



**Bishop  
James  
Mahoney  
High School**

**2023– 2024  
Student Handbook**

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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.*

### School Prayer

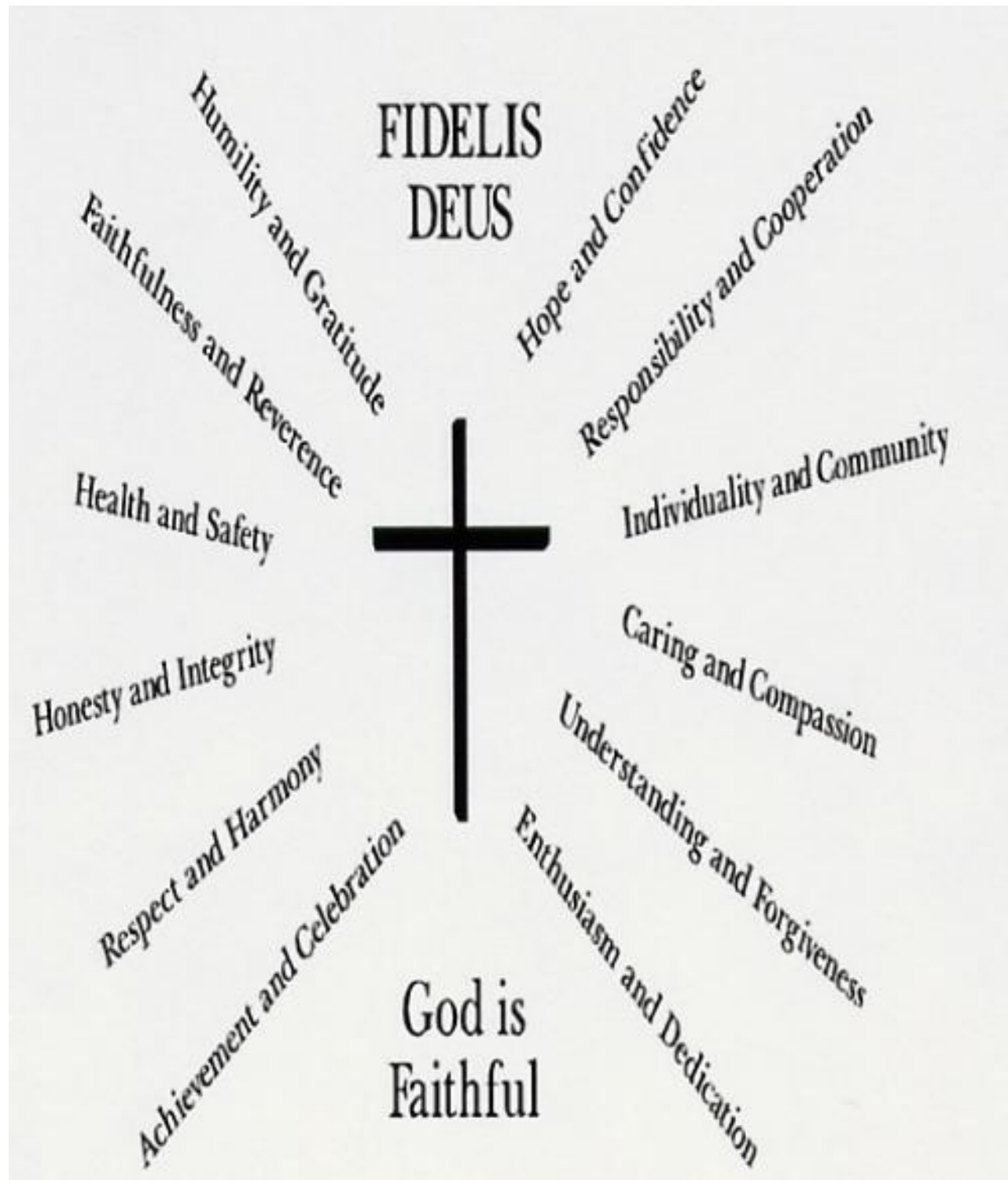
Lord God, we come together today and every day to build a community of love and faithfulness in the name of Your Son, Jesus Christ.

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](#)

[illegible]

## **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 must 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.



## **Academic Programs**

### **Catholic Studies**

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.

- ☐ Catholic Studies 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 Catholic faith, the Church, the Sacraments, and prayer-life. Liturgical celebrations throughout the school year support this objective.
- ☐ Participation in the Catholic Studies program is compulsory. A major component of the Catholic Studies program is the Catholic Action Project. Students must complete the Catholic Action Project in order to get credit for the class.

### **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 several required courses, some determined by the Ministry of Education, and some determined by our school division. Please contact student services if more information is required.

### **Health & Sciences Academy**

The Health & Sciences Academy at Bishop James Mahoney High School is an exciting program that gives students a one-of-a-kind high school experience. Students are engaged in unique classes that emphasize hands-on learning, critical thinking, collaboration, creativity, and communication. Upon completion of the program, all students graduate high school and gain an advantage for post-secondary education in related fields. The HSA student experience is unique both in and out of the classroom and includes partnerships with post-secondary institutions and local organizations, industry certifications, and opportunities to gain both high school and post-secondary credits. Currently, this includes the opportunity to take University of Saskatchewan Biology 120.3 and Math 110.3 at BJM as well as a number of dual credit SK Polytechnic courses. Additional post-secondary class offerings are currently being explored. For more information visit [www.gscs.ca/hsa](http://www.gscs.ca/hsa)

### **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, French 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. Students enrolled in the French Immersion program are expected to speak French during their French classes.

**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, and 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 the Vice 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 Sask. Polytech.

**Additional Education Programs**

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" e.g. MAT18, 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**

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: <https://www.gscs.ca/cyb>

### **Student Learning Behaviours**

GCSC Division believes that a student's attitude towards learning greatly impacts their academic success. Learning Behaviours will be reported on the Progress Reports. How well students perform the learning behaviours does not become part of their final grade, unless the Saskatchewan curriculum specifies that one or more of the behaviours is a learning goal for a specific course.

### **Assessment Supports**

There are a few options for students who are unsuccessful in a class, are going to miss significant chunks of class time or need extended time to complete a course. **All supports listed are at the discretion of the classroom teacher and administration and may not be appropriate in all situations.**

### Before the Class End Date:

#### **Credit Support - Majority of outcomes are completed with the home school**

- Support for an ongoing class
- Incomplete outcomes/units are completed through cyber school
- When a student finishes the outcomes through cyber school, marks are sent back to the home school, where the grade is finalized and submitted
- e.g., when a student goes on an extended leave

#### **Credit Completion - Majority of the outcomes will be completed with cyber school**

- The home school sends the completed outcomes and corresponding marks to cyber school.
- When a student finishes the outcomes through cyber, cyber finalizes and submits the grade.
- e.g., when a student goes on an extended leave
- Whoever addresses the most outcomes will submit the mark.

### After the Class End Date:

#### **Credit Extension - Before marks are submitted to the ministry**

- Primarily in the school
- Original mark could be a pass/fail
- Override final mark to INC
- Finish work in timeframe (~ 1 week dependent on ministry mark submission date)
- No paperwork required for the Ministry
- Teacher provides and assesses the work

## **Credit Recovery - After mark submission**

- Recovery plan is required
- Mark of 40%+ (or less in exceptional circumstances) or disruption in enrolment and provided the opportunity to complete the course without starting over
- Override final mark to INC in the course
- Min 50% attendance
- Recovery must be completed within 30 days and if over 30 days we must resubmit the plan.
- Must be applied for within 5 days of course end date
- Teacher/Cyber provides and assesses the work

## **Driver Education**

A Driver Education Program is available at Bishop James Mahoney High School. Instruction is offered through Klassen Driving School ([klassendrivingsschool.ca](http://klassendrivingsschool.ca); 306-382-2742).

- ☐ 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 must register [online](#). Participation is organized by age, from oldest to youngest.
- ☐ Student lists are posted ten days prior to start of a class; students must return the invitation via email to Klassen Driving School by the deadline.
- ☐ 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.

## **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. Mrs. Chevrier, 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, remembering community members in school prayers, helping students new to Bishop James Mahoney High School, and helping students who are experiencing difficulties at home or in school.

### **Counsellors**

Counselling services address a variety of needs and occur in several 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, a career education program delivered in the classroom.

### **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.

### **Restorative Action Program (RAP)**

The purpose of this program is to help students manage conflict that occurs in their lives, whether it is at home, at school, or in the community.

**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	306-665-3838
Birthright	306-343-6636
Catholic Family Services	306-244-7773
Child and Family Programs (Social Services)	306-933-5961
Crime Stoppers Saskatoon	1-800-222-8477
EGADZ	306-931-6644
Family Service Saskatoon	306-244-0127
Government of Canada	1-800-622-6232
Kids Help Phone	1-800-668-6868
Learning Disabilities Association	306-652-4114
Legal Aid Saskatchewan	306-933-7820
MADD	306-244-6233
Mental Health and Addiction Services	306-655-7777
Mental Health and Addiction Services - Youth Resource Center	306-655-4900
PLEA (public legal education)	306-653-1868
Poison Control Centre	1-866-454-1212
SADD (Students Against Drunk Driving)	1-306-757-5562
Salvation Army Bethany Home	306-244-6758
Saskatoon Community Clinic	306-652-0300
Saskatoon Crisis Intervention Service	306-933-6200
Saskatoon Indian and Metis Friendship Centre	306-244-0174
Saskatoon Police Service – Victim Services	306-975-8400
SaskPolyTech Counselling Services	306-659-4050
SaskPolyTech Literacy and Adult Education	306-659-5727
Sexual Assault & Information Center	306-244-2224
Saskatchewan Polytechnic website: <a href="https://saskpolytech.ca/">https://saskpolytech.ca/</a>	
U of S website: <a href="https://www.usask.ca/">https://www.usask.ca/</a>	

### **Application To Discontinue A Course**

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

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.

### **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 assessments or attend final activities at the end of each semester for all their classes. Final assessments 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, the student will be expected to write the exam on their next day of attendance, unless in special circumstances.**

**Appeal Process – If a student wishes to challenge a final mark, they must submit a letter to the principal stating why, within three days of report cards being issued.**

## **Graduation Criteria**

To graduate from Bishop James Mahoney High School, 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 Indigenous Studies 30; Catholic Studies 30, a level 30 elective, a math credit at the 20 level and a science credit at the 20 level.. 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 Bilingual Certificate, 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 certificate, 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, Indigenous 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 Catholic Studies 30 (i.e., Catholic Action Project), 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 semester 2, 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 Mass and Exercises, in addition to any activities planned by the Grad Parents Committee.

Students enrolled in Cyber classes must provide a midterm mark by April 30, 2023.

## **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 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 midterm for Grade 12 Honour Roll purposes.
2. Students must have earned a minimum of seven 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.

**Grade 9 Honour Roll - Designated Courses**

(a) Mainstream	(b) French Immersion
Catholic Studies 90	Etudes Catholiques 90
English Language Arts A90	Francais A90 OR B90
English Language Arts B90	English Language Arts 90
Social Studies 90	Science Humaines 90
Mathematics A90	Mathematiques A90
Mathematics B90	Mathematiques B90
Science 90	Science 90
Phys-Ed 90	Phys-Ed 90

**Grade 10 Honour Roll - Designated Courses**

(a) Mainstream	(b) French Immersion
Catholic Studies 10	Etudes Catholiques 10
English Language Arts A10	Eng. Language Art A10 or B10
English Language Arts B10	Français Immersion 10
History 10 or Indigenous Studies 10	Histoire 10
One level 10 Mathematics course	Fondements de Mathématiques 10
Science 10	Science 10
Wellness 10	Wellness 10

**Grade 11 Honour Roll - Designated Courses**

(a) Mainstream	(b) French Immersion
Catholic Studies 20	Etudes Catholiques 20
English Language Arts 20	English Language Art 20
Level 20 class	Français Immersion 20 OR
Level 20 Class	Une Français Immersion Intégré A.20
Level 20 Class	Level 20 Class
	Level 20 Class
Highest mark obtained in one of Workplace & Apprenticeship 20, Foundations of Mathematics 20, or Pre-Calculus 20	
Highest mark obtained in one of Environmental Science 20, Health Science 20, Physical Science 20, or Computer Science 20	

**Grade 12 Honour Roll - Designated Courses**

(a) Mainstream	(b) French Immersion
Catholic Studies 30	Etudes Catholiques 30
English Language Arts A30	Eng. Language Art A30 or B 30
English Language Arts B30	Français Immersion 30
History 30 or Indigenous Studies 30	Sciences Sociales Immersion 30
Level 30 Class	Level 30 Class
Level 30 Class	Level 30 Class
Level 30 Class	Level 30 Class

**Student Notices**

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

***Student notices will be read and discussed by the teacher at the beginning of Period 2 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 TV displays and the school website.***

**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 one of the Vice Principals 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 few days 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 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 developmental 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 several 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:
  - encourage your son/daughter to approach the coach
  - if the issue remains unresolved approach the coach yourself (during the school day, away from a practice or the game sites
  - if issue remains unresolved approach the principal

## Athletic Activities

ACTIVITY	ELIGIBILITY	SEASON
Badminton Team		
Junior	Grade 9-10	March – May
Senior	Grade 11-12	March – May
Basketball Team		
Junior Girls	Grade 9-10	November – February
Junior Boys	Grade 9-10	November – February
Senior Girls	Grade 10-12	November – March
Senior Boys	Grade 10-12	November – March
Cross Country Running	Grade 9-12	September - October
Curling Team		
Girls	Grade 9-12	October – March
Boys	Grade 9-12	October – March
Football Team		
Junior	Grade 9-10	September – October
Senior	Grade 11-12	September– November
Golf	Grade 9 -12	May - June
Soccer Team		
Girls	Grade 9-12	September– November
Boys	Grade 9-12	September- November
Track and Field	Grade 9-12	April - June
Volleyball Team		
Junior Girls	Grade 9-10	September – October
Junior Boys	Grade 9-10	September – October
Senior Girls	Grade 10-12	September– November
Senior Boys	Grade 10-12	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    | -taking things        | -shoving and poking   |
| -gossiping    | -taunting             | -withdrawing          |
| -name calling | -throwing things      |                       |

**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**

Catholic Schools are 'Places of Welcome' where God can be encountered. We strive to create conditions where everyone feels valued, safe, and has a sense of belonging. The intent of developing dress guidelines is to support a respectful and safe environment; it is not meant to be prescriptive or punitive.

Teaching dignity and respect to children and adolescents means awakening in them respect for the human person. Therefore, it is important that dress guidelines be consistent with the inner character qualities that we endeavor to nurture within our students.

We recognize that decisions about dress reflect individual expression, socio-cultural norms, and economic factors, and that they are personal and important elements of a person's well-being. Students have the right to express themselves, feel comfortable and have the freedom to make dress choices. Students have the responsibility to make dress choices that ensure dignity and respect for themselves and for others.

Certain requirements for student dress may be outlined for safety purposes or specialized activities. Examples of such activities include field trips, play days, PAA courses, art activities and Physical Education. Where students are engaged in Work Experiences, then dress requirements at these locations must be respected.

Criteria to be used in discussing Student Dress Guidelines include:

- dignity and respect for all
- age of the students
- ability to identify students (i.e., any coverings that obscure the face)
- safety considerations.

School Dress Guidelines include the following examples of what is inappropriate:

- clothing or other accessories that promote or symbolize drugs, alcohol, tobacco, illegal activity, racism, violence, sexualized slogans or images, pornography, obscene designs or words
- wearing undergarments as outer wear
- gang-related styles or symbols.

When there are differences in opinions in terms of student dress appropriateness, all involved have a duty to ensure dignity and respect is maintained.

In the case where a student is required to remedy inappropriate dress, a variety of options will be presented that maintains the dignity of the student.

#### **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, students and parents/guardians are asked to:

1. Do everything they can to minimize student absence from school as students are responsible for any work missed due to absenteeism from school.
2. Inform school by phone every time your son/ daughter is absent. Contact the attendance line at 306-659-7506. This service is available 24 hours per day seven days a week. Phone calls are to come to school before 3:00 P.M. of the day prior to the student's return to school. Parents can also enter absences in EDSBY. The school will contact home regarding absences via an automated telephone system. The recording will announce unexcused absences.
3. Students developing a serious attendance problem will be referred as early as possible to an Administrator. Potential consequences for excessive absences may include the following: discussion with the student / parent or guardian, making up a portion or all the time missed, attendance contract, removal from the course, referral to an alternate educational placement.
4. 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.
5. Parents/ guardians are requested to make medical and dental appointments outside school hours when possible.
6. 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.

Students are responsible to ensure that teachers of their academic classes are aware of their pending absence from class by completing and "Extended Absence" Form for any absence longer than four consecutive days. There will be no expectation for staff to create academic packages of work for students absent due to travel. Upon return to class, students are responsible for making up the work that was missed due to absence from class.

### **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.

### **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.

### **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.
- ☐ Please deposit all cans, bottles, plastics, and juice containers into the appropriate recycling receptacles.

### **Mobile Device Acceptable Use Policy**

1. Mobile devices must be on "silent" mode while students are at school.
2. Mobile devices **may not be used** during class time, unless directed by a staff member.  
Students who inappropriately use their mobile device during class time will have it taken to the Main Office and must retrieve it after Period 5. For a second infraction, students will only retrieve their mobile devices when their parent or guardian has come to the school to obtain it. The office is open until 4:15pm for mobile device pick-up.
3. Mobile devices shall not be used to bully. This is a criminal offence. In these instances, the school's processes for dealing with incidents of bullying may be put into effect. Other consequences will be considered as necessary.
4. Video & audio recording are not allowed in the classrooms unless approved by the teacher.
5. Mobile devices may not be used in washrooms or change rooms or the gymnasium.

### **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 as well as the buses that transport students from Martensville and Warman.***

### **Elevator**

The elevator is only 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
Coffee House	June
Costume & Make-up	TBD
Green Team	September - June
Light & Sound	September/June
Major Drama Production	TBD
Music – Junior/Senior Jazz Band	September – June
Outdoor Education Club	May – June
Set & Stage	TBD
Social Justice – Saints in Action	September – June
Student Representative Government	September - June
YAC (Youth Alliance Circle)	September - June
Yearbook Club	September – June

**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 the appointed positions of Multi-Media Director, Promotions Team, and SRG Team Members. Selection of SRG positions take place during May each year.

## **Fighting**

Bishop James Mahoney High School is committed to building and maintaining a positive educational environment in which everyone'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.

## **Hands-Off Policy**

BJM is a hands-off school. This pertains to fighting, as outlined above, but also to horseplay, public displays of affection, or handling of anyone's personal property.

## **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. GSCS e-mail accounts will be given to all students
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.

## **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. Do not leave valuables in locker rooms – lock them in the Phys-ed 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 the administration immediately.

#### **Lock Downs**

In the event of a Perimeter or School 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.

#### **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 always use the crosswalk. Jay walking is not permitted, and students may be issued a ticket from Saskatoon City Police.

#### **Personal Music Devices**

Though the use of personal music devices 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**

#### **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 is available for independent study and work. Photocopying services, computers, and access 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.

### **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/Vaping**

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, vaping and/or chewing tobacco.

Smoking/vaping is not allowed on school property at any time of day. Students will be given warnings at grade level meetings at the beginning of the school year and regularly over the intercom.

Students who are found to be smoking/vaping on school property are subject to:

1. Suspension and a ticket from Saskatoon City Police.
2. Students caught smoking/vaping in their vehicles while on school property will have their parking privileges revoked,

### **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 walkways in or to the parking lot. Tickets may be issued to anyone who chooses not to comply with the expectations.

### **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.

### **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 the public and separate elementary and high schools in Saskatoon.**

### **Tardiness**

Students are 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 one of the Vice Principals and will be dealt with on an individual basis. Students will be subject to appropriate consequences.

### **Tips For Student Security**

1. avoid bringing large sums of money to school
2. expensive outerwear, jewelry and audio equipment should be left at home
3. do not reveal your lock combination to anyone
4. ensure that your locker is always locked
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 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

### **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 considering our school values, beliefs, and code of conduct.

### **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.

**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 and 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 who 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.



# **Bishop James High School**

## **Daily Schedules 2022-2023**



<b><u>REGULAR SCHEDULE</u></b>		
Period 1		8:30 - 9:40
Period 2		9:45 - 10:55
BREAK		10:55 - 11:05
Period 3		11:05 - 12:05
LUNCH		12:05 - 1:05
Period 4		1:05 - 2:05
Period 5		2:10 - 3:10

<b><u>THURSDAY</u></b>		
<b><u>STAFF MEETING SCHEDULE</u></b>		
Period 1		8:30 - 9:15
Period 2		9:20 - 10:05
BREAK		10:05 - 10:15
Period 3		10:15 - 10:55
Period 4		11:00 - 11:40
Period 5		11:45 - 12:25

### **Schedule of Early Dismissal Days**

#### **Semester 1**

September 22  
October 13  
October 27  
November 10  
November 24  
December 8  
January 19

#### **Semester 2**

February 9  
February 16  
March 9  
March 30  
April 27  
May 11  
June 1

