Mount Royal Academy

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Family Handbook
2026 - 2027

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I. Introduction

Dear Families,

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

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

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

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

Yours Truly in Christ,

Derek Tremblay
Headmaster

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 liberal arts curriculum is classical in that we appreciate the developmental stages of our students and use that understanding when making important curricular decisions. In the elementary years, the focus is on developing a strong foundation in phonics, reading comprehension, writing, spelling, penmanship, grammar, Latin roots, 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 junior high and high school, students study in this liberal arts classical approach by reading challenging Great Books, analyzing the authors' worldviews and the books' themes and supporting details, evaluating their transcendent truths, measuring them in light of errors; comparing them with Natural Law, the Church's teachings and Scripture; and relating these truths to the students' real life experiences. This in-depth study, illuminated by our Catholic faith, makes Mount Royal's academics unique in many ways. The high school offers college-preparatory math, science, literature, history, and foreign languages; as well as theology, art, choir, and physical education.

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

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

Virtue Formation 2026 - 2027

The cultivation of virtue in pursuit of the highest ideals of human living can be traced all the way back to the ancient Greek and Roman civilizations. Prior to the coming of Christ, perhaps the best articulation of virtue was offered by Aristotle. He taught that the attainment of happiness consists in virtuous living and contemplation of truth. In order to contemplate truth, the soul must have command over all rational and emotional powers. The cultivation of virtue is the means to that end.

Christianity recognized the natural goods discovered in the great thinkers of the ancient world and unpacked the deeper meaning of virtue infused by God's saving grace. Fr. Ambrose Gardeil, a French Dominican, wrote beautifully on St. Thomas Aquinas and moral theology. He offered profound insight into the life of virtue. In *The True Christian Life*, he distills the ultimate goal of the life of grace as, "the intimate indwelling of God in the souls of the just." This means that the very divine life that God lives within himself is brought to life in the soul. The grace of God elevates human nature so that virtuous living takes on a supernatural character. The theological virtues of faith, hope, and charity are infused in the soul and the moral virtues of prudence, temperance, justice, and fortitude are divinized. God's divine life dwells within the Christian soul "so that he may stir up and provoke" his own divine activity within us. By the grace of God, human action takes on a supernatural character. This is the work of God alone and we only aspire to be willing subordinates to his work. God merely waits for our free acceptance of this gift.

What this means is that our moral life must be interpenetrated by our spiritual life. The moral life of each one of us is best

understood in terms of the pursuit of virtue in all our activities. Morality is grounded in the idea that one must choose good and avoid evil. Virtue means moral perfection and is acquired through effort. The task is to seek excellence in every chosen activity on a daily basis. Perfection only exists truly in God, who is the plenitude of perfection in every way imaginable. Therefore, the perfection of virtue in each person is only possible through transformation in Christ, by his grace.

This is the belief that informs our mission to live virtuous lives and invite our students and their families to cultivate virtue throughout the school year. Student planners for junior high and high school are infused with virtue education. The design of the planners includes a new virtue each week. As students track their assignments, they will have an opportunity to focus on one particular virtue each week. These planners are published by Open Light Media. As a school for the whole family, we hope that parents will also benefit from this resource. Our educational efforts are accomplished in partnership with you.

The garden and elementary students will focus on one virtue each month, since it is developmentally more appropriate for them. Through the grace of God, we will together pursue a life of virtue and lasting happiness.

Garden and Elementary Virtue Sequence

2026 - 2027

September: Prayerfulness

October: Docility

November: Orderliness

December: Charity

January: Perseverance

February: Circumspection

March: Meekness

April: Magnificence

May: Gratitude

Board of Directors
Thomas Broom, Chairman
Bernard Towne, Treasurer
David Thibault
Fr. Michael Sartori
William Hoyt
Andrew Nadeau

Headmaster
Derek Tremblay

Academic Dean
Lisa Sweet

Liturgical Life Director
Matthew McMenaman

Athletic Director & Physical Education
Brandon Crummer

Theater Directors
Wesley Becklo & Annie Hamilton

Office Manager
Stephanie Cappiello

Faculty Members

Nicole LeBlanc	Pre-Kindergarten
Raenee Luck	Pre-Kindergarten
Catherine Hogan	Kindergarten
Jacqueline Diebold	1st Grade
Robin Moorehouse	2nd Grade
Christine Puksta	3rd Grade
Debbie Nelson	4th Grade
Jill Rose-Fish	5th Grade
Elizabeth Boisvert	Lead Resource Teacher
Grace Mather	Resource
Joanne Bilodeau	Resource
Marie Becklo	Lead Catechist & Resource
Rose Williams	Catechist & Resource
Grace O'Brien	Resource, Humanities, & Aftercare
Katherine Yost	Sacred Choir
Byron Hamilton	Fine Arts
Joanne Laslie	Elementary Music
Ambrose Bean	Humanities
Paulina Bean	Humanities
Wesley Becklo	Humanities
Magdalena Dajka	Humanities
Audrey Herrington	Humanities
Jacinta Hogan	Humanities
Bianca Magnell	Mathematics & Science
Matt McMenaman	Humanities
Kelly Ouellette	Mathematics & Science
Christopher Whitty	Science

Office Hours

The school office is open from 7:30am to 3:00pm each school day.

School Hours

The school day begins at 8:00am and ends at 2:25pm.

Pre-K students attending for a half-day are dismissed at 11:30am.

Visitors

All visitors to the school must check in at the office in the elementary school or with a school administrator. Visitors include parents, guests, and prospective families. If you would like to meet with the Headmaster or a teacher while school is in session, please call to schedule an appointment prior to your visit.

Weather Information and Emergency Alerts

School cancellations and emergency alerts are announced by e-mail or text through our Student Information System (SIS; Alma).

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

Academic Calendar

****Accessible on Alma****

II. Administrative Policies

A. Administrative Organization

Mount Royal Academy's governing body is its Board of Directors. These members are ultimately responsible to maintain Mount Royal Academy's Catholic identity and to approve the school's budget, policies, staff, curriculum, and facilities.

B. Admissions Procedure

After initial contact is made between the prospective family and the Admissions Director, the family is invited to tour the campus and schedule a shadow day. Applications are submitted to the SIS and reviewed by the Admissions Committee. A completed application includes the two most recent years of academic background (if applicable), letters of recommendation upon request, and payment of application fee. Applications are accepted on a rolling basis and families will be notified beginning in March.

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

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

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

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

D. Financial Policies

Each year our school board prepares a Tuition and Fee Schedule for the following school year. Returning families are asked to re-register in February. All families are eligible to apply for need-based financial aid, and must do so by April 15th.

Students will not be allowed to re-enroll for the next academic year until all account balances are paid in full, or a payment plan is established. If a family has an outstanding tuition balance, students may not be eligible to take final examinations.

All families must sign an enrollment contract before the start of school.

E. Registration Procedures

Returning families must register by the communicated deadline. This helps school leadership appropriately and prudently plan personnel and resources.

Families must also submit all of the required paperwork before October 15th. This includes health immunization records and/or current physical documentation. Parents may opt to submit a religious exemption form.

F. Transfer/Withdrawal

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

1. Complete an exit interview with a member of school leadership
2. Pay all outstanding fees and tuition.
3. The student's official transcripts and/or academic records will then be released or forwarded.

G. Student Records

Unless otherwise specified by parent(s)/guardian(s), a student's records will be made accessible to all Mount Royal Academy faculty and administration. Information from a student's records will not be made available to outside agents without the

written permission from a parent/guardian or the student (18 years or older), or if required to do so by court order.

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

H. HEART

HEART is an organization that facilitates parents, faculty, and administration working collectively to support the school community and student body. All parents are encouraged to participate in HEART.

HEART works closely with the school's administration and staff to organize and support many of the fundraisers, programs, activities, parties, and class trips throughout the school year.

HEART is a self-governing body led by the parents. HEART may appoint a delegate to attend scheduled Board meetings to communicate on behalf of the parents directly to the Board. This also serves as a formal instrument for grievance resolution.

I. Athletics

Mount Royal Academy offers interscholastic sports teams according to student interest and coach availability. MRA is a member school of the New Hampshire Interscholastic Athletic Association (NHIAA). Elementary and middle school athletics programs compete with local teams/schools. We also allow home-schooled students and other local school students to join our teams if eligible. Students are required to return team uniforms at the end of the season, or they will be charged the cost of replacing the uniform. All student-athletes, parents, and coaches are required to read Appendix A.

Any student athlete carrying a grade below 70 (C), in any class, will be given two weeks to improve the grade, after which the student may be declared academically ineligible or reinstated for play.

If a **junior high or high school student** athlete is staying on school premises after school hours until the start of a game or practice, it is expected that the student will remain in the high school building. The time should be used for homework completion; behavior will be appropriate and in conformity with school expectations.

J. **Ski Program**

Each January and February, students in grades 1-12 have the opportunity of skiing/snowboarding as an extension of our physical education program. Information will be sent home regarding the costs and schedule of the program. Parents assume responsibility for their children when participating in the program. The availability of the program will depend on the offerings from local mountains.

III. Attendance Policies

A. Arrival and Dismissal

Morning arrival takes place between 7:40 - 8:00am. Arrival later than 8:00am is considered tardy. Students may not arrive before 7:40am. Dismissal for Garden students without older siblings is from 2:15 - 2:25pm. Students in grades 1-12 are dismissed beginning at 2:25pm. All students should be picked up by 2:45pm.

When dropping off and picking up students, parents are requested to enter by the first driveway (on the far right), circle counterclockwise around the parking lot, and exit through the second driveway. The lane on the right is the drop off and pick-up lane. The lane on the left is the pass through lane. Please do not park in the parking lot unless you are assisting in an afternoon activity (sports, for example), or unless you have a scheduled appointment with a staff member. Parents are expected to stay in vehicles to make sure that when their children are dismissed, they can leave the parking lot safely and quickly. Please do not park on the road in front of the school. In short,

1. TWO lanes exist: the right hand lane is for dropping off and picking up; the left hand lane is for driving through.
2. No vehicles should be parked during arrival or dismissal.
3. Please do not drop off or retrieve students in the drive through lane.

4. If you are waiting in the drop off or pick up lane, always move forward as soon as space allows. Do not drop off or pickup in front of high school and impede the drop off lane. Always move as far forward in the line as possible.

B. Student Drivers

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

Students may not drive other students during school hours. Student drivers may not leave campus, unless prior parental permission is provided to the office manager; student drivers are expected to remain on campus for the duration of the school day, unless attending college classes off site. Students in 12th grade may leave campus if they do not have class scheduled. They must notify the main office when they are going to leave campus. Accommodations may be granted for Extended Learning Opportunities. All student drivers must abide by the attendance policy; tardiness or early departure requires visiting the main office for documentation. Student drivers who do not abide by the policy will lose the privilege to drive to school. Unsafe driving may result in loss of privilege. The fee is not refundable.

Parents who allow their children to ride to and from school in vehicles driven by high school students must submit written permission to the main office.

C. Attendance

Regular and punctual attendance is essential. If a student is consistently late or absent from school, valuable class time is lost. Excused absences are granted upon parental notification. If your child is absent, please call or email the office manager with the reason for their absence. Absent students can find lesson plans and assignments on Alma.

In order for a student to be eligible to participate in co-curricular activities that take place after school, the student must report to school before 10:00am.

D. Tardiness

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

E. Early Dismissal

If a student needs to leave school early, the parent must inform the office manager.

F. Excessive Absence

Students who are excessively absent for excused and unexcused reasons, may be subject to an academic review, resulting in a credit recovery plan, if needed.

G. Injury/Illness

Parents will be notified if a student becomes ill or injured during school hours.If emergency care is required, the school retains permission to treat when parents or emergency contacts are not accessible

Students who are absent from school due to an illness must be fever free (unmedicated) for 24 hours before returning to school. Students experiencing stomach virus symptoms must likewise be symptom free (vomiting or diarrhea) for 24 hours before returning to school.

H. Medication

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

No medication will be dispensed unless the medication is delivered to the school in the original pharmacy container, along with written parental permission and dosing instructions. Parents must provide written consent for children to receive over-the-counter medications during school hours or events.

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.

I. Aftercare

The school offers an Aftercare program for Mount Royal families. The cost is $12 per student, per hour. Students must be picked up by 5:00 pm in order to avoid a potential late fee. All elementary school (Pre-K - 5) students remaining after school must be checked in to Aftercare.

J. Lice

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

K. Immunizations

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

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

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

Legal References:
RSA 141-C:20-a, Immunization
RSA 141-C:20-c, Exemptions
RSA 141-C:20-d, Exclusion During Outbreak of Disease

IV. Communication Policies

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

A. School Newsletter

A school newsletter is emailed on the second and fourth Wednesday of every month. This is the primary form of school to home written communication regarding school events, curriculum, classroom activities, and important information.

B. Printed Material or Posters

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

C. Morning Assembly and Lauds

For elementary students in grades 1-5, each morning begins with an assembly promptly at 8:00 am, with the teachers and students gathered for a prayer, the Pledge of Allegiance, and announcements.

For junior high and high school students, each morning students report to their first academic block of the day upon arrival; at 8:00 am, teachers escort students to St. Joseph's gymnasium for Lauds.

D. Phone Calls (incoming)

Please feel free to call the school to set up a conference, ask questions, and/or relay a message to a student or a teacher.

E. Phone Calls (outgoing)

School telephones may only be used with permission of a teacher or an administrator. Students cannot use personal mobile devices during the day for any purpose.

F. Parent/Teacher Conferences

It is important for parents to become acquainted with their child's teachers and work closely with them. Parent-teacher conferences are scheduled at the end of the first quarter, but it is not necessary to wait for a scheduled parent-teacher conference day or for the teacher to initiate the conference.

G. Emailing Faculty

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

H. Grievance Procedure

Parents are encouraged to communicate grievances or unsatisfactory experiences to the most immediate party. If the parent is dissatisfied with the outcome of the meeting with the teacher or other immediate party, the parent is encouraged to schedule a meeting with an administrator. Please indicate the nature of your concern prior to the meeting. In the event the parent is still dissatisfied after meeting with the administrator, a formal letter describing the nature of the grievance should be sent to the Board of Directors. The Board of Directors will address the letter at the next board meeting and respond appropriately. Parents are also strongly encouraged to contact the HEART delegate, as HEART is the formal channel of communication between parents and the Board. Compliant with NHED rule 403.01(a)(16), a grievance may involve any of the following: bullying; teacher misconduct; tuition refund when a student leaves the school; and the use of child restraint practices as outlined in RSA 126-U.

V. Dress Code Policies

Specific uniform options can be viewed on the websites of our two uniform providers: **Schoolbelles** and **Tommy Hilfiger**. Both uniform providers offer all of the acceptable uniform pieces listed below. The only exception is that gym uniforms are only available on the Tommy Hilfiger website and the official school spirit wear store (Collins Sports).

PreK - Grade 5 – Boys

Regular uniform

- Chino pants in Khaki, either Full Elastic Waist pants or Classic Chino
- Navy polo (with school monogram), short or long sleeve
- Socks (black or navy), Belt (brown, black, or navy), and shoes (see below)

Gala Uniform (to be worn on Fridays)

(Gala uniforms are optional for PreK; mandatory for grades K-5)

- Chino pants in Khaki
- Traditional Oxford in white -monogrammed (short or long sleeve)
- Pre-tied tie in red plaid

Optional pieces

- Microfleece jacket in Navy (with monogram)
- V-Neck Sweater in Navy (with monogram)
- Spirit wear consisting of ¼ zip athletic pullover or team jacket can be worn with regular uniform (not gala uniform) in lieu of sweater.

Grades 6 - 8 – Boys

Regular uniform

- Classic Chino pants in Khaki
- Navy polo w/monogram (short or long sleeve)
- Socks (black or navy), Belt (brown, black, or navy), and shoes (see below)

Gala Uniform (to be worn on Fridays)

- Classic Chino pants in Khaki
- Traditional Oxford in white -monogrammed (long or short sleeve)
- Four in Hand Tie – red/navy stripe

Optional pieces:

- Microfleece jacket in Navy (with monogram)
- V-Neck Sweater in Navy (with monogram)
- Spirit wear consisting of ¼ zip athletic pullover or team jacket can be worn with regular uniform (not gala uniform) in lieu of sweater.

Grades 9 - 12 – Boys

Regular uniform

- Classic Chino pants in Khaki
- Traditional Oxford in white – monogrammed (long or short sleeve)
- Four in Hand Tie – red/navy stripe
- Socks (black or navy), Belt (brown, black, or navy), and shoes (see below)

Gala Uniform (to be worn on Fridays)

- Classic Chino pants in Khaki
- Traditional Oxford in white – monogrammed (long or short sleeve)
- Four in Hand Tie– red/navy stripe
- Navy blazer with crest

Optional pieces:

- Microfleece jacket in Navy (with monogram)
- V-Neck Sweater in Navy (with monogram)
- V-Neck Sweater Vest in Navy (with monogram)
- Spirit wear consisting of ¼ zip athletic pullover or team jacket can be worn with regular uniform (not gala uniform) in lieu of sweater.

PreK - Grade 4 – Girls

Regular uniform

- Drop waist jumper in Navy/Red plaid
    - Navy or black modesty shorts must be worn underneath jumper
- Peter Pan Collar blouse in white (long or short sleeve)
- Girls may wear navy or white tights under their skirts, or navy or white knee or crew-length socks, without logos.
- In cold weather, girls may wear **navy** leggings under their jumpers. Leggings must be long enough to meet socks with no leg showing.

Gala Uniform (to be worn on Fridays)

- **See above – plaid jumper and white blouse**

Optional pieces:

- Khaki pants (can be worn in Quarter 2 and Quarter 3, except on Fridays)
- Navy polo - long or short sleeve (Quarter 2 and Quarter 3, can only be worn with khaki pants, not jumper)
- Microfleece jacket in Navy, monogrammed
- Jewel Neck Cardigan in Navy, monogrammed
- Spirit wear consisting of ¼ zip athletic pullover or team jacket can be worn with regular uniform (not gala uniform) in lieu of sweater.

Grade 5 – Girls

Grade 5 is a transition year for girls. They may wear either the uniform for grades K-4 in its entirety or the uniform for the 6-8 girls in its entirety (no mixing, ie. no polo with jumper).

Grades 6-8 – Girls

Regular uniform

- Two Kick Pleated Skirt in Khaki or Red Plaid
- Wrap Around Kilt Skirt in Khaki or Red Plaid
- Polo in Navy – monogrammed (long or short sleeve)
- Ribbed Bottom Polo in Navy – monogrammed (long or short sleeve)
- Khaki Pants (2 style choices – see Schoolbelles website)
- **Skirts must be no shorter than 2" above the knee.**
- Girls may wear navy or white tights under their skirts, or navy or white knee or crew-length socks, without logos.

Gala uniform (to be worn on Fridays)

- Two Kick Pleated Skirt in Khaki or Red Plaid
- Wrap Around Kilt Skirt in Khaki or Red Plaid
- Traditional Oxford in White – monogrammed (long or short sleeve)

Optional pieces

- Microfleece jacket in Navy, monogrammed
- Jewel Neck Cardigan in Navy, monogrammed
- Fine Gauge Crew Neck Sweater in Navy, monogrammed
- Spirit wear consisting of ¼ zip athletic pullover or team jacket can be worn with regular uniform (not gala uniform) in lieu of sweater.

Grades 9 - 12 – Girls

Regular uniform

- Two Kick Pleated Skirt in Khaki or Red Plaid
- Wrap Around Kilt Skirt in Khaki or Red Plaid
- Polo in Navy – monogrammed (long or short sleeve)
- Ribbed Bottom Polo in Navy – monogrammed (long or short sleeve)
- Khaki Pants (2 style choices – see Schoolbelles website)
- **Skirts must be no shorter than 2" above the knee.**
- Girls may wear navy or white tights under their skirts, or navy or white knee or crew-length socks, without logos.

Gala uniform (to be worn on Fridays)

- Two Kick Pleated Skirt in Khaki or Red Plaid
- Wrap Around Kilt Skirt in Khaki or Red Plaid
- Traditional Oxford in White – monogrammed (long or short sleeve)
- Navy blazer with crest

Optional pieces

- Microfleece jacket in Navy, monogrammed
- Jewel Neck Cardigan in Navy, monogrammed
- Fine Gauge Crew Neck Sweater in Navy, monogrammed
- Spirit wear consisting of ¼ zip athletic pullover or team jacket can be worn with regular uniform (not gala uniform) in lieu of sweater.

Gym uniform for all (PreK - 12)

- Gym uniform items (t-shirts, sweatshirts, shorts, and sweatpants) are only available on the Tommy Hilfiger school store and the official school spirit wear store (Collins Sports).
- Any Mount Royal issued tee shirts (walk-a-thon, MRA sports teams, theater, March for Life) are acceptable for gym uniforms.

Shoes

- Dress shoes in black, brown, or navy color. Shoes must be flat-soled – no high heels. Moccasins, boots, slippers, sneakers (or anything with a sneaker-like sole), sandals, Ugg-style shoes, canvas shoes, and backless shoes are not permitted. Boat shoes are permitted. **"Vans" or vans-style footwear are sneakers and therefore not appropriate for regular or gala uniform days. They may be worn only on gym days.** See examples of footwear here.
- Students who have doctor prescribed footwear exemptions should plan to purchase appropriate footwear in solid black.

Notes

- Jewelry, hair styles, and other accessories should not be distracting or showy.
- Only earlobes may be pierced (girls) and earrings must not be distracting or large.
- Hair cannot be dyed an unnatural color or in an unusual color scheme.
- Girls in PreK through 5th grade may not wear makeup.
- All boys must be clean-shaven and hair length cannot exceed below the top of the collar.
- Boys may not display any visible piercings, tattoos, or other bodily ornamentation.
- On game days, varsity student-athletes may wear their team jerseys, except on Gala days.

All uniform items must be purchased through Schoolbelles or Tommy Hilfiger. Purchasing non-sanctioned clothing and asking other companies to embroider the clothes is a violation of the dress code. Sweaters or fleeces are not mandatory, but if worn in class during the school day, must be purchased through Schoolbelles or be school-sanctioned Spirit Wear. **Sweatshirts (crew, hooded, or zip) are only allowed on gym days. Students are not allowed to wear non-sanctioned sweatshirts on campus during the school day.**

Elementary students (PreK - 5) will wear their physical education uniforms all day on Wednesdays, instead of their regular uniform. Junior high and high school students (6-12) will wear their gym uniforms on Thursdays. Occasionally, students will be informed to wear their physical education uniforms for a specific field trip or special activity at school. Sneakers may be worn for physical education and recess only.

A. Dress Code Enforcement

The enforcement of the dress code is primarily the responsibility of parents. However, if the student still does not follow the dress code, it becomes the responsibility of the teachers and administration. A student who does not obey the dress code will be reminded verbally. If the student continues to come to school dressed incorrectly, the parents will be contacted. Ongoing failure to comply with the dress code represents a violation of the enrollment contract and may result in disciplinary action.

B. Informal Activities/Athletics/Co-curriculars/Tag Day Guidelines

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

Acceptable	Unacceptable:
Jeans, cargo pants, casual pants, capris, or shorts	No pajama pants, jeggings, leggings, yoga, or skin tight pants.
Sneakers, boots, or clogs	No ripped jeans.
All pants and shorts must rest at the waist	No short shorts or mini skirts
Shorts must reach at least mid-thigh	No sleeveless shirts, midriff-revealing shirts,

T-shirts, sweatshirts, sweaters, flannel shirts	tight-fitting, transparent or low-cut shirts No offensive or inappropriate images No sandals, flip-flops, slides, slippers

C. Lost and Found

Please clearly mark all clothing items with each student's name so that they may be returned if misplaced. Teachers make every effort to return misplaced clothing to its rightful owner, however, the school does not maintain a school-wide lost and found.

VI. Academic Policies

A. Schedule Changes

Any changes to a student's schedule will be discerned in partnership with the parents and the school's academic team.

B. Book Care

Students are responsible for the proper care of books and must return them in good condition. Hard covered books must 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 may be asked to replace a text that has been lost or rendered unusable.

C. Class Time

The quality of the education each student receives depends on attention and effort at all times. The following habits will help make each student's class time more effective:

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

D. Study Halls

Study halls are intended for academic work completion. All study halls are silent. All students will report to the study hall in which they are assigned and are not free to roam the campus; students must receive permission from the Academic Dean in order to attend an activity other than the assigned study hall. Personal mobile devices and earbuds/headphones are not permitted in study halls.

E. Homework

Philosophy

Homework serves an important role in the academic and character formation of a child. In the elementary grades, homework is used as a tool to reinforce concepts learned in class, provide dedicated reading practice, enhance organizational skills, instill a sense of responsibility, and involve parents in the learning process.

In junior high and high school, homework is primarily assigned by a teacher to prepare students for class. It could 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 achieve mastery. Long range assignments, such as essays and projects, are also scheduled to develop organization and independent study skills.

Due to the need to cultivate an appropriate balance between school, leisure, and family time, homework should not be burdensome. As a purposeful extension of the classroom, homework must be reasonable, intentional, and meaningful.

Students should plan to use their study hall time efficiently to potentially complete half of the daily homework. It is important to note that homework completion times will vary from student to student. If a student's homework is steadily taking an extended amount of time, the parent should set up a conference with the teacher to discuss possible problems and solutions. If more than one class or teacher is involved, please contact your child's academic advisor or the Academic Dean to coordinate the meeting.

Policy

As a general guideline, the total amount of homework elementary students could receive is 30 minutes per night. Junior high and high school students may be assigned 60-90 minutes of homework total from all classes. Across all levels, papers and projects may increase this amount from time to time. Judicious use of study halls can greatly reduce the amount of homework that needs to be completed at home.

Parents are encouraged to follow homework completion in the teachers' gradebooks on Alma. Parents can elect to receive automated notifications from Alma regarding missing assignments.

Late Homework

Late homework should be distinguished from missing work due to absence/sickness, and should be handled according to the developmental stage of the student. Elementary students are learning responsibility, organization, and executive functioning skills; some flexibility will be necessary.

More accountability will be expected of junior high and high school students. If a student is in need of extra time to complete an assignment, they should approach their teacher before the due date to request an extension. The teacher may or may not grant this extension at their discretion and depending upon the student's circumstances. If homework is turned in late without prior arrangements being made with the teacher, the earned grade will be reduced by 25%. No assignments will be accepted more than 2 weeks after the original due date, and a zero will be entered in the grade book.

Missing work due to an absence

If a student misses school due to an excused absence, the student will be given an extra day (for each day absent) to complete the missing school work.

In the event of an extended absence, parents should contact teachers, and teachers will thoughtfully select the necessary assignments to ensure sufficient progression with the curriculum.

F. Testing

Tests are used to assess individual student's mastery on a specifically defined unit. Although tests are often a helpful and important tool, they are not the only assessment tool. Student's daily work, class participation, projects, and written assignments are also used to assess student learning. Students will be notified of the date for a test and the specifically defined unit to be covered, prior to testing. Tests may be postponed due to unforeseen circumstances, or due to the teacher's decision that more student comprehension is required before the test.

G. Cheating

Cheating is a violation of one's own integrity and should never occur. If a student is caught cheating or plagiarizing, the teacher will contact the student's parents and the Academic Dean. An appropriate and formative consequence will be given.

H. Report Card Grades

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

A+	**97-100**
A	**93-96**
A-	**90-92**
B+	**87-89**
B	**83-86**
B-	**80-82**
C+	**77-79**
C	**73-76**
C-	**70-72**
D+	**67-69**
D	**63-66**
D-	**60-62**
F	**0-59**

Virtue Formation

Excellent
Good
Satisfactory
Needs Improvement

Learning Skills

1	**Advanced**
2	**Proficient**
3	**Developing**
4	**Emerging**
NA	**Not Assessed**
NI	**Needs Improvement**

I. Student Eligibility for Co-Curricular Activities

Any student participating in a co-curricular activity carrying a grade below 70 (C), in any class, will be given two weeks to improve the grade, after which the student may be declared academically ineligible or reinstated for participation.

J. Failure Policy

Students who are in danger of failing a class or academic subject will require a Family Learning Plan to be developed in partnership with parents and the academic team. Any student who receives a failing final grade in three core courses may not be promoted.

K. Graduation Requirements (minimum of 25 credits required for graduation)

Humanities	5 credits
Theology	4 credits

Mathematics	4 credits
History	3 credits
Science	3 credits
Latin	3 credits
Electives	1 credit
Fine Arts	1 credit
Physical Education	1 credit

- Seniors must complete their Senior Thesis presentation and faculty review in order to graduate.
- All seniors must take a minimum of five academic credits.
- Humanities courses consist of literature and humanities electives.
- All credit bearing non-MRA courses must be determined at the time of course selection and approved by the Academic Dean.
- A full academic year of work in a major subject equals one credit.
- Four years of work in a minor subject equals one credit (art, music, physical education).

L. Advanced Coursework/STEM Dual and Concurrent Enrollment Program

Any student who is capable of and wishes to do advanced work in high school is permitted to do so. If advanced course work or advanced placement courses are not available within the school, academic advisors must assist and encourage students to seek out alternative means of taking classes. This may include taking courses through the Community College System of New Hampshire ("CCSNH"), or another approved institution. Credit may be awarded, provided the course aligns with the graduation requirements. Qualified students are encouraged to participate in the Dual and Concurrent Enrollment Program, through which a student may earn both high school and college credits by enrolling in STEM and STEM-related courses designated by CCSNH.

M. Transcripts

Any student wishing to obtain an official transcript should contact the office manager/registrar. Unofficial transcripts are accessible on Alma.

N. Lockers

Junior high and high school students are assigned lockers for their use during the school year. Students may not change lockers at any time. The school is not responsible for lost or stolen articles. The school has the obligation to maintain a safe environment, and where there is suspicion of a condition which endangers the health and/or safety of any student, the school reserves the right and has an obligation to examine locker contents. The locker is, and remains, property of the school.

O. Academic Honors

Honor roll is based on GPA for grades 6-12:

Headmaster's List - Summa Cum Laude: 3.9-4.00
High Honors - Magna Cum Laude: 3.7-3.89
Honors - Cum Laude: 3.5-3.69

P. Request for Additional Resources

The mission of resource learning at MRA is to provide intervention and remediation for full matriculation into the classroom experience. It is not to provide special education services, as those are federally mandated and funded through public education. Parents who enroll their children at Mount Royal Academy understand students are not eligible for the same level of resources and funding as those that are federally mandated and funded. Parental placement at a non public school is a forfeiture of FAPE (Free Appropriate Public Education).

A formal process exists to serve students who may qualify for academic interventions. Parents may request additional resources from student support services staff by Mount Royal Academy. All requests are reviewed by the Student Support Team, consisting of the Academic Dean, Lead Resource Teacher, classroom teacher, and parent.

Q. Academic Advising

Academic advising is provided to high school students to encourage and support discernment of their God-given vocation. It includes satisfying the graduation requirements, developing goals for post-secondary plans, selecting courses that align with interests and goals, accomplishing tasks related to established goals, and creating an openness to examine personal attributes and interests in order to discover what God has planned for each student.

VII. Policies for Conduct

A. General Guidelines for Conduct

Mount Royal Academy strives to support students in the life of virtue. The following guidelines direct this effort:

1. Students should make eye contact, smile, and greet teachers, priests, parents, visitors, and fellow students appropriately.
2. Students should 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 should 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 oppose the life of virtue.
4. Students should exercise proper posture and appropriate body language (e.g., no hands in pockets, slouching, or tipping chairs). Proper posture is especially important during prayers and the Pledge of Allegiance.
5. Students should avoid pushing, horseplay, or unnecessary roughness.
6. Food and drink should be consumed only in designated eating areas. Proper table manners should be observed at all times. Chewing gum is not permitted. Breath-mints are highly recommended as a suitable alternative. Students should not bring soda, energy drinks, or excessively sugary candies to class.
7. Students should show respect for people's belongings, buildings, and grounds at all times. They should help keep classrooms and hallways neat and clean.
8. Older students should strive to be good examples to younger students.

B. Catholic Mission and Identity

Mount Royal Academy is a Catholic school, and we welcome students of all beliefs. Students may not be excused from liturgy, communal prayer, theology instruction, chapel visits, and devotional practices. Although students are not required to actively participate, they must maintain a respectful demeanor.

C. Electronic Devices and Technology: **Acceptable Use Policy**

Electronic Devices

Mount Royal Academy is a "phone free zone." Students cannot bring cell phones and/or smartwatches (or any other personal electronic device that is not a personal laptop) on campus for the duration of the academic day, from arrival until dismissal. Student drivers must leave cell phones and/or smartwatches in their vehicles until they are dismissed. Earbuds and headphones are also not allowed, unless there is academic accommodation with parental consent.

Since MRA is a "phone free zone" during the school day, this applies to all school activities including co-curriculars such as athletics, theater, and dances. There will be no collection and re-distribution of personal mobile devices.

If a cell phone and/or smartwatch is seen in the possession of a student during the school day, it will be confiscated and given to school administration. The cell phone and/or smartwatch will remain in the possession of the school administration until the parent of the student schedules a meeting to retrieve the phone and review the acceptable use policy. The cell phone and/or smartwatch will be returned at the conclusion of the meeting. Repeat violations will result in a $25 fine for the second offense, increasing by $25 for each violation.

Students may use school owned electronic devices under the supervision of faculty for academic purposes, or seek

administrative permission to use personal laptops.

Mount Royal Academy reserves the right to monitor, access, retrieve, read, and disclose any information regarding content found on any electronic equipment to any agency the school deems appropriate.

Technology Use

According to the proper mode of child development, the school invites students to use technology for academic purposes.

These are the "10 Technology Commandments" to clarify this principle. Students using technology in the school may NOT:

1. Use the school's technology resources for non-academic purposes.
2. Use school technology for games, films, or entertainment other than those explicitly required by the instructor for school purposes.
3. Send personal email, texts, or other communications and may not reveal personal information.
4. Use technology in any way that negatively impacts the learning environment including negative or hurtful comments about the school, staff, parents, or students
5. Access, send, or receive any obscene, threatening or non-academic material.
6. Seek or use other's passwords or accounts.
7. Disrupt or seek to gain unauthorized access to any school systems or equipment (including but not limited to: changing passwords; physically altering or damaging equipment; changing settings; deleting, adding, or downloading programs; or the on or off campus attempt to access restricted school records, databases, internet, control, or communication systems.)
8. Use or sell unauthorized copies of software or violate copyright laws.
9. Store data on school computers. (n.b.: There is no expectation of privacy when using any school equipment.)
10. Students must immediately notify the faculty whenever they encounter a device which seems to have been altered or used in violation of any policies above.

If a student violates the acceptable use policy on school owned devices or a personal laptop, the student will not be allowed to use technology on campus until a meeting takes place wherein the parents, student, and school administration review the acceptable use policy.

D. Field Trips

Students are expected to follow the same conduct policies during field trips.

E. Fire Drills

Student conduct:

- 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 teachers can take attendance of all their students after the building is evacuated.
- All doors in hallways should be closed.
- All windows should be closed.

F. Personal Relationships

Friendliness and inclusiveness should be attributes of all students. Students are encouraged to develop healthy friendships. Exclusive and intimate relationships between boys and girls should not be so public as to interrupt the social and academic life of the community. Inappropriate and exclusive public displays of affection are not allowed.

VIII. Discipline

If disciplinary action becomes necessary, it must be developmentally appropriate and formative.

Ongoing disciplinary issues may warrant the institution of a Family Learning Plan, whereby the student and parents will partner with the school to create an accountability plan designed to help the student overcome problematic habits and behavior.

Students who habitually break the code of conduct will be expelled.

Fighting Policy

Students involved in a physical altercation will be immediately removed from the school activity and parents will be notified. Parents will be expected to cooperate in the creation of a Family Learning Plan depending on the severity of the incident.

Drugs/Alcohol

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

Weapons

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

Right to Search Policy

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

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

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

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

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

Appendix A

Athletic Code of Conduct for Student-Athletes, Coaches, and Parents

MISSION

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

TO THE STUDENT-ATHLETES:

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

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

As an athlete, your actions on and off the field reflect on the entire school community. The school community cherishes the values associated with competitive athletics and supports our programs accordingly. We expect our athletes to conduct themselves in a manner consistent with the school's values and formative philosophy.

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

We encourage you to set high goals and commit yourself to their attainment. The rewards will not come quickly nor easily; but when you do succeed, the sense of accomplishment will be well worth the effort. One athletic season is loaded with a series of life lessons. Adversity ought never to cause you to quit the team, and therefore let your teammates down.

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

SECTION A: RELATIONSHIPS

PARENT-COACH RELATIONSHIP:

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. Should you have any questions or concerns, do not contact the coach until 24 hours after the athletic event. For many

coaches, one of the post-game responsibilities is to meet with his/her players. Athletes should not be expected to stop and talk to parents and friends immediately after a game is over. These team meetings are essential to the learning process and are important in efforts to build team unity and understanding.

PARENT/PLAYER-GAME OFFICIALS RELATIONSHIP:

Game officials follow a code of conduct and ethics. It is essential to understand that officials are an integral part of the game. While you may not agree with all of their calls, please do not harass and taunt game officials. Parents should be good role models for their children. Remember that officials are in charge of the game and have complete authority to have unruly spectators removed.

SECTION B: RESPONSIBILITIES

RESPONSIBILITIES OF THE ATHLETE:

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

RESPONSIBILITIES OF THE COACH:

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

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

POST PRACTICE – GAME RESPONSIBILITIES:

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

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

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

SECTION C: SPORTSMANSHIP

SPORTSMANSHIP PROCEDURES- THE SCHOOL'S ROLE:

It is the expectation that everyone in the school community will demonstrate good sportsmanship and fair play during all athletic contests. This concept is presented to the staff and to the athletes throughout the school year. Mount Royal Academy reserves the right to expel from athletic events any student-athlete, coach, parent, or fan who fails to meet the required expectations for charitable conduct.

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

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

SECTION D: IMPORTANT PARTICIPATION INFORMATION

RISKS ASSOCIATED WITH ATHLETIC PARTICIPATION:

The very nature of athletic competition provides for potential risk and injury to occur. Even with protective equipment, proper supervision, and sound instruction, injuries still do happen. In extremely rare cases, even death could result. All athletes and parents need to be aware of the potential hazards that exist within the athletic arena.

PRE-PARTICIPATION ELIGIBILITY CHECKLIST:

All of the following requirements must be satisfied before any student will be allowed to train, practice, or participate on an athletic team at Mount Royal:

Physical Examination Form: Athletes' must have a "current year" physical exam form on file in order to be cleared and eligible for athletic participation. It is suggested that physical exams be scheduled over the summer months so the entire school year will be cleared for athletic participation.

Emergency/Athletic Information Form: This form is submitted upon completion of registration.

PRACTICE SESSIONS AND GAMES:

Practice sessions may be closed to spectators at the discretion of the coaches.

PRACTICE SESSIONS:

1. May last up to, but not more than, two hours.
2. May start and end at different times due to the schedule of coaches and/or the availability of facilities.
3. May be held in the evening, on weekends, and over holiday break periods. Under no circumstances may practices be held on Sundays.
4. Players are expected to attend practices and arrive on time. Players/parents are expected to communicate in advance when they will not be able to attend practice.
5. Are secondary to academic or school disciplinary requirements.

LOCKER ROOM CONDUCT

1. All changing for practices and games/matches must be done in a locker room and not in a school bathroom.
2. No one is allowed in the locker room without a coach or administrator present.
3. Rough housing, or throwing towels or other objects, is not allowed in the locker room.
4. The use of personal mobile devices in locker room areas is strictly prohibited. Abuse will result in immediate disciplinary action.
5. No glass containers are allowed in the locker room.
6. At no time should shoes with cleats be worn inside the building. Serious injury can occur from slipping on cement or tiled surfaces, and damage is done to the building.
7. Do not leave personal items unattended or unsecured in locker rooms or hallways. Take personal items to practice with you, if necessary.
8. Absolutely no photos can be taken in the locker room.

UNIFORMS AND EQUIPMENT:

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

BUILDING AND FACILITY ACCESS:

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

TRANSPORTATION:

Families are responsible for transporting student athletes to all practices and games. The school provides transportation to varsity student-athletes to and from away games and home practices held off site when necessary.

SECTION E: ATHLETIC POLICIES

DRUGS, ALCOHOL AND TOBACCO:

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

Prior to returning to participation the suspended student may be required to attend a substance abuse program sponsored or approved by Mount Royal, and to submit proof of such attendance to the Athletic Director and the Administration. After a student is allowed to return to a team, the coach will make all decisions regarding participation including: role, playing time, uniform number, position, etc. The student and the student's parent(s) will be notified of the suspension and the time that the student is allowed to return to participation. An arrest or court conviction is not necessary before a student may be suspended

for violation of this policy. Consequences under this policy may be in addition to other consequences imposed by the school, the organization, and/or the community.

THEFT:

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

HAZING PROCEDURES:

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

SECTION F: LEAGUE MEMBERSHIP

Mount Royal Academy is a member school of various leagues/associations, and as a member school, must comply with league policies and by-laws.

Appendix B

The Salesian Way

The saints are the best examples of virtue. St. John Bosco, our model par excellence in education, developed the Salesian way of teaching and mentoring children. It was grounded in virtue. There are six principles of the Salesian Way:

I will be cheerful.
I will do my duties well.
I will stay close to Jesus in the Eucharist.
I will honor Mary as my mother and helper.
I will choose to be kind.
I want to serve rather than be served.

As the teachers lead students in pursuing a life of virtue, they also model the Salesian way of St. John Bosco and call students to do the same. Each classroom displays the virtue sequence and an infographic of the Salesian way. All are called on a daily basis to grow in virtue— the act of loving God and neighbor in order to bring about the peace that surpasses understanding (Phil 4:7).

Appendix C

Bullying Policy

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

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

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

1. Definitions

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

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

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

1. Statements of Prohibition

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

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

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

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

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

2. Reporting Incidents of Bullying

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

a. Reporting During School Hours

Reporting by Students-

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

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

Reporting by Parents/Guardians and School Volunteers-

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

Reporting by School Employees-

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

b. Reporting Outside of School Hours

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

3. Response to Reports

Investigation

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

Initial Notice to Parent/Guardian

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

Timeline for Investigation

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

Notification to Parent/Guardian Upon Completion of Investigation

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

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

4. Disciplinary Action for Substantiated Bullying

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

When acts of bullying are identified early, and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the Headmaster or designee; students should be counseled as to the definition of bullying, its prohibition, and

their duty to avoid any conduct that could be considered bullying.

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

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

5. Notification

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

Training-

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

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

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

Appendix D

Human Sexuality Policy

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

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

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

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

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

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

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

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

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

Behaviors that are contrary to Catholic morality and the expectations of this school include but are not limited to: vulgar language and gestures of a sexual nature, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, expressing a gender that is discordant with one's biological sex, adultery, cohabitating in a sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

Athletic Policy

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

Bullying Policy

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

Chastity

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

Dance Policy

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

Dress Code

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

Facilities Use Policy

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

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

Formal Titles and Names

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

Gender Identity

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

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

Mission Integrity

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