



**BISHOP
JAMES
MAHONEY
HIGH SCHOOL**

**2011 – 2012
STUDENT HANDBOOK**

231 Primrose Drive
Saskatoon, Saskatchewan
S7K 6Y3

Telephone: (306) 659-7500 Fax: (306) 659-2158

Web site: <http://www.scs.sk.ca/bjm>

Ms. Cheryl Thorson - Principal
Mr. Rob Revering - Assistant Principal

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HISTORY OF BISHOP JAMES MAHONEY HIGH SCHOOL

Bishop James Mahoney High School opened in 1984 and is named in honour of the Most Reverend James P. Mahoney, former Bishop of Saskatoon, in recognition of his many contributions to Catholic Education. Prior to his appointment, Bishop Mahoney was a classroom teacher at St. Paul's High School and E. D. Feehan Catholic High School and was the first Principal of Holy Cross High School. During his episcopate, Bishop Mahoney remained interested and involved in Catholic education. His involvement and enthusiasm were a continuing source of leadership for Saskatoon Catholic Schools. He achieved national recognition as a supporter of Catholic education and as a speaker in the field of education.

GREATER SASKATOON CATHOLIC SCHOOLS MISSION STATEMENT

Greater Saskatoon Catholic Schools: a welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place. We love because he first loved us.

-1 John 4:19

SCHOOL PRAYER

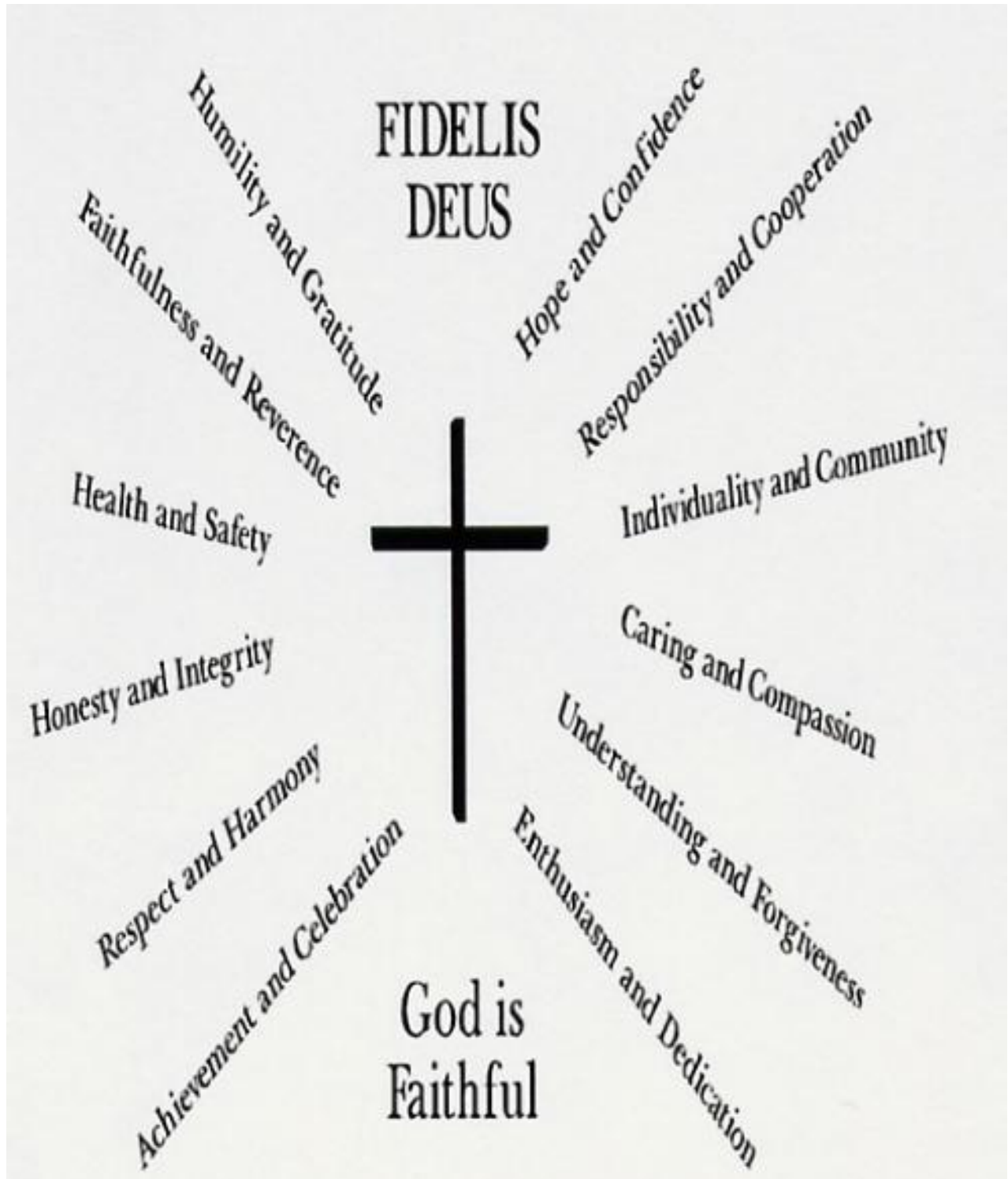
Lord God, we come together today and every day to build a community of love and faithfulness in the name of Your Son, Jesus Christ.

You have bestowed many blessings upon us. In thankfulness and gratitude, may we use our talents and gifts always to bring glory and honour to You.

Help us to strengthen our triune bond between home, school and church. Lord, we ask you to be with us as we continue to build our Bishop James Mahoney High School family. Send Your Spirit upon us today and always. May our actions and our words reflect the teachings of Jesus Christ. We make this prayer through the Holy Spirit. Amen. All Saints: Pray for us.

VALUES AND BELIEFS

As part of the Catholic school community at Bishop James Mahoney High School, we, the students, staff and parents commit ourselves to conduct all our relationships so our actions will reflect the following Christ-centered values and beliefs:



BISHOP JAMES MAHONEY STAFF LIST 2011-2012

ADMINISTRATION	OFFICE STAFF
Cheryl Thorson - Principal	Scott, Brigitte - Office Coordinator
Revering, Rob - Assistant Principal	Byers, Ruth
	Colbert, Marie
TEACHERS	Erdman, Donna
Allain, Renelle	Lukash, Adele
Carmona-Figueroa, Janet	
Chateigner, Francois	EDUCATIONAL ASSISTANTS/PROGRAM FACILIATOR
Delingoma-Dit-Tshebana, Dallia	Arnelien, Terri
Duguid, Dan	Cechanowicz, Rosanne
Engel, Lorraine	Lewis, Diane
Engel, Norbert	Lindsay, Ron
Fernquist, Scott	McMurtry, Della
Frey, Kirby	Moleski, Betty – Program Facilitator
Griffith, Don	Murphy, Gwen
Hart, Joan	Nakoneshny, Verona
Hoffman, Brett	Shamel , Merling
Houdek, Leanne	Shirley, Tami
Husnik, Carla	
Lang, Judy	LIBRARY TECHNICIAN
Langford, Sean	Stang, Beatrice
Little, Derek	
Lockert, Andrew	INFORMATION TECHNOLOGY
Loopkey, Mark	Funk, Scott
Loopkey, Stacey	
Loran, April	CARETAKING
Lysitza, Jeanie	Spetz, Roger - Building Operator
Neufeld, Vicky	Allan McVee – Head Caretaker
Okrainetz, Brent	Dyck, Celeste
Marlette, Pauline	Kryworuchka, Greg
Meyers, Marina	Sousa, Angelina
Pask-Thompson, Karen	Weinberger, Grey
Prytula, Tim	
Revering, Tricia	CAFETERIA
Riffel, Kevin	Westgard, Marie - Manager
Rutten, Dean	Kramchynski, Terry
Sadoway, Ryan	
Salyn, Greg	SOCIAL WORKER
Santoro, Lori	Jeannie Bosch
Saretsky, Tom	
Schindel, Donna	DRIVER ED
Sherban-Strawson, Bridget	Klassen, Cory
Simpson, Jodi	
Weiman, Kari	
Williamson, Melanie	

CODE OF CONDUCT

BACKGROUND

The Bishop James Mahoney High School Code of Conduct, created by students, staff and parents, defines the values and vision of the school community in which all relationships are conducted in a respectful and dignified manner. Catholic schools, share with parents, the responsibility to develop students' personal and social skills to achieve this vision. Consequently, we believe:

Each person within our school
has the right to feel emotionally and physically safe.

Each person has the responsibility to
contribute to a safe, positive learning environment.

EXPECTATIONS FOR: STUDENTS

1. In accordance with the Education Act, students are accountable to the school coming to and from the school, during the school day including the noon hour and during school sponsored activities such as field trips, and social or sporting events.
2. attend school regularly and observe the rules of the school,
3. participate willingly in the learning program,
4. relate to all members of BJM with a basic level of respect
5. respect others' safety, wellbeing and property,
6. be accountable for behaviour and responsive to reasonable, related and respectful consequences and
7. participate in creating a safe, positive environment conducive to learning.

SCHOOL STAFF

1. participate in creating a safe, positive environment conducive to learning,
2. maintain the school code of conduct and
3. involve students in developing classroom discipline practices which utilize reasonable, related and respectful consequences that will model, teach and reinforce appropriate behaviour.

PARENTS/GUARDIANS

1. support their child(ren) in regular and punctual attendance at school,
2. support their child(ren) in the completion of homework assignments,
3. participate in creating a safe, positive, learning environment and
4. work and cooperate with the school to resolve concerns involving their child(ren).

INCIDENT RESOLUTION FOR:

STUDENTS

The Education Act states, "In all cases, students will be subjected to such discipline as would be exercised by a kind, firm and judicious parent." With this in mind one has to recognize and appreciate that there is no "formula" for dealing with unacceptable behaviour. Each incident that is brought to the attention of the school administration will be handled as the situation requires.

STAFF

Conduct for staff is governed by collective agreements and locally developed school board policy. Concerns related to the conduct of staff are directed to the Principal for follow-up.

PARENTS/GUARDIANS

The Education Act states that school staff take the role of a "kind, firm and judicious parent" in matters of student discipline. By extension, parents engaged in unacceptable behaviours affecting students, staff or other parents within the jurisdiction of the school can expect a school official to respond on behalf of our school community. There may be a review followed by an attempt at resolution.

STUDENT REPRESENTATIVE GOVERNMENT

The Student Representative Government (SRG) is an elected and appointed body whose primary function is to coordinate student activities and to promote school spirit. The SRG consists of an Executive and a General Council. The Executive is comprised of the Co-Presidents, Treasurer and Secretary/Returning Officer. The General Council consists of twelve grade representatives made up of four representatives from each of Grades 10, 11 and 12, one representative from each of the Grade 9 homerooms, and the six appointed positions of Athletic Representative, Treasurer, Secretary/ Returning Officer, Promotional Coordinator, Director of Clubs and Spiritual Life Coordinator. SRG elections take place during May each year.

EXECUTIVE BOARD		
Co- Presidents	Brett Arnelien and Lukas Powell	
Secretary/Returning Officer and Treasurer	Sarah Grummett Jordan Hartman	
APPOINTED POSITIONS		
Promotional Coordinator	Amber Jensen	
Athletic Representative	TJ Zwarych	
Director of Clubs	Paige Arnelien	
Spiritual Liaison	Nick Yee	
GRADE REPRESENTATIVES		
Grade Twelve	Grade Eleven	Grade Ten
Derek Dittmer	Josh Grella	Maria Boyko
Chantelle Langlois	Larissa Farias-Nunweiler	Kelsee Douglas
Brenden Scribner	Jacob Stebner	Alison Gage
	Zach Yuzdepski	Kaelee Kachur
Staff Advisors	Ms. Weiman and Bridget Sherban-Strawson	
Administrative Link	Ms. Cheryl Thorson	



ACADEMIC PROGRAMS

CHRISTIAN ETHICS

Bishop James Mahoney High School is a Catholic high school and as such, the life and activities of the school are to be filled and governed by the Spirit of the Gospel. They are to flow out of and express the underlying mission of the school.

- Christian Ethics is an integral and vital part of the education and formation of each student in the school.
- The objective remains to encourage in students a deep and life-long love for Jesus Christ, the Christian faith, the Church, the Sacraments and prayer-life. Liturgical celebrations throughout the school year support this objective.
- Participation in the Christian Ethics program is compulsory. A major component of the Christian Ethics program is Christian service hours. Students must complete Christian Service hours in order to get credit for the class.
- Each semester “Teen-Aid” presentations are made in all Christian Ethics classes. Teen-Aid is committed to promoting chastity as the healthiest lifestyle for teens. Dates for presentations will be announced in the school newsletter.

MAINSTREAM PROGRAM

The mainstream program provides a regular course of studies from Grade 9 to Grade 12. In order to graduate from Bishop James Mahoney High School, a student must have a minimum of 24 credits from Grades 10, 11 and 12. Included in these credits are a number of required courses, some determined by the Ministry of Education and some determined by our school division.

Under the Adult 12 Program, an adult may attain a Grade 12 standing by completion of 7 credits. A minimum of 5 credits must be at the 30 level.

- a. Compulsory courses are: English Language Arts A30 and English Language Arts B30, one of the following Canadian Studies courses: History 30, Native Studies 30, or Social Studies 30, one Mathematics at the 20 or 30 level, one Science at the 20 or 30 level.
- b. Two electives at the 30 level (one may be a Prior Learning Credit).
- c. Note: An adult as defined in Part VI, 21a of the Regulations under The Education Act, 1995 means a person who is at least 18 years of age and who has been out of school for at least one year. Under Department policy a person who is 19 is also considered an adult.

All students in Grade 9 must have 10 classes. To achieve standing in Grade 10, a student must earn a minimum of 8 credits. To achieve standing in Grade 11, a student must earn a minimum of 16 credits (including Level 10 credits), 6 of which must be Grade 11 courses. To achieve standing in Grade 12, a student must earn a minimum of 24 credits (including Level 10 and 20 credits), 5 of which must be Grade 12 courses.

Course selections should be made with the assistance of a Student Services Counsellor, an Assistant Principal or the Principal.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement or AP Program offers college level courses and the opportunity to obtain university credits to students in Grade 12. The courses are designed to offer a challenging and internationally recognized program for academically motivated students.

At Bishop James Mahoney High School, Immersion students have an opportunity to challenge the AP French Language exam and students enrolled in Visual Arts 30 may produce a Studio Art portfolio for submission to the College Board. AP English Language Arts is also offered.

FRENCH IMMERSION PROGRAM

The French Immersion Program is designed as a natural continuation of the highly successful program offered in the elementary schools of the Greater Saskatoon Catholic School Division. The main objective is to provide an exciting and stimulating environment in which students have the opportunity to continue their education in French. At the same time, the program is carefully balanced to enable students to select from as wide a range of options as possible. In Grade 12, French students also have the possibility of preparing to write the French Advanced Placement exam.

MODIFIED PROGRAM

The Modified Program at Bishop James Mahoney High School is designed to provide an educational opportunity for students who have difficulty with the mainstream program.

Students who take modified courses will receive modified level credits (11, 21, 31) within the mainstream classroom for some academic courses. Students may enroll in a partial or a complete modified program. Placement in and removal from the program will be coordinated by an Assistant Principal and the Student Services Department in consultation with the student, parents and teachers.

While modified credits are recognized by the Ministry of Education and our school in determining graduation status, these courses do not meet university entrance requirements or the entrance requirements for some of the programs offered at SIAST.

ADDITIONAL EDUCATION PROGRAM

This program is designed for students with special needs who are unable to fulfill the requirements for regular or modified credits in the mainstream program. This program consists of four components: integration in the regular classroom, tutorial, career and work exploration and extracurricular involvement. The spiritual, personal and academic growth of each student is the focus. The Additional Education Program consists of:

Alternative Education Program

Alternative Education level courses are designed to meet the special needs of students who require curricula that are significantly different from those available in the modified level of the English Program.

These courses are identified using an "8" eg. MA18, 28, 38.

Functional Integrated Program

These courses are designed for students with intellectual disabilities. The program involves integration in the mainstream classroom, community, work experience, tutorial, life skills and social skills programs.

English as an Additional Language (E.A.L.)/English as a Second Dialect (E.S.D.)

The English as an Additional Language/English as a Second dialect Program is designed for students whose first language is not English or whose dialect is a variation of English. EAL/ESD students are provided with a variety of opportunities to develop their English. The content is individualized with a balanced emphasis on speaking, reading, writing and listening. The amount of time spent in EAL/ESD depends on the individual's needs. Tutorial classes are offered to help the student in other academic areas. Tutorials are non-credit courses.

Greater Saskatoon Catholic Cyber School

The Greater Saskatoon Catholic Cyber School continues to serve the needs of students currently registered in the Greater Saskatoon Catholic Schools by providing programming options for students in Grade 9-12. Due to the speed at which these offerings are changing, a complete list of current offerings and registration information can be found at: [Http://www.scs.sk.ca/cyber](http://www.scs.sk.ca/cyber)

CAREER AND WORK EXPLORATION

Career and Work Exploration is a credit program at Bishop James Mahoney High School which integrates academic studies with work experience in the community. The program includes classroom instruction, work experience, and, for some students, career shadowing.

Students who enroll in Career and Work Exploration may receive two credits while participating in classroom instruction and two six-week job placements. Students are encouraged to select placements which reflect their interest in a career choice. Participation in Career and Work Exploration is limited to students in Grade 10, 11 and 12 who are 16 years of age by the date of their first job placement. For more information contact the Career and Work Exploration Coordinator at Bishop James Mahoney High School.



DRIVER EDUCATION

A Driver Education Program is available at Bishop James Mahoney High School. Instruction is offered through Klassen Driving School (klassendrivingsschool.ca; 382-2742).

- Emphasizes instilling a mature driving attitude and developing good driving skills among drivers.
- Thirty hours of in-class instruction after school during a four-week period followed by six hours of in-car instruction.
- Eligibility: Students are eligible if they are aged 14 years and 9 months.
- Students will be automatically registered. Participation is organized by age, from oldest to youngest.
- Students lists are posted ten days prior to start of a class; students must return the invitation (available at the Main Office) in order to participate.
- Students must be aware that they may be disqualified from the driver education program for absences from the in-class and/or in-car instruction. The driver education teacher will inform students about the requirements of the program.
- Disqualified students may be required to register with an external driver educator at their own cost. Current cost for this service is approximately \$600.

STUDENT SERVICES

CHAPLAINCY

Bishop James Mahoney High School is founded on Catholic Christian beliefs and at the heart of our philosophy is the opportunity for every student and staff member to grow in faith and be given support in life's journeys. Mr. Saretsky, our school chaplain, helps provide this opportunity by:

- Being present to staff and students in the development of their own faith lives.
- Building community and celebrating faith in the school and with the greater community.
- Coordinating prayer, liturgical services, and daily devotions for the school.
- Providing prayer support for people in all of life's circumstances.
- Preparing masses and liturgical celebrations including Divine Liturgy.
- Collaborate in coordinating charitable activities such as food and clothing collections.

With the other members of the school community, our chaplain plays an important role in spiritual guidance by providing support, comfort and direction, ministering to the sick, visiting bereaved families and remembering them in school prayers, helping students new to Bishop James Mahoney High School and helping students who are experiencing difficulties at home or in school.

COUNSELLING

Counsellors

Counselling services address a variety of needs and occur in a number of different settings. Individual counselling may be utilized to deal with specific problems regarding academic concerns, personal and social concerns, timetable changes, credit evaluation, career plans, post-secondary institutions, scholarships or other areas of interest to the student. Individual counselling is confidential; however, when necessary, the counsellor may wish to consult with teachers, parents, administrators, social services personnel or professional psychological services. Every attempt is made to protect the privacy of the individual student. Referrals are made by students, parents, teachers, or administrators. Counsellors also coordinate the Career Development Strategy for all grades. This is a career education program delivered in the classroom.

Program Facilitator/Career Practitioner

A career practitioner is available during certain times throughout the week for students have more access to hands on help with job searching, resume assistance, and career exploring. Group workshops related to special topics are also conducted as needed.

Social Worker

A social worker is available during certain times throughout the week to help students who are experiencing difficult personal problems related to family situations, truancy, financial concerns, etc. This service also includes home visits and possible school placements.

OUTSIDE AGENCIES

The numbers listed below are agencies that counsellors deal with on a daily basis. Students are encouraged to see a counsellor if they require these services. In the event of an emergency or where anonymity is preferred, phone numbers for outside agencies are listed below.

Al-Anon/Alateen Information Services	665-3838
Bethany Home	244-6758
Birthright	343-6636
Bridging to Work Program (for school leavers and grads)	659-7591
Catholic Family Services	244-7773
Community Clinic	652-0300
Community Addiction Services	655-4900
Community Resources and Employment (Social Services)	933-5960
EGADZ	655-1344
Family Support Center	933-7751
Family Service Saskatoon	244-0127
Indian-Metis Friendship Center	244-0174
Kids Help Phone	1-800-668-6868
Learning Disabilities Association	652-4114
Legal Aid Commission	933-7820
MADD	381-9715
Mental Health Services	655-7950
Mobile Crisis	933-6200
PLEA (public legal education)	653-1869
Poison Center	655-1362
SADD (Students Against Drunk Driving)	(306) 757-5562
Service Canada Center for Youth	1-800-622-6232
SIASST Adult Basic Education	659-4070
SIASST Counsellors	659-4050
Saskatoon Crisis Intervention Service	933-6200
Sexual Assault & Information Center	244-2224
Student Crime Stoppers	1-800-222-8477 Text 274637
Saskatoon Police Service – Victim Services	975-8400
Youth Resource Center	655-4900
SIASST Website: http://www.siastr.sk.ca	
U of S Website: http://www.explore.usask.ca	

APPLICATION TO DISCONTINUE A COURSE

If a student wants to discontinue a class they need to talk to the following:

1. Classroom teacher
2. Parent/guardian
3. Student Counsellor or Administration

If the decision to discontinue is reached, the counsellor or administrator will complete the process.

Students who drop courses may be asked to work in the library, to study under supervision or to leave the building during their unassigned period. Students wishing to drop courses in the first semester must have all arrangements complete no later than Friday, November 19, 2010, and in the second semester no later than Tuesday, May 6, 2011.

AWARDS

Bishop James Mahoney High School has many awards and scholarships at all grade levels. Awards presented to students may include:

1. Grade 9, 10, 11 and 12 Honour Roll
2. Catholic School Board Scholarships
3. Community Awards
4. Athletic / Practical / Fine Art Recognition Awards
5. Guy Giroux Memorial Award
6. S.R.G. Awards
7. Grade 9, 10, 11 and 12 Leadership Awards
8. Grade 12 Subject Awards
9. Community Scholarships/Bursaries
10. Governor General's Bronze Medal

Information regarding application for awards and scholarships is available from the Student Services Department.

CHANGE OF FINAL EXAM DATES

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

EXAMINATION POLICY

Evaluation procedures allow teachers to monitor student progress, assess performance and intervene when necessary. Examinations are a part of this process. When testing occurs, teachers strive to ensure the fairness and reliability of the examination and evaluation process.

To ensure that our evaluation is as fair as possible, all students are expected to write all examinations at the scheduled times. The following guidelines will apply in the event that a student is absent for a scheduled exam:

Upon missing an exam, it is the responsibility of the individual student to make arrangements with their respective teacher. Appeal Process – If a student wishes to challenge a final mark

they must submit a letter to the principal stating why, within three school days of report cards being issued.

GRADE 9 HONOUR ROLL

The average of all final marks will be used in the calculation of the Honour Roll. Students who are required to discontinue a Level 90 course are not eligible for the Honour Roll.

GRADE 10 HONOUR ROLL - DESIGNATED COURSES

(a) Mainstream	(b) French Immersion
Christian Ethics 10	Education chrétienne 10
English Language Arts A10	Eng. Language Art A10 or B10
English Language Arts B10	Français immersion 10
History 10 or Native Studies 10	Histoire 10
Math 10	Mathématiques 10
Science 10	Science 10
Wellness 10	Wellness 10
Level 10 Elective	Level 10 Elective

GRADE 11 HONOUR ROLL - DESIGNATED COURSES

(a) Mainstream	(b) French immersion
Christian Ethics 20	Education chrétienne 20
English Language Arts 20	English Language Art 20
History 20 or Native Studies 20	Français immersion 20
Math 20	Français immersion intégré A.20
Level 20 Class	Histoire 20
Level 20 Class	Mathématiques 20
Level 20 Class	Level 20 Class
Highest mark obtained in one of Biology 20, Chemistry 20, Physics 20 or Computer Science 20	

GRADE 12 HONOUR ROLL - DESIGNATED COURSES

(a) Mainstream	(b) French Immersion
Christian Ethics 30	Education chrétienne 30
English Language Arts A30	Eng. Language Art A30 or B 30
English Language Arts B30	Français immersion 30
History 30 or Native Studies 30	Sciences sociales immersion 30
Level 30 Class	Level 30 Class
Level 30 Class	Level 30 Class
Highest mark obtained in Math A30, Math B30 or Math C30.	
Highest mark obtained in Biology 30, Chemistry 30, Physics 30 or Computer Science 30.	



GRADUATION CRITERIA

To earn a Bishop James Mahoney High School Grade 12 Diploma, students must have successfully completed twenty-four credits which include English A30, English B30, one of the following Canadian Studies courses: Social Studies 30, History 30 or Native Studies 30; Christian Ethics 30 and a level 30 elective. The student must also have achieved the requirements, including all required courses, at the Secondary Level to qualify for a Grade 12 standing as granted by the Ministry of Education.

In order to graduate with a Grade 12 French Immersion Diploma, a total of twenty-four credits are required, five of which must be level 30 credits and 12 courses must be taken in French.

In order to graduate with an Adult 12 diploma, students must be 19 years of age and must have successfully completed the following courses: English A30, English B30, one of the following Canadian Studies courses: History 30, Native Studies 30 or Social Studies 30; two Level 30 electives, a Math credit at the 20 or 30 level and a Science credit at the 20 or 30 level.

Students must have earned at least 19 credits entering their final semester and be registered in a sufficient number of classes to give them the possibility of 24 credits. Students must receive a final mark in each class so that, if passing, graduation requirements would be met. Students must be passing all required courses at mid-term of the second semester in the year they plan to graduate. In addition, students must meet the requirements of Christian Ethics 30 (i.e. Christian Ethics service hours), and attend the Grade 12 retreat. All school fees must be paid and materials returned for students to be eligible to participate in school sponsored graduation activities. In addition, to graduate students must be a member in good standing in TAG.

In early April, after students receive their Ministry of Education transcripts, Grade 12 students will be asked to complete an application for graduation. After ensuring all requirements are met, a list of eligible students will be published. Students meeting the academic requirements may attend the Graduation Exercises, Graduation Banquet and Graduation Dance.

Students enrolled in Cyber classes must provide a midterm mark by April 8, 2011.

HONOUR ROLL

Honour Roll students in Grades 9, 10 and 11 will be recognized at the Fall Awards. The Grade 12 Honour Roll students are recognized at the Spring Awards and graduation ceremonies.

During the school year, the Honour Roll will be posted for students to report any errors or omissions to a member of the administrative team.

Students who meet the following criteria will be considered for the Honour Roll:

1. Only final marks in the courses designated will be used for calculation purposes. The only exception to this rule is for calculation of the Grade 12 Honour Roll, where Second Semester

midterm marks will be used rather than Second Semester final grades. Marks from Cyber School classes shall be calculated as of April 30 for Grade 12 Honour Roll purposes.

2. Students must have earned a minimum of eight credits at the appropriate grade level to be considered for the Honour Roll.
3. An overall average of 85% or greater must be achieved in designated courses to be eligible for the Honour Roll at each specific grade level.
4. Career and Work Exploration 20 is credited as one course for Honour Roll calculation. Career and Work Exploration 30 is credited as one course for Honour Roll calculation.

STUDENT NOTICES

Information about school activities, community events, careers and scholarships are available through the daily student notices.

Students having information items for the notices must write the notice in good form and in legible handwriting. Each notice must be approved prior to 8:30 A.M. by the teacher/supervisor involved with the activity or by an administrator.

Student notices will be read and discussed by the teacher at the beginning of TAG each day. Copies are posted on the bulletin board in the classroom, Resource Center and the bulletin board by the Main Office. Notices will also be posted on the Infocaster TV displays.

TIMETABLE SELECTION AND CHANGES

In the spring of each year students select the courses they need for the next school year. Students and parents should use care in selecting these courses. If any assistance is needed during this selection process, students and parents should contact an Assistant Principal or a Counsellor. Once a program has been selected and a timetable has been created for a student, timetable changes will be made for legitimate reasons only during the first two weeks of each semester.



ATHLETIC POLICY

PHILOSOPHY

Bishop James Mahoney High School is a Catholic high school and its' mission is to assist parents in the development of their children in academic, spiritual, physical and social growth. The athletic program is an extension of the school's instructional, intramural and recreational programs and as such provides an opportunity for such growth. It should be viewed as an enrichment opportunity for students who display strong interest and/or ability in sport or athletics. Inter school athletics are an integral part of the total educational process, providing each participant with the opportunity to learn and grow according to the Gospel values of justice, freedom and charity. The inherent principle of the Athletic Program is to help young people develop skills that will be a significant and a positive part of their lives.

OBJECTIVES OF THE ATHLETIC PROGRAM:

1. to help students develop a love of sport and physical activity
2. to help students develop sport specific skills
3. to help students develop a strong work ethic and a sense of commitment
4. to help students strive for excellence
5. to help students develop the ability to win with humility and lose graciously
6. to help students demonstrate the characteristics of honesty, sportsmanship, leadership and fair play
7. to help the student body develop a wholesome school spirit

POLICIES AND PROCEDURES

TEAM SELECTION

All students participating in the program must adhere to the eligibility requirements as outlined by SHSAA and SSSAD.

1. A team will be selected only after a fair and impartial evaluation by the coach at the beginning of the sports season. Normally "cuts" from a team would not be made before the end of the second or third practice, particularly at the junior and frosh level. If a student does not feel they have been given a reasonable opportunity to make a team, they should approach the coach and will usually be given an additional opportunity to demonstrate their strengths.
2. Grade 9 and 10 students are encouraged to play on junior teams respectively. Except in exceptional circumstances, senior teams should consist of only Grade 11 and 12 students. Decisions involving students playing above their grade level will be made by the coach after consultation with the parents and the principal.
3. Final team selection is left to the discretion and judgment of the coach and school staff.

PLAYING TIME

1. Junior Teams:

Junior sports are more developmental than senior in nature and games or matches are participation based. If a player attends practices regularly, works hard and displays good

attitude, they can expect a fair share of playing time regardless of their ability. The exact amount of playing time is determined by the coach and it might be expected that in year-end tournaments or championship games (where they exist) coaches may choose to substitute more sparingly.

2. Senior Teams:

Senior sports are more competitive by nature. The amount of playing time that each player receives will be dependent upon a number of factors including: ability, relative importance of the game or match, score, grade level and other factors determined by the coach. It is expected that coaches would define and express a meaningful role for each team member that provides the opportunity to learn and grow.

EXPECTATIONS

ATHLETES

1. attend all practices and games,
2. represent themselves and their school in a positive fashion before, during, and after athletic contests,
3. take pride in honest effort and work toward improvement of their abilities
4. initiate dialogue with the coach if an issue regarding role or playing time should surface,
5. this dialogue should be initiated during the school day away from the practice or playing field.

COACHES

Exemplify good deportment and leadership.

1. inspire a love of the game and a desire to compete fairly,
2. display confidence in the honesty and integrity of opponents and officials,
3. make corrections and coaching points in a positive reassuring manner,
4. communicate with students regarding each of their roles on the team,
5. the role will provide the opportunity for students to learn and grow,
6. where practical, coaches will attempt to meet with the parents at the beginning of the year to discuss the following:
 - a. Philosophy
 - b. coach's expectations
 - c. schedule of practices
 - d. travel to games/tournament(s)
 - e. financial issues
 - f. establishment of a channel of communication between coach and parents

PARENTS

1. Respect decisions made by officials and coaches.
2. Model exemplary behaviour by positively supporting and encouraging teams.
3. Attend a beginning of season meeting, when one is called and establish a channel of communication with your child's coach.
4. Please use the following protocol to address concerns or issues with a coach:
5. encourage your son/daughter to approach the coach

6. if the issue remains unresolved approach the coach yourself (during the school day, away from a practice or the game sites)
7. if issue remains unresolved approach the Principal

ATHLETIC ACTIVITIES

ACTIVITY	ELIGIBILITY	SEASON
Badminton Team Junior Senior	Grade 9-10 Grade 11-12	March – May March – May
Basketball Team Junior Girls Junior Boys Senior Girls Senior Boys	Grade 9-10 Grade 9-10 Grade 10-12 Grade 10-12	November – February November – February November – March November – March
Cheer Team	Grade 9-12	October - April
Cross Country Running	Grade 9-12	September - October
Curling Team Girls Boys	Grade 9-12 Grade 9-12	October – March October – March
Football Team Junior Senior Golf	Grade 9-10 Grade 11-12 Grade 9 -12	September – October September– November September
Soccer Team Girls Boys	Grade 9-12 Grade 9-12	September– November September– November
Track and Field	Grade 9-12	April - June
Volleyball Team Junior Girls Junior Boys Senior Girls Senior Boys	Grade 9-10 Grade 9-10 Grade 10-12 Grade 10-12	September – October September – October September– November September– November
Wrestling	Grade 9-12	December - March

OTHER SCHOOL INFORMATION

ACCIDENTS

All accidents must be reported immediately to the Main Office. An accident report must be filled out by the teacher/supervisor dealing with the situation. Parents and/or guardians will be notified as soon as possible in any situations in which parental contact is deemed necessary.

ADMISSIBILITY TO THE PREMISES

Students may enter the school after 7:30 A.M. each day. Students who do not have extracurricular activities after school are to leave the school after the school day ends.

ALCOHOL AND ILLEGAL DRUGS

The use of alcohol and/or illegal drugs is detrimental to the well-being of students. The possession, use or trafficking in alcohol or illegal drugs during the school day or at school sponsored activities is prohibited.

Students who are in possession or under the influence of alcohol or illegal drugs during the school day or at school sponsored activities will be subject to:

1. Immediate suspension from the school or school sponsored activity after parental contact has been made or possible involvement of the police. The length of the school suspension will be determined by the administrative staff.
2. Exclusion from further school sponsored activities if determined by the administrative staff.

After further investigation students who are found beyond reasonable doubt to be trafficking, in the possession of or under the influence of an illegal drug will be subject to:

1. Seek counselling and/or a drug assessment/ rehabilitation program for substance abuse or addiction prior to continuing in a Catholic high school.
Have their program terminated at Bishop James Mahoney High School. Under ordinary circumstances the student will be relocated to another Catholic high school to be determined by the administrative staff.

ANTI BULLYING

Bishop James Mahoney High School has a Code of Conduct which defines the values and vision of the school community in which all relationships are conducted in a respectful and dignified manner. In our school, each person has the right and responsibility to contribute to a safe, positive learning environment. It is with this vision the issue of bullying will be dealt with.

The following definition of bullying will be used:

Bullying behaviours are negative, hurtful acts that are intentional and repetitive. These behaviours involve a misuse of power to cause physical, verbal or indirect abuse of another person.

Bullying can come in many forms. It can look like (but is not limited to):

- | | | |
|----------|-----------------------|-----------------------|
| –arguing | –punching and kicking | –silent treatment |
| –beating | –cyber bullying | –slapping and hitting |

–exclusion
–gossiping
–name calling

–taking things
–taunting
–throwing things

–shoving and poking
–withdrawing

The creation of a positive learning experience for students at Bishop James Mahoney High School requires a high degree of responsibility from the students. Expectations for students:

- refuse to be involved in an act of bullying
- speak out against bullying – bystander support is critical
- be observant of signs of distress or suspected incidents of bullying
- report incidents of bullying or suspected incidents of bullying to a staff member and/or parent
- get help from an adult

If an incident of bullying is reported to the administration the following steps will be taken:

- interview with the bully/bullies – separate from the victim/victims
- interview with the victim/victims – separate from the bully/bullies
- document and retain information
- inform parents of those involved
- inform staff (when necessary)

Consequences for students who display bullying behaviours are carefully considered and may include (but not are limited to):

- creative problem solving
- counselling
- community service
- detention
- formal written apology
- involvement of the Saskatoon City Police
- loss of school privileges
- mediation
- suspension
- withdrawal from a specified course(s)
- withdrawal from school and/or relocation

APPROPRIATE DRESS

Students of Bishop James Mahoney High School are called to reflect faithfulness to the Gospel in all aspects of their lives; therefore, the clothes that are worn to school must reflect our Catholic identity. Students are expected to dress appropriately and modestly in their role as students in our school.

1. Clothing must be appropriate and modest. In some instances this is difficult to judge. To assist in clarifying this issue for students, parents and staff, the following shall serve as guidelines for unacceptable clothing:
 - Upper body garments must cover the shoulders. Some upper body garments may be considered revealing because of their cut.
 - Shorts and skirts must be no shorter than mid-thigh in length.

- All underwear must be covered on the upper and lower body.
 - Clothing that depicts inappropriate messages through words, pictures or designs. Slogans, pictures, or designs advocating or portraying demeaning situations, violence toward others, sexual overtones, alcohol or drug advertising, vulgarities or pornography, demonic or satanic symbols are not permitted.
2. Students will remove outerwear when attending school. As a sign of respect, students are expected to remove their hats, bandanas or toques as they enter the school. Students are also expected to store their outerwear in their lockers.
 3. All students must wear footwear.

A student wearing a clothing style listed above can expect to be asked by a staff member to cover the garment in question or they may be referred to an administrator who may ask the student to return home to change the garment.

ATTENDANCE

Bishop James Mahoney High School is committed to promoting a climate of high expectations. It is our hope that parents, students, teachers and school officials can work together to minimize the amount of time that a student is absent from school. To aid in the achievement of our common goal, parents/guardians are asked to:

1. Do everything they can to minimize student absence from school.
2. Inform the school by phone every time your son/daughter is absent. Contact the attendance line at 659-7506. This service is available 24 hours per day, seven days a week. Phone calls are to come to the school before 3:00 P.M. of the day prior to the student's return to school. The school will contact the home regarding absences via an automated telephone system. The recording will announce unexcused absences.
3. A student whose absence has not been acknowledged by his or her parent or guardian by 3:00 P.M. of the previous day will be required to obtain an admit slip from the office. To avoid losing class time admit slips should be issued before 8:30 A.M., between classes and during the lunch break. At this time the student may be asked to contact their parent or guardian by phone in order to have the absence acknowledged. Students who use class time to obtain admit slips may be asked to make up the time at the discretion of the classroom teacher. Unexplained absences may result in the student being assigned make-up-time or another suitable consequence by either the classroom teacher or an administrator.
4. If an attendance problem develops, teachers may contact the home to discuss the student's attendance and the impact of further absences on student achievement. Parents/guardians are encouraged to contact the school to discuss their child's attendance issues.
5. If chronic absenteeism develops, the parents/guardians may be asked to meet with an administrator and discuss possible alternatives for their son or daughter. A possible consequence may include requiring the student to drop the course. If a student is required to drop more than one course his/her status will be reviewed by the administration and the student may be referred to an alternate school.
6. If special circumstances warrant (emergencies, compassionate leave, etc.) a student to be absent for a period of time, please contact the school to inform us at your earliest convenience.

7. Parents/guardians are requested to make medical and dental appointments outside school hours when possible. Students visiting a doctor or dentist during school hours should ask the secretary of the medical office for a note detailing their visit. This note should then be brought to the main office.
8. Family vacations during the school year should be taken only after careful consideration has been given to how this absence will impact on the academic performance of the student. It is the responsibility of the student to discuss with their teachers course content/assignments covered prior to the anticipated absence. Students are responsible for making up work that was missed due to an absence from class. A mutually agreeable meeting time should be arranged, when contact is made with the teacher, to discuss work missed.

BUS PASSES

Students requiring bus service to and from school may purchase a bus pass at the Main Office. The school is not responsible for lost bus passes.

BICYCLES, SKATEBOARDS AND RUNNING SHOE WHEELIES

Bicycle racks are provided on the sides of the school facing Primrose Drive and Lenore Drive. Students are encouraged to lock their bicycles to these racks. Under no circumstances are trees, signs or fences to be used as means of securing bicycles. Skateboards are not to be ridden anywhere on school property. Running shoe wheelies are not allowed in the school.

CELL PHONES

Though the use of cell phones and other personal communication devices has become common place in society, their use at school creates the potential for misuse. Camera phones, text messaging and emails all create potentially serious problems for privacy issues and academic integrity in high schools. For this reason, cell phones and other personal communication devices are not to be used during instructional time. Use of a cell phone is not allowed at any time in the resource centre (library). During instructional time cell phones must be turned off. Consequences for students who use cell phones or pagers during instructional time may include:

1. a warning or confiscation for the remainder of the school day
2. confiscated until retrieved by a parent/guardian

The video component of a cell phone may not be used on school property.

CAFETERIA

The following expectations have been developed to allow all students and staff of Bishop James Mahoney High School the opportunity to eat lunch in a neat and tidy environment similar to a home or restaurant.

- Students are asked not to loiter in front of the servery.
- Only students who are purchasing food are allowed in the servery.
- Students are not to take jackets or backpacks into the servery. These items should be stored in student lockers.
- Enter in single file through the north door of the servery and exit through the south door after purchasing their food.
- Cutlery is available to students who have made purchases from the servery.
- Students are asked to eat their lunch at the tables provided. At the present time it is also acceptable to eat food on the steps at the north end of the Commons. This privilege will only

continue if the students who use this area keep it clean by ensuring that no refuse is left on the steps.

- Do not sit on top of the tables. Please use the chairs provided. When you have finished eating and are about to leave, push your chair in and deposit all garbage in the receptacles provided. The serving trays should be returned to the cupboards located at the south end of the Commons.
- Please deposit all cans, bottles, plastics and juice containers into the appropriate recycling receptacles.

DROP OFF AND PICK-UP

If you are dropping off or picking up a student at school, please use the south lot and doors. The front drive is needed for the special needs bus.

ELEVATOR

The elevator is to be used by individuals with mobility issues.

EMERGENCY EVACUATION / FIRE DRILLS

Instructions for evacuation of classrooms are posted on the wall in each classroom. Classroom teachers will review these instructions with students. When an alarm occurs, students must move quickly and quietly along the designated route. Students must co-operate by moving well away from the exit doors and the building. They must not return to the building until they have been informed by a teacher or an administrator that it is safe to do so.

EXTRACURRICULAR ACTIVITIES

"Home of the SAINTS"

The extracurricular program at Bishop James Mahoney High School plays a vital role in the total life of the school. The program is designed to encourage participation in a wide variety of activities including: athletic, social and recreational. The program gives everyone a chance to belong, to enhance enjoyment of school and to help build strong school spirit.

Social Activities

Activity	MONTH(S)
Bishop James Mahoney Memorial Tea	December
Choir	September – June
Coffee House	March
FUZE	May
Cross Trainers	September - June
Dance	September
Major Drama Production	October – November
Costume & Make-up	October/March
Light & Sound	September/June
Set & Stage	October/March
Music – Junior/Senior Stage Band	September – June
Outdoor Education Club	September – June
Youth in Action	September – June
Student Representative Government	September - June
Sustainability Club	September – June
Video Club	September - June
Yearbook Club	September – June

FIGHTING

Bishop James Mahoney High School is committed to building and maintaining a positive educational environment in which each individual's rights are respected and protected. In school, all individuals have a right to expect and a responsibility to create an appropriate and safe learning environment.

1. Fighting will be treated as a serious offence.
2. The school consequences for fighting will be suspension and/or relocation to another school.
3. There may be legal/criminal implications. Law enforcement officers will be involved to the fullest extent necessary.
4. Parents will be informed of problems and consequences when they occur.

While this action is based on the individual and collective rights and responsibilities of all those directly involved in the education of Bishop James Mahoney students, it is also included in the Education Act.

INTERNET ACCEPTABLE USE POLICY

The Internet is recognized as a valuable resource. Students must realize that access to the Internet is a privilege, not a right. Student access to the Internet will be supervised by a staff member.

The following general guidelines apply to all students:

1. use of photos on personal websites, that are school related, are not permitted
2. e-mail accounts will not be given to individual students, and students are not allowed to check their personal e-mail accounts at school
3. the use of blogs, chat or newsgroups will not be allowed except under the direct supervision of a teacher for a specific purpose
4. use of name, address, phone number or other personal information on the Internet is dangerous as such information can go to everyone who uses the Internet
5. school rules for proper behavior and communication apply to the Internet
6. students may use the Internet for school/course related research only
7. use of the Internet for the purpose of accessing inappropriate sites will be cause for discipline - students can expect their Internet rights to be revoked.
8. articles can be printed from the Internet for school-based research if copyright regulations permit
9. there is a cost of ten cents a page
10. Bishop James Mahoney High School expects that parents/guardians will discuss the use of the Internet with their children and reinforce the school expectations of responsible Internet use.

The Internet Acceptable Use Policy is in accordance with the expectations of the Greater Saskatoon Catholic School Division.

LASER POINTERS

Due to safety concerns, laser pointers are not permitted at school. They will be confiscated and not returned.

LOCK DOWNS

In the event of a Perimeter or Full Lockdown, students are to follow the direction of staff. Students who are not in a classroom during a lockdown should report to a supervised area immediately.

LOCKS AND LOCKERS

Each student is provided with a locker and a combination school lock. The lockers are the property of the Greater Saskatoon Catholic School, and "loaned" to students for their clothing and books. Board Policy IAC states: "Principals and/or teachers are authorized to search school property, including lockers, in order to maintain order, safety or discipline."

- Absolutely no one should know another student's combination. Students are entitled to know only their own combination. Students are required to remain in their assigned lockers.
- Students are responsible for keeping their lockers neat and tidy. They will pay for any damages to their lockers or for the cost of removal of any stickers or writing.
- The school cannot assume responsibility for articles missing from lockers. Do not place valuables or money in your lockers.
- If unusual circumstances require you to carry larger amounts of money or valuables, the Main Office staff will assist you.
- Vandalism of your locker should be reported to an Assistant Principal immediately.

LOST AND FOUND

Students may claim items by checking at the Main Office and by providing a description of the article. Students losing articles in the gymnasium area may check with the physical education teachers. The school is not responsible for lost articles.

OUR NEIGHBOURS

Students are ambassadors of Bishop James Mahoney High School each time they leave the school. In all that they do and say, students must respect our residential and commercial neighbours. Littering, boisterous behaviour and loitering are not signs of neighbourliness. Students are requested not to park their vehicles at the Primrose Plaza, in the circle in front of St. Anne's Church and the parking stalls designated for St. Anne's visitors. Students are also asked not to block driveways in the neighbourhood.

PEDESTRIAN SAFETY

Due to the heavy traffic flow on Lenore Drive and Primrose Drive students must use the crosswalk at all times. Jay walking is not permitted. The fine is \$40.00 (City of Saskatoon).

PERSONAL MUSIC DEVICES

Though the use of personal music devices (MP3, iPods) has become common place in society, their use at school creates the potential for misuse. Teachers will discuss with their students the expectations they have for the use of such devices in their classrooms. Generally, these devices should be turned off during class time. Consequences for students who use personal music devices at school may include:

1. a warning or confiscation for the remainder of the school day
2. for repeat offenses the device may be confiscated for the remainder of the week

3. confiscated until retrieved by a parent/guardian

Please remember, if other people can hear it, it is too loud

STUDENT CRIME STOPPERS PROGRAM

Students are encouraged to assist in solving school related crime by participating in this ANONYMOUS TIPS program. All calls are STRICTLY ANONYMOUS and information received is forwarded to the appropriate school administrator. Each school will utilize the information received from the TIPS line in a manner appropriate for each situation.

How It Works

A crime is committed in or in relation to our school or any other school and you know who was responsible.

1. Call "Student Crime Stoppers" at 1-800-222-TIPS (1-800-222-8477)
2. Your information will be taken in strict confidence. Your anonymity is guaranteed.
3. You will be given a tip number. Keep this secret.
4. After three weeks, call the Student Crime Stoppers line at 1-800-222-8477. Refer to your secret tip number and you will be updated as to the progress of your tip.
5. If your tip leads to the apprehension of the person(s) responsible, you qualify for a cash reward, if desired.

Tips for Student Security

1. avoid bringing large sums of money to school
2. expensive outerwear, jewellery and audio equipment should be left at home
3. do not reveal your lock combination to anyone
4. ensure that your locker is locked at all times
5. during physical education class and athletic events ensure that all personal belongings are locked in a gym locker
6. bicycles brought to school should be properly secured in the bicycle parking area
7. valuables such as cassettes, CD and portable audio equipment should not be left visible in your parked car
8. do not leave valuables on the bleachers or seats during school events
9. whenever possible mark all personal belongings
10. report all acts of theft, vandalism, violence and alcohol or drug abuse in and around your school to the school administration

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; and
- liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.

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

SCHOOL RESOURCE OFFICERS DIVIDE THEIR TIME BETWEEN ALL OF THE PUBLIC AND SEPARATE ELEMENTARY AND HIGH SCHOOLS IN SASKATOON.

SCHOOL DANCES

Dances are an activity open to students in all grades. Dances are conducted so that all students will benefit in a positive way and parents will confidently allow their daughters and sons to attend.

The SRG recognizes their responsibility for supporting and promoting the rules and regulations concerning dances.

Dance Regulations:

The following regulations will be in effect at all dances:

- dances are for the enjoyment of students of Bishop James Mahoney High School
- parent volunteers are required for each dance
- a limited number of guest tickets (25) will be available from the designated Assistant Principal for students inviting a guest (high school students only)
- admission to dances will be by advance sale of tickets
- tickets will be sold until 1:00 P.M. the day prior to the dance.
- students will present their student cards and sign their names on lists provided
- only students who follow this procedure will be allowed into the dance
- dances will be held from 7:00 P.M. to 10:00 P.M. Doors will be open at 6:45 P.M. and will close at 8:00 P.M.
- Any student leaving the dance will not be readmitted. Students who leave before 9:45 P.M. will be asked to sign out.
- students who cannot be at the dance by 8:00 P.M. for a legitimate reason must notify the designated Assistant Principal by noon of the day of the dance and place their name on a late list
- students will be screened at the door by the SRG, assisted by parents and teachers
- behaviour and conduct must be appropriate and consistent with regular school standards
- dancing styles must be consistent with the standards of our Catholic high schools
- unless otherwise indicated dress is casual
- on the night of a school dance or on the occasion of any school-sponsored activity, any student caught before, during or after the activity in possession or under the influence of

alcohol or any other illegal substance will be subject to the consequences listed in the school's Alcohol and Illegal Drugs Policy

- a coat check will be provided
 - all coats, jackets and purses will be checked in near the entrance
 - the school is not responsible for lost articles
 - students attending the dance may park in the parking lot on the east side of the school
- STUDENTS ARE NOT TO LOITER IN THE PARKING LOT BEFORE, DURING OR AFTER THE DANCE

SCHOOL DISCIPLINE

The purpose of discipline is to form responsibility. Consequences applied by school officials are intended to provide an opportunity to learn and reinforce appropriate behaviour.

SMOKING

Smoking is the single most preventable cause of illness and death. Students are urged to give serious consideration to all the implications of smoking and to refrain from smoking and/or chewing tobacco.

Students in Grades 11 or 12 who choose to smoke are to confine their smoking to the designated smoking area across the south parking lot before classes begin in the morning, during the 10 minute break and at noon hour. Grade 9 and 10 students are not allowed to smoke on school property or within the vicinity of the school at any time. Grade 9 and 10 students are not allowed to be in the designated smoking area. These expectations are also intended for tobacco chewing.

Students who are found to be in violation of the above regulations are subject to:

1. Students will be given a warning on their first offence.
2. On the student's second and other subsequent offences, the student will receive further consequences ranging from completion of an Educational Smoking Package, In-School Suspension, Out of School Suspension to multiple day Out of School Suspensions.
3. Students caught smoking in their vehicles while on school property will have their parking privilege revoked and will be subject to suspension.

TARDINESS

To maintain harmony, efficiency and productivity the expectation in the workplace is that all workers arrive at the workplace on or before a specified time. In many cases, the daily routine of the school day is modeled after the workplace. Students are therefore expected to be in their desk or designated place precisely when the clock indicates the time for the commencement of the class. Teachers will indicate to students the designated place. Students are considered late if they are not in their desk or designated place when the clock indicates the time for the commencement of the class.

Students who are detained by a staff member at the end of a period should obtain a note from the staff member and present it to the teacher in the next class. Students who feel they are justified in being late should state the reason to the teacher. If the reason stated is judged valid, the tardiness will be excused.

If tardiness becomes an issue, a teacher may assign consequences and/or contact the home. Students with chronic lates may be referred to an Assistant Principal and will be dealt with on an individual basis. Students will be subject to appropriate consequences.

UNSCHEDULED TIME

Some students in Grades 11 and 12 may have spares. These students must be in one of three places: the Resource Center, the Commons or off the school premises. Students with unscheduled time must not loiter in corridors, stairwells or front entrance/fountain area, and must not be in the parking lot.

UNACCEPTABLE BEHAVIOURS

1. To varying degrees, unacceptable behaviours reflect lack of responsibility and respect for self and others.
2. Unacceptable behaviours are recognized as serious. They will be dealt with immediately to determine cause and consequences. Dealing with unacceptable behaviour in this manner, it is hoped, will provide opportunities for learning appropriate behaviour.
3. Unacceptable behaviours apply to students, staff and parents and are inappropriate in light of our school values, beliefs and code of conduct.

RESOURCE CENTER

The Resource Center provides a full range of books and other print materials for research, pleasure and for general interest reading. The Resource Center has study carrels for independent study and work. Photocopying services, computers, access to the Internet and CD-ROM technology are also available for student use.

SAINT ANNE'S PARISH

Saint Anne's Church property does not belong to the school. Students are encouraged to use the chapel to pray when the church is not used for parish functions. Except for this purpose or during times when a school-sponsored function occurs in the church, students are asked to stay out of the church and its grounds during school hours.

STUDENT PARKING

Limited parking for our students is provided in the parking lot to the east and south of the school. Students must not park in front of the school or in the staff parking spaces. There must be no parking on the roadways of the parking lot and there must be no parking in the walk-ways in or to the parking lot. The gravel section of the parking lot is designated for Grade 12 students. Commissionaires will be patrolling the parking lot and may ticket vehicles.

SWITCHBOARD

The telephone switchboard is in operation from 8:00 A.M. to 4:00 P.M. Phone calls coming to the school before or after these times will be answered by message manager.

VISITORS

To assist in maintaining a safe, positive environment for our students, we ask that visits by members of the community other than parents, be minimized. If it is necessary to meet at the school, the following represents some general guidelines:

Upon entering the school, proceed to the Main Office and have a secretary page the person. Remain at the Main Office until the person arrives.

The area designated for such meetings is adjacent to the Main Office. Please conduct your meeting at this designated area. Loitering by members of the community that are not part of the Bishop James Mahoney High School family will not be tolerated. Such individuals will be asked to leave the school property.

We ask for your cooperation in making these expectations known to friends and acquaintances that are not members of our school community. As well, we would like to remind all our students to respect the policies of other high schools by not visiting them during regular school hours.