displays of affection such as cuddling, kissing and similar intimate behaviors are not considered appropriate school behaviors. Common courtesy should be the basic rule that guides all students.

BULLYING

Bullying shows a serious lack of respect for others and will not be tolerated. Bullying can be generally defined as the use of aggression, intimidation, or cruelty with the deliberate intent of hurting another person physically or emotionally. Bullying causes pain and stress to the victim. Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or similar rationalizations. The victim

is never responsible for being a target of bullying. Bullying includes the use of Internet (Cyber Bullying) to cause pain and stress to another person.

Bullying report/Response procedures:

- All bullying incidents should be reported immediately to a staff member.
- The staff member will record all reported bullying incidents and report to administration.
- Parents of both the victim and perpetrator will be informed.
- The bullying behavior or threats will be investigated quickly and fully; both the victim and perpetrator will be informed that the behavior must stop immediately. The bullying perpetrator will meet with the school counselor or administrator and their parents/guardian to learn appropriate means of changing behavior and determine appropriate means of reconciliation and appropriate consequences.

RESPECT FOR AUTHORITY

All members of the MRC family are expected to behave in ways that show respect for individuals, peers and staff members. Defiant and belligerent behavior including: the use of profanity, refusal to accompany a staff member to a designated area, refusal to comply with a reasonable request from a staff member, is a violation of the right to a safe work environment.

Any student who is asked to leave a class for disciplinary reasons must immediately report to the main office.

RESPECT FOR OTHERS

Mount Royal Collegiate should be a safe and healthy place for all students. The Saskatoon Public School Board has adopted an anti-harassment policy to ensure that schools are safe. Thus, any students found fighting, threatening, intimidating, or harassing other students, or any students found in possession of a weapon of any kind (whether considered legal or not) will be sent home and law enforcement officers, along with the student's parents/guardians, will be notified. Students who feel they are in conflict with others are encouraged to see a counsellor, administrator, RAP Worker or teacher for help in working towards a solution to the conflict.

RESPECT FOR PROPERTY

Students are responsible for taking care of their personal property including resources and equipment assigned to them by the school. Backpacks should not be left in hall lockers during physical education classes. Large amounts of money or valuables such as jewellery or portable stereos should not be brought to school. The school carries no insurance on student property and cannot guarantee secure lockers.

Theft and vandalism are intolerable. A student who is guilty of theft or vandalism will be subject to appropriate consequences as determined by administration, with the guidance and involvement, as needed, from the School Resource Officer.

STUDENT DRESS

Our schools work to ensure students have a safe, equitable, welcoming and inclusive school environment. We recognize that decisions about dress reflect individual expression or identity, socio-cultural norms, economic factors and are personal and important to an individual's well-being and health.

Students **must not** wear clothing, which undermines the division's commitment to a safe and inclusive learning environment. This includes:

- Clothing that promotes the use of tobacco, drugs or alcohol;
- Clothing that advocates illegal activity;
- Clothing, insignias, symbols or adornments that denigrate or promote hatred of a person or persons, including but not limited to clothing that denigrates or promotes hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and/or expression or age;
- Clothing which contains profanity, pornography, or obscene images.

Other than for religious purposes, health and safety requirements, or where required to accommodate a disability, students must not wear clothing which obscures their face.

Basic Principle: Certain body parts must be covered for all students

Clothing listed below must be worn in a way such that private areas of the body are covered with opaque material.

Students **must** wear:

- Shirt/top: Undergarments may not be substituted as a shirt
- Bottom: pants, shorts, sweatpants, skirts, dresses, leggings
- Shoes

ACADEMIC INTEGRITY

Honesty and responsibility are key values promoted by administrators and staff of MRC, and by all other schools in the Saskatoon Public School Division. Our code of conduct outlines values of working toward our full potential and the pursuit of learning. Academic dishonesty does not reflect these values.

Breeches of academic integrity (cheating) include:

- using or possessing unauthorized information in exams
- gaining unauthorized assistance in exams
- concocting or distorting results from: labs, shops, projects or reports
- using the work of another as one's own
- using unfair mechanical or technological advantages
- aiding another student's dishonesty
- using AI where no AI assistance is expected

Parents/guardians and administrators will be informed of any instances of cheating. To avoid confusion, students should check with teachers regarding their expectations about assignments.

PLAGIARISM PROTOCOL

It should be noted that plagiarism can be easily avoided. Most students are honest and play fairly. Plagiarism is the act of taking any portion of a published work or another's work and submitting it as one's own without giving credit to the original author(s) or using AI generated work and submitting as one's own. Plagiarism is a serious offense because it is dishonest on both a personal level and an academic level. On a personal level, it shows a dishonest individual who cannot discipline himself/herself to complete academic undertakings. Plagiarism indicates that the plagiarist cannot properly research and/or use academic citation.

CONSEQUENCES FOR PLAGIARISM

1. If a teacher discovers that a student has plagiarized class assignments, the following are potential consequences:
 - write another version of the assignment, free of plagiarism, for a mark that is a portion of the assignment's original value
 - if a student has copied the work of another person directly and the teacher can trace the original source in whole or in part, then the student may receive a mark of zero for the assignment
 - if a student is found copying course work, regardless of what subject area the course work is in, the work may be confiscated by the teacher, and the student may receive a mark of zero for the homework; the student who lent homework for copying may also experience consequences dependent upon the degree of collusion
 - if students copy one another's work and submit this course work for individual evaluation, then these students may receive a mark of zero for the assignment
2. Until the situation is resolved, the student(s) involved may receive a mark of zero for the assignment.
3. If the student has plagiarized, then she/he may not be eligible for a subject award in the academic year in which the plagiarism occurred.

ATHLETIC TEAMS AND EXTRA-CURRICULAR CLUBS

All Mount Royal Athletic teams and clubs are a part of the school's extracurricular program. Participants are expected to demonstrate good sportsmanship and be good ambassadors of our school at all times. Players and parents can expect coaches and club leaders to clearly set out the expectations they have at the beginning of the activity.

Be informed of sports and club events in our school by:

- Listening to student notices
- Finding information posted around designated areas in our school
- Following posts electronically on our school portal under student announcements
- Watching for information on television screens
- Speaking directly to a physical education teacher for the name of the coach in your area of athletic interest
- Edsby group

OUTSIDE AGENCIES

Family Service Saskatoon.....	(306) 244-0127
Kids Help Phone.....	1-800-668-6868
Kids Help Text	CONNECT to 686868
Centralized Intake ~ Mental Health and Addiction Services....	(306) 655-7777
Mobile Crisis.....	(306) 933-6200
Navara Community Connections	(306) 244-7773
Saskatoon Open Door Society.....	(306) 653-4464
Rapid Access Counselling	https://launch.caredove.com/ccsyouth
Sexual Assault Information Centre.....	(306) 244-2224
Social Services.....	(306) 933-5961
White Buffalo Youth Lodge.....	(306) 653-7676
811 Healthline	811
211 Saskatchewan Services Helpline.....	211

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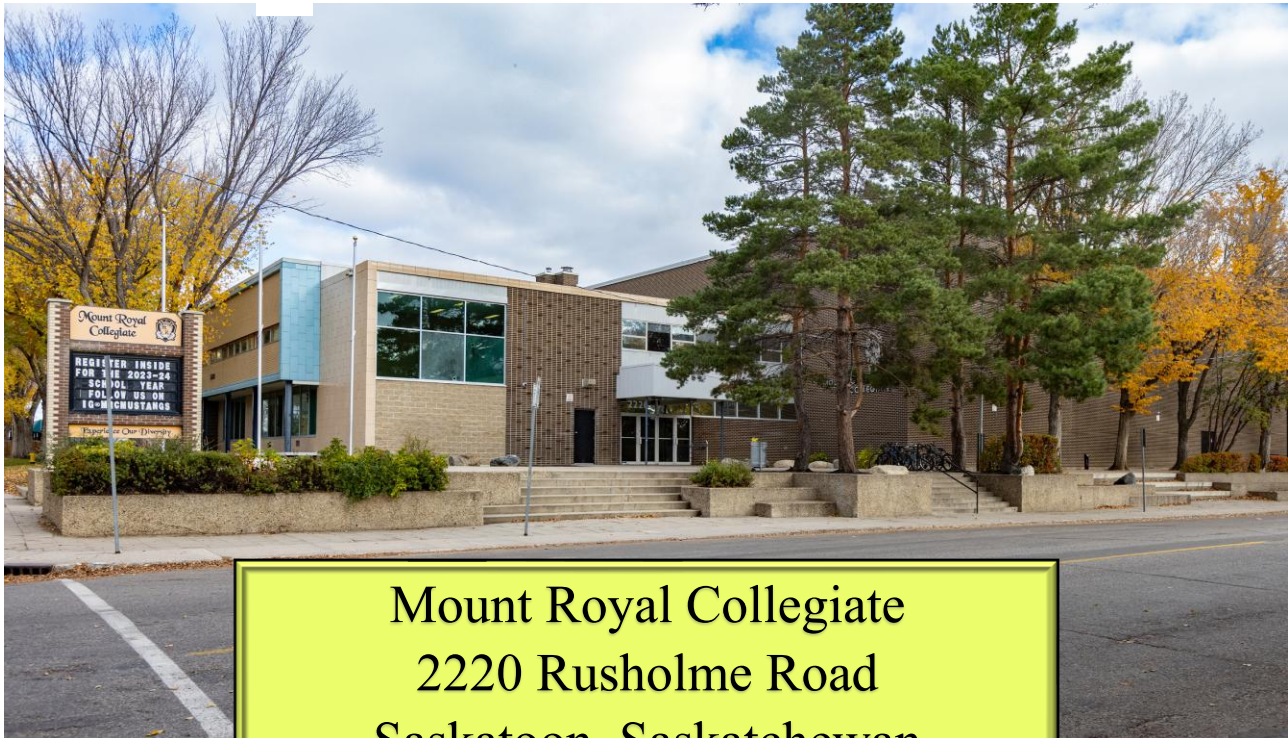
	Stat Holidays
	No Students - PD/Operations
	STA Convention
	First Day for Students
	Early Dismissal/Parent Teacher Conferences
	No School - Students/Teachers
	CDM/Parent Teacher Conferences
	Early Dismissal Days
	Final Assessments



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